

Oracle[®] Project Management

User Guide

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Oracle Project Management User Guide, Release 11i

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Glossary

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Preface

Welcome to Release 11i of the *Oracle Project Management User Guide*.

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

- Chapter 1, "Overview of Project Management," provides you with an overview of the features within Oracle Project Management.
- Chapter 2, "Workplan and Progress Management," describes how both project managers and team members use workplan and progress management to manage their projects and tasks, and communicate progress within the team.
- Chapter 3, "Microsoft Project Integration," provides an overview of integration between Oracle Projects and Microsoft Project enabling you to work in both applications to manage your projects.
- Chapter 4, "Budgeting and Forecasting," enables you to create budgets and forecasts, and manage the financial performance of the project throughout the project lifecycle.
- Chapter 5, "Project Status Reporting," enables you to provide project status information controlling the publishing frequency, the content, and the audience of each report.
- Chapter 6, "Issue Management," describes how to manage issues relating to your projects and tasks.

- Chapter 7, "Change Management," describes how to manage change requests and change orders using Oracle Projects.
- Chapter 8, "Document Management," enables you to attach and manage documents for projects and tasks.
- Chapter 9, "Project Status Inquiry," enables you to review the current status of your projects and drill down to perform detailed reviews of projects and tasks. You can also review project summary amounts to quickly determine the status of your project.

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

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Accessibility of Code Examples in Documentation

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

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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 *OracleMetaLink*.
- **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 *OracleMetaLink*.

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 access this user's guide online by choosing "Getting Started with Oracle Applications" from any Oracle Applications help file.

Oracle Projects Documentation Set

Oracle Projects Implementation Guide

Use this manual as a guide for implementing Oracle Projects. This manual also includes appendixes covering function security, menus and responsibilities, and profile options.

Oracle Projects Fundamentals

Oracle Project Fundamentals provides the common foundation shared across the Oracle Projects products (Project Costing, Project Billing, Project Resource Management, Project Management, and Project Collaboration). Use this guide to learn fundamental information about the Oracle Projects solution.

This guide includes a Navigation Paths appendix. Use this appendix to find out how to access each window in the Oracle Projects solution.

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 Resource Management User Guide

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 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. The 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.

Oracle Business Intelligence System Implementation Guide

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

BIS 11i User Guide Online Help

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

Using Oracle Time Management

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.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle Rapid Install, which minimizes the time to install Oracle Applications 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's guides and implementation guides.

Upgrading Oracle Applications

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

Maintaining Oracle Applications

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

Oracle Applications System Administrator's Guide

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

Oracle Alert User's Guide

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

Oracle Applications Developer's Guide

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

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 new 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 11*i*.

Training and Support

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 Database, 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, 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.

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Redwood Shores, CA 94065
U.S.A.

CHAPTER

1

Overview of Project Management

This chapter provides a brief overview of Oracle Project Management.

Features of Project Management

Oracle Project Management provides project managers a solution for maintaining control and visibility of all aspects of their projects.

As a project manager, you can view project information at a single source point enabling you to track and manage a project through the project lifecycle, from creating and planning, through to completion. Using Oracle Project Management, you can:

- Create, manage, version, and view workplans.
- Track progress against the workplan.
- Link Microsoft Project with Oracle Projects enabling you to work with a project using both applications.
- Create budgets and forecasts to plan and manage the financial performance of projects throughout the project lifecycle.
- Provide a timely and consistent view of project status information to all audience members and project stakeholders.
- Manage issues such as concerns, problems, and outstanding questions for projects and tasks.
- Manage actions or changes that affect the scope, value, or duration of projects and tasks.
- Attach and manage documents for projects and tasks.
- Search and review the current financial status of projects and review detailed financial performance for projects and tasks.

Workplan and Progress Management

A workplan contains a hierarchical organization of tasks within a project. Each workplan contains an unlimited number of tasks and you can define as many levels as you want. A project structure is sometimes referred to as a work breakdown structure, or WBS.

You can set up two types of structures in Oracle Projects: workplan structures and financial structures. Workplan management helps project managers and team members deliver projects on time, financial structures help project and financial administrations track financial information for one project, or for all projects within an organization.

You can define a unique workplan for each of your projects, as opposed to using a single standard template. You can create tasks, or copy tasks

from other projects and templates to save time. You can manage tasks and task hierarchies within the workplan, and expand or collapse the work breakdown structure to give you a high-level view of your projects and tasks. Workplan and progress management also assists team members to manage their tasks effectively, and communicate their progress to project managers.

You can view the latest unpublished workplan, create and maintain tasks, and publish a new workplan version.

Project managers and team members can update the workplan with progress reports. As a team member, you can view all individual tasks assigned to you that require progress reports. As a project manager, you can provide progress reports for individual tasks, and also update the progress on the whole project.

By publishing your progress, you can communicate changes to the workplan to the project team. You also can communicate progress information with reduced administration by automatically rolling up the progress information within the work breakdown structure.

When a team member provides progress for your project, you receive an automated email notification alerting you to any significant issues or date changes. Oracle Projects maintains a history of progress updates. In addition, you can also enable the collection of remaining effort and percentage complete to be reported at the workplan level.

You can use workplan versioning to create multiple working versions and evaluate schedule changes. All previously published workplan versions are stored for tracking purposes and are saved in the historical archive.

For more information on workplan and progress management, see: [Creating and Updating Workplans: page 2 – 3](#).

Integrating with Microsoft Project

You can continue to use Microsoft Project when working with your projects, while benefiting from the features that Oracle Projects has to offer.

You can send and receive a project, send an update, view real-time project information, and receive real-time values for task attributes. You can send the following information from Microsoft Project to Oracle Projects:

- Schedule

- Budget

You can send the following information from Oracle Projects to Microsoft Project:

- Project templates
- Existing projects
- Resources and rates
- Progress and actual effort
- Cost progress

You can use Microsoft Project to update the project schedule, progress, and budget information. After all project details have been entered, you can then send the project plan to a workplan or financial structure. Version details are displayed when a project plan is linked to a workplan structure and versioning is enabled.

For more information on integrating Microsoft Project with Oracle Projects, see: [Integrating with Microsoft Project: page 1 – 3.](#)

Budgeting and Forecasting

You can create budgets and forecasts to manage the financial performance of a project throughout the project lifecycle. You can also create multiple budgets and forecasts for a project to demonstrate different scenarios. You can track project status and performance by comparing budget and forecast amounts to project actuals using the Project Status Inquiry feature.

Using budgeting and forecasting you can perform the following functions:

- Maintain budget and forecast plan types
- Create plan versions and enter amounts
- Enter plan amounts using Microsoft Excel and HTML
- Enter plan amounts in multiple currencies
- Maintain budgets in reporting currency
- Maintain plan versions
- Include change documents
- View plan amounts

For more information on budgeting and forecasting, see: Using Budgeting and Forecasting: page 4 – 16.

Project Status Reporting

You can report relevant project status information for targeted audiences controlling the content, publishing, frequency, and format. For example, you can provide a monthly internal management report for your project steering committee, and a weekly team project status report for your project.

As the project manager, you can control access to unpublished reports, prevent updates and deletion of published reports, publish reports to be viewed online, and communicate information to users without system access, via email. Email and workflow notifications are sent out containing a snapshot of the status report, the report is then approved, rejected, or forwarded to another approver.

You create status reports based on report types. Report types determine the audience, and other details such as the reporting cycle, reminder rules, and report approver options.

When you associate a report type with a project, you define the reporting cycle, set up the reporting approver's options, and choose a reminder rule for the report. Reporting cycles define the start and end dates for the reporting period.

For more information on project status reporting, see: Overview of Project Status Reporting: page 5 – 2.

Issue and Change Management

Oracle Projects provides you with a centralized system to manage issues and change requests. This functionality enables team members to work together collaboratively to resolve issues and communicate and implement changes to the project.

Using issue management, you can track issues and change requests from creation through to completion, and deal with concerns or outstanding questions on projects. You can:

- Create issues based on predefined issue types
- Associate documentation for easy access

- Assign actions to people to help resolve the issues
- Enable team members to comment on issues
- Copy existing issues to accelerate the creation of new issues
- Export a list of issues into a Microsoft Excel spreadsheet for further analysis
- Automatically route issue approval using Oracle Workflow

Using change management, you can deal with events, actions, or conditions that affect the scope, value or duration of a project or task.

For more information on issue management, see: Issue Participation: page 6 – 2.

For more information on change management, see: Change Document Participation: page 7 – 3.

Document Management

Oracle Projects enables you to attach and store documents with projects on which you are a team member. You can attach the following types of documents:

- a file
- a URL
- a plain text box

To attach documents, you must have authority to access the corresponding project, task, or function. If you have access to a project, task, or function, you automatically have access to all attached documents.

You can utilize folders and versions, checking documents in and out, and ensure security for all documents.

You can specify attachment categories to help you define the types of documents that can be attached to a project, task, or function. You can define attachment categories based on common characteristics that a class of documents have, and to improve search results.

For more information on document management, see: Overview of Document Management: page 8 – 2.

Expenditure Review

You can see the amount and type of expenditure items charged to a project, the date an expenditure item occurred, and accrued revenue. You can also drill down to Oracle Payables to view the Invoice Overview window, or to Oracle General Ledger to view T-accounts.

This feature requires the installation of Oracle Project Costing. For information on expenditure review, see: *Viewing Expenditure Items, Oracle Project Costing User Guide*

Billing Review

You can review each invoice before you approve and release it, using the Invoice Summary window or the Invoice Review report.

You can review invoice information such as:

- Invoice amount
- Withheld amount
- Invoice lines
- Withheld basis amount
- Currency attributes
- Expenditure items that back up invoice items
- Invoice customer

In addition to reviewing invoice information, you can review an invoice to ensure that it did not encounter any generation errors or distribution warnings during generation, and to monitor the status of your invoices.

You can use the Invoice Review report to review and verify the draft invoices associated with a project before approving and releasing them. Once a draft invoice has been released, it is interfaced to Oracle Receivables. This report also shows detail items billed on an invoice.

This feature requires the installation of Oracle Project Billing. For information on billing review, see: *Reviewing Invoices, Oracle Project Billing User Guide*.

Project Status Inquiry

You can quickly and easily review the current status of a project, and then drill down for a more detailed review of the project and its tasks. Oracle Projects enables you to search for a project using search criteria. You can review project, task, and resource summary amounts, and actual and commitment amounts using a different resource list.

Oracle Projects maintains various levels of project summary amounts for cost, commitment, revenue, and budget amounts by project, task, and resource. You can review project summary amounts to quickly determine the status of a project, such as reviewing the current and original budgeted amounts and compare them to actual and commitment amounts. You can drill down to see summary amounts for the resources of the project or the selected task. You can select a resource list by which you want to view actuals and budgets. In addition, you can export project status inquiry data into an Excel spreadsheet for further analysis.

For more information on project status inquiry, see: [Reviewing Project, Task, and Resource Summary Amounts: page 9 – 3.](#)

CHAPTER

2

Workplan and Progress Management

This chapter describes how to create workplans and track their progress in Oracle Projects.

Overview of Workplan and Progress Management

The workplan and progress management functionality in Oracle Projects helps your project managers and team members drive towards scheduled completion of project work through efficient collaboration.

This functionality provides project managers with a high degree of visibility and control over their projects. It also enables team members to easily manage their tasks and communicate progress to their project managers.

This chapter explains how to use Oracle Projects to create, manage, version, and view workplans. This chapter also describes how to maintain tasks and track progress for projects and tasks.

Enabling the Workplan Structure

You use workplan structures to plan project work and collect progress information for projects and tasks.

You must enable the workplan structure for a project before you can create the project's workplan task hierarchy. You can also take advantage of other features such as workplan versioning, workplan approval, workplan publication, and progress tracking for projects and tasks. For more information about enabling workplan structures, see *Project Structures, Oracle Projects Fundamentals*.

Task Attributes for Your Workplan

Project workplans consist of a hierarchy of tasks that you individually create and define with the help of task types. Task types assign default attributes to tasks that control how Oracle Projects processes them. You must have at least one task type defined before you can create tasks for workplans.

For information about task types and setting up tasks, see *Task Type, Oracle Projects Fundamentals*.

For information about task attributes for workplan structures, see *Project Structures, Oracle Projects Fundamentals*.

Creating and Updating Workplans

Oracle Projects makes it easy for you to set up workplans that meet the needs of your projects or project templates. After you enable a workplan structure, Oracle Projects allows you to efficiently create and manage the tasks within it.

You can set up workplans that utilize specific lifecycles and progress tracking options. If you enable workplan versioning for your workplans, you can also choose options for workplan approval and publication that suit the project requirements.

For more information about lifecycle functionality, see *Project Lifecycles, Oracle Projects Fundamentals*.

Once you define a workplan you can use Oracle Projects to create tasks and manage the workplan's task hierarchy. You can create an entire task hierarchy at once and then fine tune it by moving, copying, and deleting tasks. You can also update task detail information.

Setting Up Workplans

You can define workplans that meet the specific requirements of your various projects or project templates. You can:

- Set up basic starting information for a workplan, including the structure name, lifecycle, current phase, and default display outline level.
- Enable workplan versioning.
- Enable work quantity planning and progress collection for a workplan and each of its tasks.
- Automatically update the tasks' transaction dates.
- Define approval options for the workplan (if versioning is enabled).

► **To Set Up Workplan Information**

1. Select a project for which you want to set up the workplan and navigate to its Workplan Information page. To do this you must first enable your workplan structure. See *Project Structures, Oracle Projects Fundamentals*.
2. **Structure Name:** Enter a name for the workplan structure.

3. **Lifecycle:** Select a lifecycle for the workplan. A lifecycle is a collection of sequential project phases. Each phase represents a set of logically related project activities. You can use a lifecycle to track the progression of a project and the top tasks within that project through the lifecycle phases.

The system applies the lifecycle you choose to the top tasks within the workplan as well as the workplan itself. You cannot assign lifecycle phases to these top tasks until you have selected a lifecycle for the workplan.

For a general explanation of how you can use lifecycles in Oracle Projects, see *Project Lifecycles, Oracle Projects Fundamentals*.

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

4. **Current Phase:** Select a default current lifecycle phase for the workplan. The *current phase* is the starting phase for workplans associated with projects.

The Workplan Information page and the Tasks page both enable you to update the current phase of your project.

Note: If you update the lifecycle for a workplan after you have assigned phases to top tasks within the workplan, the system removes those task phase assignments.

To update the current phase of your workplan you must be the project manager or have function security equivalent to that role.

5. **Enable Workplan Versioning:** You can enable workplan versioning to create multiple versions of the workplan for your project. You must also enable workplan versioning to take advantage of workplan approval, publication, and baselining functionality.

For general information about workplan versioning, see: *Versioning a Workplan: page 2 – 12*.

For specific information about enabling and disabling workplan versioning, see the online help for the Workplan Information.

6. **Automatically Publish Workplan upon Project Creation from Project Template:** If you enable workplan versioning and your workplan is enabled for a project template, you can use this option to have the system automatically publish the workplan when a project is created from the template.

Note: This option only appears for workplans that are enabled for a project template.

7. **Enable Work Quantity.** Select this box to enable work quantity planning and progress collection for the workplan. For more information, see: Understanding Work Quantity: page 2 – 19
8. **Automatically Update Task Transaction Dates and Date Adjustment Buffer:** Task transaction dates control the 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, Oracle Projects updates the transaction dates of all tasks with their actual start and finish dates (or their scheduled start and finish dates, if actual dates are unavailable).

Note: If your workplan does not have versioning enabled when you publish it, the system adjusts transaction dates whenever you update task actual and scheduled dates.

Use the Date Adjustment Buffer to adjust the transaction dates automatically generated by the system. The system subtracts the buffer value from newly derived transaction start dates and adds it to newly derived transaction finish dates.

For example, consider the adjusted transaction start and finish dates before the buffer is applied are 15 January 2003 and 20 January 2003. If the buffer value is 5, then the system subtracts 5 from the start date and adds 5 to the finish dates. The resulting transaction dates are saved as 10 January 2003 and 25 January 2003.

9. **Approval Required:** You can require that the workplan is approved before it can be published. If you require workplan approval, you must designate an approver. You can also arrange for the system to automatically publish the workplan when it is approved.

For more information on workplan approval functionality, see: Approving and Publishing Workplans: page 2 – 13.

Managing Tasks

Oracle Projects provides a variety of tools and functionality to aid in the efficient creation and management of tasks for your workplan. This section explains how to use Oracle Projects' web-based pages to:

- Quickly create tasks and task hierarchies
- Copy tasks, both from within the workplan and from other projects
- Indent, outdent, and move tasks

- Update task detail information

Creating Tasks

You can quickly create individual tasks and complete task hierarchies using the Create Task page.

You can create individual tasks as well as complete task hierarchies and insert these tasks into a specified location in the workplan. You can define basic information for each task, including the task's scheduled finish and start dates and task manager. You can also create associations between lowest-level tasks and other projects and tasks.

Selecting Task Types for New Tasks

You must associate a task type with each task. The task type contains a variety of default detail information for the task, such as the initial task status, the initial task progress status, and information relating to work quantity progress collection. The task type also determines how progress is collected for the task, if at all.

When you create a subtask that uses the same task type as its parent task, it inherits the task type and related attributes from that parent task. For example, if the parent task has overridden certain default attributes from its task type, the subtask obtains those attributes from the parent task.

If you create a subtask with a different task type than its parent task, the subtask does not inherit task attributes from its parent task. In this circumstance it gets its task attributes from the task type.

For more information about task types, see: *Task Type, Oracle Projects Fundamentals*.

Controlling the Task Outline Level for New Tasks

You can also use the Create Tasks page to set the outline levels for your new tasks. This feature enables you to insert a complete task hierarchy—a set of summary tasks and the tasks subordinate to them—into the workplan at once.

The first task entered must always have an Outline Level of 0 or 1 to indicate how it relates to the selected task on the Update Work Breakdown Structure page. If the first task's outline level is 0, it will become a peer of the task that was selected on the Update Work Breakdown page. If the first task's outline level is 1, it will be subordinate to the selected task.

To understand how this outline level rule works, consider the following example:

1. You have a workplan composed of five tasks, numbered one through five: Task 1, Task 2, Task 3, Task 4, and Task 5. Each of these tasks is at the outline level of 1.
2. Now you must create more tasks and insert them beneath Task 2. Begin by selecting Task 2 on the Update Work Breakdown Page and selecting Create Tasks.
3. Create five more tasks identified by letter, with outline values as follows: Task A, Outline: 0; Task B, Outline: 1; Task C, Outline: 2; Task D, Outline: 1; and Task F, Outline 0.
4. Because Task A's outline level is 0, the system inserts it into the workplan as a peer of Task 2. The resulting workplan structure looks like this:

Task 1

Task 2

Task A

Task B

Task C

Task D

Task F

Task 3

Task 4

Task 5

If Task A had an outline level of 1, the system would have made the entire task structure subordinate to Task 2.

Defining Task Details

The Task Details and Update Tasks pages enable you to define task information for both lowest-level and summary tasks. The work item value, unit of measure, actual work quantity entry method, and the task's additional information page layout are determined by the task's task type.

You can redefine basic task information, including the task status and task type. When you change the task type, the system automatically applies the attributes of the new task type to the task.

The Task Details and Update Task pages enable the communication of important date information for each task:

- **Transaction Dates:** Indicate start and finish dates for financial transaction purposes. They only appear on workplans that share their structure with a financial structure.

Transaction dates are entered manually and can be updated at any time for all tasks. They are defined first at the workplan level and then roll down from summary tasks to subordinate tasks.

- **Scheduled Dates:** Indicate when work on the task is scheduled to start and finish. Scheduled dates can be updated for lowest-level tasks.
- **Baseline Dates:** The dates against which the current schedule can be measured. Baseline dates reflect the scheduled dates within the designated baseline workplan version. For more information about designating a baseline workplan version for your project, see: *Versioning a Workplan*; page 2 – 12.
- **Estimated Dates:** Indicate when work on the task is likely to start and finish. Estimated dates are typically updated by task managers when they enter progress.
- **Actual Dates:** Indicate when work on the task actually started and finished. Actual dates are typically updated by task managers when they enter progress.

With the exception of transaction dates, all date information automatically rolls up from lowest level tasks to summary tasks.

Creating Task-to-Project and Task-to-Task Associations

You can create associations between a lowest task and a project or between a lowest task and a task within another project. These associations are for informational purposes only.

You create associations for lowest level tasks using the Associated Project Name and Associated Task Name fields on the Task Details, *Oracle Projects Fundamentals*.

You can create a task-to-project association without also creating a task-to-task association. However, you cannot create a task-to-task association without first creating an association with the project to which the associated task belongs. The list of values prompt for the Associated Task Name field only shows published tasks for the project that has already been associated with the task.

After you create a task association, users with view access to the task can use the Associated Project Name and Associated Task Name fields to navigate to the associated project or task. If you click on an Associated Name link, the system displays the Project Home page for the associated project. If you click on an Associated Task Name link, the system displays the Task Overview page for the associated task. There are no links back from the destination project or task to the original task.

When you delete an associated project or task, the system deletes associations with the project or task.

Copying Tasks

You can copy tasks within your workplan, copy tasks into your workplan from other workplans, or copy complete workplan versions into your workplan.

► Copying A Task Within the Workplan

1. Navigate to the Update Work Breakdown Structure page.
2. Select the task which you would like to copy.
3. Select the Copy button.
4. Identify whether you're copying a single subtask or a summary task and all its subtasks.
5. Identify where and how you want to place the task into your workplan.

► Copying Tasks from Outside the Workplan

1. Navigate to the Update Work Breakdown Structure page.
2. Select the Copy External button.
3. Identify the project, structure, structure version, and task that you would like to copy. You can choose to copy an entire structure version into your workplan instead of a task or set of tasks.
4. Identify where and how you want the task, set of tasks, or structure version to be copied into your workplan.

Moving Tasks

You can move tasks within the workplan task hierarchy in a couple of ways. You can move tasks physically within the workplan hierarchy. You can change a task's outline level by indenting or outdenting it.

You can easily move tasks within a workplan using the Update Work Breakdown Structure page. Select the task you want to move and select the Move button. Tell the system where and how you want the task to be moved within your workplan. The system moves the task to the selected location.

Indenting and Outdenting Tasks

Indenting and outdenting helps you to organize your tasks into summary tasks and subtasks. Use the Indent and Outdent buttons on the Update Work Breakdown Structure page to change a selected task's outline level within a workplan. When you indent or outdent a summary task, the summary task's subtasks are indented and outdented as well, relative to the position of the summary task.

Updating Tasks

The Update Tasks page enables you to see all of the tasks in your workplan and update basic information for several tasks at once rather than on a task by task basis.

Note: The Update Tasks page is the only page that enables you to enter task weighting values for individual tasks. For more information on task weighting functionality, see: Using Task Weighting: page 2 – 20.

Deleting Tasks

The Update Work Breakdown Structure page enables you to delete unpublished tasks. Use the Delete Tasks page to select and simultaneously delete multiple tasks.

If you have enabled workplan versioning and have created multiple versions of your workplan, several versions of the same task may exist. If you select one of these task versions for deletion the system only deletes that task version.

If you have enabled workplan versioning and published workplan versions contain the task you have selected for deletion, the system will not delete the selected task until you publish the task's workplan

version. Tasks "waiting for deletion" are marked with a blue circle next to their outline number.

You cannot delete tasks in published workplan versions.

Versioning a Workplan

You can use workplan versioning to create multiple versions of a workplan. Versioning enables you to create successive workplan versions for historical purposes and “what if” analysis. Versioning also enables workplan approval routing, publication, and baselining functionality.

Note: You must enable workplan versioning before you can take advantage of the versioning functionality. For more information, see: Setting Up Basic Workplan Information: page 2 – 3.

When versioning is enabled for a workplan, you use the Maintain Versions page to manage both published and unpublished workplan versions. You can use Maintain Versions to create new working versions of published and unpublished workplans, designate baseline versions of workplans, and delete workplan versions.

Through the Maintain Versions page, you can update the work breakdown structure and tasks of working workplan versions. You can also rework the work breakdown structure of workplan versions that are submitted, approved, or rejected.

Designating a Baseline Workplan Version

You can use the Maintain Versions page to designate a published workplan version as the baseline workplan version for your project. When you designate a workplan version as the baseline version, the system updates the baseline start and finish dates for tasks in all versions of the workplan with the scheduled start and finish dates of the baseline workplan’s tasks.

Workplan Statuses

The workplan status indicates the status of the workplan as it goes from being an in-progress “working” workplan to a published workplan. The four statuses for unpublished workplans are:

- Working
- Submitted
- Approved

- Rejected

Approving and Publishing Workplans

If you have set up workplan approval functionality for your workplan on the Workplan Information page, your workplan must be approved before you can publish it. You can also set up your workplan to be published automatically once it is approved.

If you have not set up workplan approval functionality for your workplan, you can manually publish your workplan.

For more information about setting up workplan approval functionality, see: *Setting Up Workplans*: page 2 – 3.

Routing Workplans for Approval

You can submit a workplan through the Update Work Breakdown Structure and Update Tasks pages. When you do this the Workplan Status changes from Working to Submitted.

When you submit a workplan for approval, Oracle Projects calls the Workplan Workflow Extension, which enables you to customize workflow processes for submitting, approving, and publishing the workplan. For more information about the Workplan Workflow Extension, see: *Workplan Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

The system then sends a notification to the approver that you have specified for the project on the Workplan Information page. This notification enables the approver to immediately approve or reject the workplan after they complete their review.

When the approver approves the workplan, the workplan's Workplan Status changes to Approved. Approved workplans can be published.

If the approver rejects the workplan, the workplan status changes to Rejected. You can rework the workplan (through the Maintain Versions page) and submit it again for approval. You must rework and resubmit the workplan until it is approved before you can publish it.

Note: When a workplan is in Submitted, Approved, or Rejected status, you can only make changes to it using the rework functionality.

The system sends the project manager notifications via email when workplans are either approved or rejected.

Publishing Workplans

You publish workplans to notify team members of workplan changes.

Note: If you have enabled workplan versioning, the publication process also facilitates the collection of progress information for a project. The system cannot collect project progress until the workplan is published. For more information about project collection see: *Collecting Progress for Projects and Tasks*: page 2 – 17.

If you have not required approval for your workplan on the Workplan Information page, you can publish the workplan at any time through the Update Work Breakdown Structure and Update Tasks pages.

If the workplan requires approval but is not set up to be automatically published upon approval, you can manually publish it when it is approved. When the workplan is approved, you can go to the Update Work Breakdown Structure and Task Update pages to publish it.

You can arrange for the system to automatically publish the workplan after it is approved. For more information, see: *Setting Up Workplans*: page 2 – 3.

Notifying Team Members of Workplan Publication

When a workplan is published, the system sends notifications to task managers and others with security access equivalent to that role. The system can deliver notifications through the Oracle Projects user interface or send them as email.

For more information on this functionality, see: *Setting Up Workplans*: page 2 – 3.

Viewing Workplans

You can choose how you want to view your work breakdown structure. Oracle Projects provides three different types of workplan views:

- Hierarchy view
- List view
- Gantt display view

You can change your workplan view at any time on the Tasks page.

The hierarchy view is initially the default workplan view. Your implementation team can set the list or Gantt display view to be the default view for workplan information if you wish. For more information, see: Profile Options: PA: Workplan Tasks Default View, *Oracle Projects Implementation Guide*.

Using the Hierarchy View

When you choose the hierarchy view for your workplan, the system displays your tasks as a hierarchy, enabling you to quickly determine which tasks are subordinate to others and identify groups of tasks that relate to similar activities.

When you use the hierarchy view, you can collapse and expand outline levels or change the display to show only one summary task and each of its subtasks.

Using the List View

The list view displays the tasks in your workplan as a simple list. By default, the system orders the list according to outline level. You can reorder the list according to values such as scheduled start date, scheduled finish date, and task manager name by selecting the column headings for those values.

The list view also enables you to perform searches on workplan information.

Using the Gantt Display View

The Gantt view provides a graphic display of task information. It enables you to quickly determine the relative duration of your tasks, identify critical tasks, and see their completed progress and resource assignments. It also enables you to compare task durations for different versions of the same workplan, such as a workplan's current version and its baseline version.

Defining the Gantt Display View

You can use a set of filters to define your Gantt display view. These filters enable you to:

- Display a specific type of task, such as at risk tasks, tasks estimated to finish late, or completed tasks.

If you set the Tasks filter to display all tasks, the system displays the tasks in the hierarchical view format.

If you set the Tasks filter to display a specific category of tasks, the system displays the tasks in the list view format.

- Graphically compare the scheduled task start and end dates of the current workplan version with those of an earlier workplan version, such as the baseline workplan version or the last published workplan version.
- Select the overall time scale of the Gantt display.

If you choose a time scale other than *Entire Project*, you can also include a start date. If you do not include a start date the system defines a start date based on the current date.

Using the Gantt Display View In Configurable Page Layouts

Your implementation team can set up configurable page layouts that display task information using the Gantt display view. For more information, see: *Page Layouts: Oracle Projects Implementation Guide*.

Collecting Progress for Projects and Tasks

Oracle Projects enables you to collect progress information for your projects and tasks. Progress information entered for lowest-level tasks rolls up to summary tasks and ultimately to the workplan level. You can enter progress for both lowest-level tasks and summary-level tasks.

Overview of Progress Collection

Progress collection enables you to enter progress for individual tasks in terms of percentage of completed work or work quantity. Progress information (such as dates, progress status, and percent complete values) for lowest level tasks rolls up to summary tasks in the workplan task hierarchy. The system ultimately derives one set of progress values for the entire workplan.

Note: The Percent Complete window is disabled when you share your workplan structure with a financial structure. You can only collect percent complete progress for shared structures using the progress collection method discussed in this chapter.

You can enter progress for the following task attributes:

- As of Date
- Progress Status
- Task Status
- Progress Overview
- Comments
- Percent Complete
- Estimated Dates
- Actual Dates

Example of Progress Information Rollup

The following example shows how the system rolls up progress information:

1. You start with a workplan containing the following basic structure:

Workplan

Task 1

Task 1.1

Task 1.2

Task 2

2. You provide the following Progress Status and date values for Tasks 1.1 and 1.2:

- **Task 1.1** Progress Status: *In Trouble*. Actual Start Date: *1-Jan-2003*.
- **Task 1.2** Progress Status: *On Track*. Actual Start Date: *5-Jan-2003*. Actual Finish Date: *10-Jan-2003*.

When this task information rolls up, Task 1 has the following data:
Rolled Up Progress Status: *In Trouble*. Actual Start: *1-Jan-2003*.
Actual Finish: *NULL*.

3. Enter progress for Task 1. You can give it a Progress Status of *On Track*, but you can't change the dates because actual dates cannot be overridden at the summary task level.

When you do this, the workplan shows a Rolled Up Progress Status of *On Track*. The workplan's Actual Start Date is *1-Jan-2003*. Its Actual Finish Date is *NULL*.

4. Enter progress for Task 2. Give it a Progress Status of *At Risk* and an Actual Start Date of *31-Dec-2002*.

When you do this, the workplan shows a Rolled Up Progress Status of *At Risk* and an Actual Start Date of *31-Dec-2002*. The Actual Finish Date remains *NULL*.

Calculating Percent Complete Values

Progress collection gives you three ways to track percent complete values for summary tasks and workplans: Percent Complete, Base Percent Complete, and Rolled Up Effective Percent Complete.

- **Percent Complete:** This value is the percent complete value of a task. In lowest level tasks, percent complete reflects the amount of effort or quantity complete relative to the planned total effort

or quantity for the task. The system derives percent complete for summary tasks and projects from rolled up percent complete values of subtasks. This includes corrected values and adjustments for task weighting. Percent Complete values are visible at all task levels.

You can override the system-calculated percent complete value at any task level.

- **Rolled Up Effective Percent Complete:** This value appears only for summary tasks and workplans and is derived from the rolled up percent complete values of subtasks. This includes manually entered or corrected percent complete values and adjustments for task weighting. Rolled Up Percent Complete values are visible only for summary level tasks.

You cannot override this value.

- **Base Percent Complete:** The base percent complete value of a project or summary task is derived from actual values entered at the lowest tasks, with adjustments for task weighting. Base Percent Complete values are visible at all task levels.

You cannot override this value.

Understanding Work Quantity

Work quantity is the ability to quantify completed work for a lowest-level task based on a measure other than effort. Work quantity can be any user-defined quantitative measure of work, such as number of tiles laid, number of contracts completed, or number of modules created.

When progress is measured for a task in terms of work quantity, the system compares the actual work quantity progress you enter against a planned work quantity value to derive the base percent complete value for the task.

Work quantity can be enabled for projects, project templates, and individual tasks. Work quantity is enabled for tasks by the tasks' task type.

Task types determine the default work item and unit of measure for the tasks with which they are associated. Task types also determine how you enter work quantity. You can either enter the actual work quantity to date, or you enter the actual work quantity completed since the last time progress was recorded.

The following two tables provide examples of how work quantity can be entered for a task that requires the installation of 100 square feet of floor tiles. In both cases, the same amount of work quantity is being entered on the provided dates.

The table below shows entry of work quantity to date:

| Progress Collection Date | Actual Work Quantity To Date |
|--------------------------|------------------------------|
| January 20 | 10 |
| January 21 | 20 |
| January 22 | 50 |
| January 23 | 100 |

Table 2 – 1 Entering Actual Work Quantity To Date (Page 1 of 1)

The table below shows entry of work quantity completed since the last time progress was recorded:

| Progress Collection Date | Actual Work Quantity Since Last Progress |
|--------------------------|--|
| January 20 | 10 |
| January 21 | 10 |
| January 22 | 30 |
| January 23 | 50 |

Table 2 – 2 Entering Actual Work Quantity Since Last Progress (Page 1 of 1)

For more information about enabling work quantity at the project level, see: *Understanding Work Quantity*: page 2 – 19.

For more information about setting up task types, see: *Defining Task Statuses, Oracle Projects Implementation Guide*.

Using Task Weighting

When you calculate percent complete progress for a project or summary task, there might be certain tasks that should have more influence over the total progress value than others. For example, because they take longer to complete or are more labor-intensive. You can use task weighting values to give these tasks more "weight" than other tasks.

Note: When progress entry is disabled for a task, the task's task weighting value must be zero.

How task weighting values are applied to tasks depends on how you set up the task progress weighting calculation basis for your workplan on the Progress setup page. You can arrange to have the system calculate task weighting values, or you can enter task weighting values manually. Task weighting values for a set of subtasks of a common summary task must total 100%.

You can set up the system to calculate task weighting values for a particular workplan by measuring either duration or effort.

When duration is the chosen method, the system calculates task weighting percentages for a set of subtasks. This is done by comparing the duration of the subtasks with the overall duration of their common summary task. The system uses the project calendar to calculate duration.

When effort is the chosen method, the system calculates task weighting percentages for a set of subtasks. This is done by comparing the entered planned effort values for the subtasks with the overall planned effort of the summary task.

If effort is the chosen task weighting derivation method and all of the subtasks for a common summary task have zero effort entered, the system determines the weighting for each progress-enabled subtask as 100% divided by the total number of progress-enabled subtasks.

Setting Up Progress

To collect progress for projects, you must enable progress collection at the project and individual task level. This gives you the ability to have tasks in your workplan that do not track progress.

You use the Progress setup page to define your workplan's progress cycle, define the task progress weighting basis, and enable collection of remaining effort information and percent complete progress information at the project level.

Note: You cannot disable collection of remaining effort or percent complete progress once there are published progress records for the project.

The progress cycle controls when progress collection occurs. For example, you can set up a progress cycle that calls for weekly collection of task progress.

Triggering Automatic Updates to Workplan Information

If you set up the system to derive task weighting values for your workplan and its tasks automatically, it updates workplan task weighting information whenever you perform specific actions.

The system updates task weighting information whenever you:

- Create a new task, to calculate weighting for the new task node, all new peer tasks, and the related task branch.
- Move, indent, or outdent a task, to recalculate weighting for the source and destination task nodes and their related task branches.
- Copy a task, to recalculate weighting for peers of the copied task as well as the related task branch.
- Delete a task, to recalculate weighting for peers of the deleted task as well as the related task branch.
- Change scheduled dates, the calendar definition, or the project calendar (if the system uses task duration to calculate task weighting values).
- Change planned task effort (if the system uses task effort to calculate task weighting values).
- Change the task progress weighting basis (from *Duration* to *Effort*, for example) on the Progress setup page.

Entering Workplan and Task Progress

Workplan and Task progress can be collected either centrally (where one user enters information for all tasks) or in a collaborative manner (where each task manager in a project enters progress for their tasks). You can utilize both entry methods during the life of a project.

Centralized Progress Entry

When project progress entry is centralized, a single person with function security to update project progress (such as a project manager) enters progress for a project workplan and the tasks within it.

The project manager can update progress for the workplan as a whole or update progress for individual tasks. The project manager can also update progress for all of the tasks in the workplan at once.

The project manager should enter progress information for lowest level tasks before summary tasks. This lets the project manager review information for summary tasks before reporting progress and allows for adjustments to progress information as necessary.

Collaborative Progress Entry

When project progress entry is collaborative, individual task managers enter progress for the tasks for which they are responsible.

Task managers can make updates to task progress on the Update Task Progress page. Task managers can set up views of this page that display the tasks which they update most often. Initially the page displays all of the active tasks for which the task manager is responsible.

Task managers can drill down into each task to enter progress and update task information. Just as for centralized progress entry, progress should be entered for lowest level tasks before it is entered for summary tasks.

Task managers can also use the Task List page to select tasks for progress updates. This page also enables task managers to create issues, change orders, and change requests for tasks.

Correction and Backdating

The system archives all published progress transactions for tasks and workplans.

You can correct progress transactions for workplans and tasks. When you correct a progress transaction, the system creates a new progress transaction to ensure that the previously published information is retained.

You can also create new backdated progress records for workplans and tasks. You can create backdated progress records to fill gaps in the progress history of a task or project.

You can only backdate percent complete values, progress status, progress overviews, and comments. You cannot enter backdated progress for estimated effort remaining, actual work quantity, or dates. Backdated progress transactions are for informational purposes only. They do not affect progress transactions for tasks that follow them.

CHAPTER

3

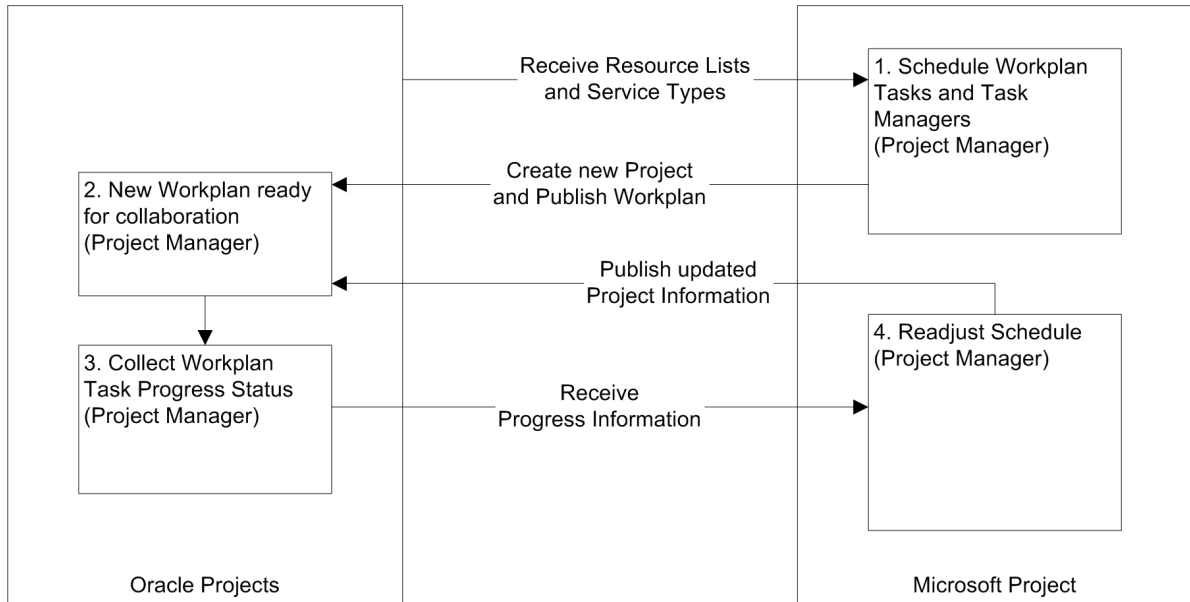
Microsoft Project Integration

This chapter is an overview of the integration with Microsoft Project. The chapter describes features and control issues that you should consider before using the application.

Overview of Microsoft Project Integration

Microsoft Project Integration links Microsoft Project and Oracle Projects, so that you can work with a project in both Oracle Projects and Microsoft Project. The two applications share project information while maintaining the security setup for projects, functions, and roles in Oracle Projects. The following diagram illustrates how the two applications work together:

Figure 3 – 1 Information flow between Microsoft Project and Oracle Projects



You can send the following information from Microsoft Project to Oracle Projects:

- Work breakdown structure (WBS) data: start dates, end dates, billable, capitalizable, and chargeable statuses, and service types
- Budgets
- Percent complete
- Progress information data: as of date, progress reported by progress status, comments, progress overview, effort, percent complete, estimated and actual dates, work quantity

You can receive into Microsoft Project the following information from Oracle Projects:

- WBS data: start dates, end dates, billable and chargeable statuses, and service types
- Resource lists
- Actual costs and quantities
- List of values
- Progress information data: progress status, comments, progress overview, effort, percent complete, estimated and actual dates, work quantity

When you are using Microsoft Project and trying to connect to Oracle Projects or are not logged into Oracle Projects, the system prompts you for login information. You can disconnect from the Oracle Projects database at any time. To disconnect, select the Disconnect menu option from the Oracle Project Connect menu.

Prerequisites for Using Microsoft Project Integration

Complete the following steps before you use Microsoft Project Integration:

1. Install Microsoft Project.
2. Install Microsoft Project Integration.

The Microsoft Project Integration installation creates a new menu, Oracle Projects, that is displayed on the Microsoft Project menu bar. The new menu contains the commands used in this guide.

3. Set up security for projects, functions, and roles. For more information, see *Protecting Data Integrity*: page 3 – 4

Microsoft Project Integration, *Oracle Projects Implementation Guide*.

Protecting Data Integrity

You can protect data integrity by limiting access to features and using the proper procedures for keeping your linked projects synchronized.

Ensuring Synchronization

Although you can enter project information in both Oracle Projects and Microsoft Project, certain types of project information must originate in one application or the other. Entering project information in the correct application maintains the integrity of your data. If you do not adhere to the following rules, the project data in Oracle Projects and Microsoft Project may not be synchronized properly.

Setting Task Numbers

If you want to use different levels of detail in the WBS (work breakdown structure) in Microsoft Project and Oracle Projects, you can do so by setting preferences in Microsoft Project. Setting task number preferences has important implications for ensuring synchronization for linked projects. For more information, see: *Setting Preferences*: page 3 – 27.

Functions Performed in Microsoft Project

For linked projects, use Microsoft Project to do the following tasks:

Deleting Tasks

Delete tasks in linked projects only in Microsoft Project. Microsoft Project Integration verifies that deleting the task does not violate Oracle Projects business rules and then deletes the task in both Microsoft Project and Oracle Projects. For more information, see *Deleting a Task*: page 3 – 22.



Warning: Do not use any other method to delete a task from a linked project. If you do, you may not be able to share project information between the two applications.

Maintaining Budgets Created in Microsoft Project

You cannot receive budget data from Oracle Projects into a project in Microsoft Project. If you create a budget for a linked project in

Microsoft Project, you must maintain the budget data in Microsoft Project and send the revised information to Oracle Projects.

Sending budget data from Microsoft Project to Oracle Projects for a budget type that already exists for a project creates a new version for that budget type.

Entering Task Progress

If you use Microsoft Project to enter task progress, do not enter progress information in Oracle Projects. The progress records will be overwritten when you send progress information from Microsoft Project.

Functions Performed in Oracle Projects

For linked projects, use Oracle Projects to do the following tasks:

Creating and Maintaining Resource Lists and Service Types

Create and maintain resource lists and service types in Oracle Projects and receive this resource information in Microsoft Project. You cannot create resource list members or cost rates in Microsoft Project.

For more information, see: Resources and Resource Lists and Service Types, *Oracle Projects Implementation Guide*.

Creating and Maintaining Budgets Created in Oracle Projects

If you create a budget for a project in Oracle Projects that is linked to a project in Microsoft Project, you must maintain the budget data in Oracle Projects. You cannot send budget data from Oracle Projects to Microsoft Project.

If you send budget data from Microsoft Project and revise it in Oracle Projects, you must then maintain the budget in Oracle Projects or duplicate your revisions manually in Microsoft Project.

Collecting Transactions

Oracle Projects is the central repository for all project information such as expenditure items, whether you enter them directly in Oracle Projects or import transactions from another cost collection system. For more information, see: Expenditures, *Oracle Project Costing User Guide*.

Summarizing Actuals

Run the PRC: Update Project Summary Amounts process in Oracle Projects before you receive actuals from Oracle Projects into Microsoft Project. Updating project, task, and resource summary amounts in Oracle Projects enables you to track the status of your projects. For more information, see: PRC: Updating Project Summary Amounts, *Oracle Projects Fundamentals*.

Entering Task Progress

If you use Oracle Projects to collect task progress, do not modify progress information in Microsoft Project. The progress information will be overwritten when you receive progress information from Oracle Projects.

Receiving Information from Microsoft Project

You can create and maintain projects and budgets in Microsoft Project and periodically transfer the data to Oracle Projects. Data that you can transfer includes:

- The work breakdown structure (WBS) for a project, including tasks, subtasks, project dates, task dates, structures, and versions.
- Budget data, including costs and quantities associated with tasks and resources.

Note: You can only create a budget using budget types with Microsoft Project Integration. The creation of budgets and forecasts using plan types is not yet supported.

- Progress information data for tasks, including as of date, progress status, comments, progress overview, effort, percent complete, estimated and actual dates, and work quantity.

You cannot send project and budget data (either new or revised) that violates business rules defined in Oracle Projects. For example, once you have created a project WBS, you cannot move a task to a new top task.

Task Attribute Correlation

The tables below list Microsoft Project fields and the corresponding fields in Oracle Projects. If you change any of the Microsoft Project columns or use them to store different types of information, the integration between Oracle Projects and Microsoft Projects may not operate properly.

The following table lists the Oracle Projects fields and Microsoft Project fields for task attributes:

| Oracle Projects Field | Microsoft Project Field |
|-------------------------|--------------------------------------|
| Task ID | Text1 |
| Task Number | Unique ID or Text5 or Outline Number |
| Task Name | Task Name |
| Description (for Task) | Name |
| Priority | Text10 |

| Oracle Projects Field | Microsoft Project Field |
|------------------------------|---|
| Task Manager | Text16 |
| Task Manager ID | Text6 |
| Milestone | Milestone |
| Critical | Critical |
| Task Type | Text18 |
| Task Type ID | Text7 |
| Oracle Task Status | Text9 |
| Work Type | Text17 |
| Work Type ID | Text8 |
| WBS Level | Outline Level |
| WBS Number | Outline Number |
| Scheduled Start Date | Start, if sent to Shared or Work-plan structure |
| Scheduled Finish Date | Finish, if sent to Shared or Work-plan structure |
| Transaction Start Date | Start, if sent to Financial structure, otherwise Start1 |
| Transaction Finish Date | Finish, if sent to Financial structure, otherwise Finish1 |
| Completed Percentage | % complete, if sent to Financial structure |

The following table lists the Oracle Projects fields and Microsoft Project fields for financial attributes:

| Oracle Projects Field | Microsoft Project Field |
|------------------------------|--------------------------------|
| Service Type | Text4 |
| Chargeable | Text2 |
| Billable/Capitalizable | Text3 |
| Raw Cost | Cost1 |
| Burdened Cost | Cost2 |
| Revenue | Cost3 |

The following table lists the Oracle Projects fields and Microsoft Project fields for progress attributes:

| Oracle Projects Field | Microsoft Project Field |
|-------------------------------|--|
| As of Date | Project Status Date (defaulted to Current System Date) |
| Reported By | Current user logged in |
| Progress Status | Text11 |
| Progress Overview | Text12 |
| Comments | Text13 |
| Planned Effort | Duration2 |
| Estimated Remaining Effort | Duration3 |
| Actual Work Quantity to Date | Number1 |
| Work Quantity Item | Text14 |
| Work Quantity Unit of Measure | Text15 |
| Planned Work Quantity | Number2 |
| Oracle Actual Start Date | Start2 |
| Oracle Actual Finish Date | Finish2 |
| Estimated Start Date | Start3 |
| Estimated Finish Date | Finish3 |
| Oracle% Complete | Number3 |

The integration process also uses several project-level columns in Microsoft Project. However, you should not access these columns to view or change information for the Project Summary Task using Microsoft Project Integration or any of the related features in Microsoft Project.

Setting up a Project Work Breakdown Structure, *Oracle Projects Fundamentals*.

Control Functions by Project and Task Level, *Oracle Projects Fundamentals*.

Entering Tasks (WBS) for a Project, *Oracle Projects Fundamentals*.

Dates and Durations

Oracle Projects stores project and task dates only to the nearest date. For task durations in Microsoft Project, use only integers. If you use fractions of days for durations, Oracle Projects will round the duration down to an integer before sending the project.

Numbering Tasks

You can set preferences for numbering tasks. For more information, see: Task Numbering Options: page 3 – 27.

See Also

Entering Tasks (WBS) for a Project, *Oracle Projects Fundamentals*

Sending New Project Data to Oracle Projects

When you send project information from Microsoft Project to Oracle Projects, Oracle Projects checks to see if the project already exists in Oracle Projects. If the project does not already exist, Oracle Projects prompts you to select a project template to serve as the basis for the new project and to enter Quick Entry fields related to the template. The only information the new project receives from the template are the Quick Entry fields; all other information is based on the project in Microsoft Project.

Note: For information about entering dates and task durations in Microsoft Project, see: Dates and Durations: page 3 – 9.

► To send new project data to Oracle Projects:

1. In Microsoft Project, open the project that you want to use to create a new project in Oracle Projects.
2. In Microsoft Project, choose Oracle Projects > Send to Oracle Projects > Project data.

The Send Project: Select Project Template in Oracle Projects page opens.

3. Select a project template.
4. For Project Number fields (not all templates have them), enter a project number to identify the project in Oracle Projects. You can enter different values for the project number and name. Both the project name and number must be unique in Oracle Projects.
5. On the Send Project: Enter Project Details page, enter quick entry information for the project. The types of quick entry fields that appear for a project are dictated by its project template.

6. On the Send Project: Select Structure choose which structure to send the project plan to. Note that this page only appears if the project template has a separate workplan and financial structures.
7. (Optional) On the Send Project: Options page select the information to send to Oracle Projects. Note that progress information will only be sent if the project has a published workplan.

See Also

Overview of Workplan and Progress Management: page 2 – 2.

Quick Entry, *Oracle Projects Fundamentals*.

Using Project Templates and Quick Entry, *Oracle Projects Fundamentals*.

Project Entry, *Oracle Projects Fundamentals*.

Sending Revised Project Data to Oracle Projects

You can revise a linked project in Microsoft Project and then send the project data to Oracle Projects. Oracle Projects business rules affect the changes that you can send.

Note: For information about entering dates and task durations in Microsoft Project, see: Dates and Durations: page 3 – 9.

You can link to a project in Oracle Projects by either:

- Creating the project in Microsoft Project and sending the information to Oracle Projects (see: Sending New Project Data to Oracle Projects: page 3 – 10).
- Receiving a project from Oracle Projects and retaining the link to Oracle Projects (see: Receiving Information from Oracle Projects: page 3 – 15).

You can change and send to Oracle Projects any combination of project WBS or task and project dates, task-level percent complete values, and Progress Information.



Warning: If you do not send revised project data for linked projects to Oracle Projects, you may encounter problems when you receive actuals or send budget information.

Use only the Delete Task command (in the Oracle Projects menu in Microsoft Project) to delete a task from a linked project. If you use either the Delete key or the Edit > Clear > Entire Task command, you cannot update the information in Oracle Projects to reflect the change. See: Deleting a Task: page 3 – 22.

► **To send revised project data to Oracle Projects:**

1. In Microsoft Project, open the linked project.
2. In Microsoft Project, choose Oracle Projects > Send to Oracle Projects > Project data.

Note: If you see the Send Project: Select Project Template page instead, the project you are looking for may not yet exist in Oracle Projects. This can happen if the project was:

- Created in Microsoft Project but not sent to Oracle Projects
 - Sent from Oracle Projects to Microsoft Project (that is, it was received from Oracle Projects) without retaining the link to Oracle Projects, or the link was cleared later.
3. Send Project: Select Version appears if you are linked to the workplan structure and versioning is enabled. You may choose to update an existing version or create a new version.
 4. (Optional) On the Send Projects: Options page select the information to send to Oracle Projects. Note that progress information will only be sent if the project has a published workplan. If sending to a workplan structure with versioning, you may choose to publish or submit the project plan.

Note: If you move a task that starts before or ends after its new parent task, Microsoft Project adjusts the parent task dates to accommodate the new subtask. The new dates for the parent task are updated in Oracle Projects the next time you send revisions to Oracle Projects.

To delete a task in a linked project, you must use the Delete Task function under the Oracle Projects menu option. See: Deleting a Task: page 3 – 22.

Sending New or Revised Budget Data to Oracle Projects

You can use the Send Budget page to create and revise budgets in Oracle Projects. Sending revised budget information creates a new budget version of the selected budget type.

Note: You can only create a budget using budget types with Microsoft Project Integration. The creation of budgets and forecasts using plan types is not yet supported.

Entering Values for Cost Columns

Microsoft Project Integration sends budget information from the Total Cost column (fixed cost plus resource assignment cost) to Oracle Projects. You cannot enter amounts directly into the Total Cost column. Instead, enter amounts into either the Fixed Cost column, the Resource Assignment window, or the Resource Sheet view, as described below.

To create a task-level budget, you enter values directly in the Fixed Cost column of the Cost Table view in Microsoft Project. Task-level budget amounts have resource assignment costs of zero.

Budget amounts for budgets created at the resource assignment level consist of two parts: the fixed cost of the task and the resource assignment cost. You enter the task-level fixed cost amounts in the Fixed Cost column, as for task-level budgets.

You can affect the resource assignment cost by:

1. Entering a number of units for the resource in the Resource Assignment window (choose Insert > Resource Assignment from the Microsoft Project menu).
2. Entering a rate for the resource in the Std. Rate, Ovt. Rate, or Cost/Use field in the Resource Sheet view (choose View > Resource Sheet from the Microsoft Project menu).

Labor Quantities

Since labor quantity values are expressed in minutes in Microsoft Project and in hours in Oracle Projects, Oracle Projects divides the values by 60 before receiving the total.

► **To send new or revised budget data to Oracle Projects:**

1. In Microsoft Project, open the linked project.

2. In Microsoft Project, choose Oracle Projects > Send to Oracle Projects > Budget data.

The Send Budgets to Oracle Projects window opens.

3. Select where to get the cost and work effort from Microsoft Project when you create your budget. You can select one of the following cost and work effort source options:

- Task Level: Transfer budget information at the task level.
- Resource Assignment Level: Transfer budget information at the resource assignment level.

You can also choose to send cost amount and work effort information by selecting Send Cost Amount and Send Work Effort.

4. Select a budget type for the draft budget that you want to create in Oracle Projects.
5. Determine how you want to store the budget amount in Oracle Projects by selecting an amount type. You can store the budget amount as Raw Cost, a Burdened Cost, or Revenue.
6. (Optional) If you are updating the budget, you can enter a Change Reason.
7. (Optional) You can also choose to have the system perform the following actions when you send your budget:
 - Calculate Amounts: Base budget amounts on raw costs.
 - Baseline: Baseline the budget.
 - Mark as Original: Identify the budget as a new or revised original budget. You can choose this option only if you also choose the Baseline option. Oracle Projects marks a budget as Original the first time you baseline a budget of a particular type.

Where to Create and Revise a Budget

You can create a budget in Microsoft Project and send the budget information to Oracle Projects, or you can create a budget directly in Oracle Projects. However, you cannot create a budget in Oracle Projects and then receive the budget data in Microsoft Project.

After you create a budget in either application, use the same application to maintain the budget.

In Microsoft Project, you can create a budget at the task level, by entering amounts in the Cost field, or at the resource assignment level, by entering both resource quantities and resource rates.

Receiving Information from Oracle Projects

You can update your active project in Microsoft Project by receiving data for projects, resource lists, service types, and actuals from Oracle Projects.

Receiving Project Information from Oracle Projects

You receive into Microsoft Project any valid project or project template that exists in Oracle Projects. Receiving a project or template creates a new project in Microsoft Project. The new project is based on the WBS, project and task dates, and resources (optional) associated with the project or template.

Note: You can receive data from a project in Oracle Projects into an existing project in Microsoft Project.

Precedence of Business Rules

If the business rules for Oracle Projects and Microsoft Project conflict, then the Microsoft Project rules take precedence. For example, project and task end dates are required in Microsoft Project, but not in Oracle Projects. If you receive a project from Oracle Projects without project and task end dates, Oracle Projects creates the project in Microsoft Project and makes project and task end dates and start dates the same.

► **To receive project information from Oracle Projects:**

1. In Microsoft Project, choose Oracle Projects > Receive from Oracle Projects > Project Data.

The Receive Project: Select Destination page opens. This page enables you to choose if you want to receive an existing Oracle Projects project, Oracle Projects template, or update the currently open Microsoft Project file.

Note: To update the progress information in a Microsoft Project file, the file must be linked and open when you choose the Oracle Projects > Receive from Oracle Projects > Project Data menu option.

2. You can optionally choose the following link, resource list, and task number options from the Receive Project: Enter Options page.
 - Retain Link to Oracle Projects: Enables you to send updated project or budget information to Oracle Projects, or receive

actuals collected in Oracle Projects. Do not select the option if you want to create a new project based on this project in Oracle Projects. This option is disabled if you are receiving a project template.

- **Default Resource List:** Enables you to receive the resources from the default resource list associated with the project or template in Oracle Projects.
- **Task Numbers:** Selecting this check box is the same as selecting Column Text5 in the Preferences window. Microsoft Project creates a new Text5 column and populates it with the task numbers used in Oracle Projects. If you have also selected the "Retain Link to Oracle Projects" check box, you must use the Text5 column for numbering tasks, and you cannot change the preference while the projects are linked.



Warning: If you select both Include Task Numbers and "Retain Link to Oracle Projects," you are working with a very powerful feature, and its use requires caution. If you do not select "Retain Link to Oracle Projects," the Text5 column is populated with the task numbers from Oracle Projects, and you can change task numbering preferences as needed. For more information, see: Task Numbering Options: page 3 – 27.

- **Progress Information:** Check this box to receive progress information such as progress status, comments, progress overview, effort, percent complete, estimated and actual dates, and work quantity.

Receiving Resource Lists from Oracle Projects

You can copy all or part of a resource list from Oracle Projects to the resource sheet in an active project in Microsoft Project. The following conditions apply:

- You can associate one resource list at a time with a project in Microsoft Project.
- A resource can belong to only one resource list in Oracle Projects. Even if the same resource name exists in more than one resource list, Oracle Projects stores information that distinguishes the resources from each other.

After you copy a resource list from Oracle Projects, you can copy additional resources from the same list.

You can receive a different resource list into a project, but you must first clear the existing resource list link. For information on clearing a resource list, see: Clearing the Resource List: page 3 – 23.

Note: To view resource lists in Microsoft Project, choose View > Resource Sheet.

► **To receive a resource list from Oracle Projects:**

1. In Microsoft Project, open the linked project.
2. In Microsoft Project, choose Oracle Projects > Receive from Oracle Projects > Resource List.

The Select Resource List from Oracle Projects page opens.

Note: If a resource list is already associated with the active project, you see the Receive Resources page. Skip to Step 4..

3. Select a resource list from the Results section.
4. Select resources that are associated with the resource list.

Your company can specify the resource information that will be received into Microsoft Project. The information that you can receive depends on how you implement Oracle Project Connect.

This data may include:

- Person ID
- Job ID
- Organization ID
- Organization Name
- Standard Rate
- Overtime Rate
- Cost Per Use Rate

To receive additional resource information, your system administrator or implementation team must customize the view PA_AMG_RESOURCE_INFO_V to specify what data will be received and where the data will be mapped in Microsoft Project. The data appears in the following columns in Microsoft Project:

- Text1 through Text6
- Cost1 through Cost4
- Overtime Rate

- Cost Per Use
- Standard Rate

See Also

Receiving Additional Resource Information in Microsoft Project, *Oracle Projects Implementation Guide*.

Receiving List of Values from Oracle Projects

You can choose to receive a list of values defined in Oracle Projects. Microsoft Project displays the list of values in the Gantt chart view. To insert a value from a list of values in Microsoft Project, select Oracle Projects > Tools > Insert List of Values.

► **To receive a list of values from Oracle Projects:**

1. Open the linked project in Microsoft Project.
2. Select one or more tasks that you want to associate with the particular value.
3. In Microsoft Project, choose Oracle Projects > Receive from Oracle Projects > List of Values.

The List of Values page opens.

4. Select an attribute and a value. Choose OK.

You can receive the following attributes using a List of Values:

- Service Type
- Task Manager
- Priority
- Progress Status
- Work Quantity
- Item
- Unit of Measure
- Task Type

- Task Status
- Work Types

Receiving Actuals from Oracle Projects

You can summarize actuals in Oracle Projects and then receive the actual costs into Microsoft Project. Oracle Projects collects actual cost and revenue amounts at the lowest task level.

Run the Update Project Summary Amounts process in Oracle Projects before you receive actuals for a project. If you do not, project costs recorded after the last summarization process will not be reflected in the actuals you receive from Oracle Projects. In addition, actuals will reflect only those transactions that were incurred during or before the current PA reporting period. For example, if your current PA reporting period is three PA periods before the current date, the actuals you receive from Oracle Projects will be three PA periods old. For more information, see: Update Project Summary Amounts, *Oracle Projects Fundamentals*.

Task and Resource Assignment Levels

You can receive actuals into a linked project in Microsoft Project by lowest task, by resource assignment, or both. The received actuals will overwrite (replace) any existing actuals.

If you receive actuals at the lowest task level, then actual and revenue amounts from Oracle Projects will populate the raw cost, burdened cost, and revenue columns in Microsoft Project. You can view these columns using the Gantt Chart view in Microsoft Project.

If you receive actuals at the resource assignment level, the active project in Microsoft Project receives the lowest level to-date actuals for each resource assignment from Oracle Projects. In Microsoft Project, actual cost amounts are stored in the Actual Cost column. The actual quantity values (labor resources only) are stored in the Actual Work column.

How Preferences Affect Task and Resource Assignment Levels

If you have set Oracle Projects preferences to use either Column Text5 or "Lowest WBS level to send," the WBS for a linked project is different in Microsoft Project and Oracle Projects. Collecting and summarizing actuals can take place only for the lowest level tasks in Oracle Projects,

so projects received in Microsoft Project will contain all of the task details or resource assignment level actuals, as summarized in Oracle Projects. For more information, see: *Setting Preferences: page 3 – 27* and *Update Project Summary Amounts, Oracle Projects Fundamentals*.

► **To receive actuals from Oracle Projects:**

1. Open the linked project in Microsoft Project.

Note: Make sure that you have selected Retain link to Oracle Projects check box in the Receive Project: Enter Options page to receive actuals. For more information, see: *Receiving Project Information from Oracle Projects: page 3 – 15*.

2. In Microsoft Project, choose Oracle Projects > Receive From Oracle Projects > Actuals Data.

The Receive Actuals: Enter Options page opens.

The top line of the window displays one of the following:

- The end date of the reporting period for which actuals were last summarized in Oracle Projects. The date displayed may not correspond to the reporting period of the actuals that you last received from Oracle Projects, (as displayed in the Project Information window).
 - The message "Summarized actuals do not exist for this project". Close the window and run the Update Project Summary Amounts process in Oracle Projects. Then start again at Step 1 ("Open the linked project in Microsoft Project").
3. Select one or both of the "Receive" options:
 - Task Level: Select this option to receive task level actuals.
 - Resource Assignment Level: Select this option to receive resource assignment level actuals. If you select this option, you can also select one of the following amount types: raw, burdened cost, or revenue. Also, you can indicate whether to receive cost amounts, labor hour quantities, or both. This information is received into the Actual Cost and Actual Work columns, respectively.

► **To view actuals at the resource assignment level in Microsoft Project:**

1. Select the task for which you want to view actuals.
2. Choose Window > Split.

3. Move the cursor to the lower portion of the Microsoft Project window and click the right mouse button.
4. Select Resource Work to view actual hours or Resource Cost to view actual costs.

Note: Resource assignment level actual costs (raw costs, burdened costs, or revenue amounts) are stored in the Actual Cost column in Microsoft Project. Microsoft Project constantly recalculates values in the Cost and Actual Cost columns, so these columns cannot receive permanent values from Oracle Projects.

Deleting a Task

To delete tasks for linked projects in Microsoft Project, you must use the Delete Task command in the Oracle Projects menu.



Warning: Do not use the Delete key or the Edit > Clear > Entire Task function in Microsoft Project to delete tasks from linked projects. If you do, the deletion will not be sent to Oracle Projects when you update, and you will not be able to send revised WBS information to Oracle Projects. If you delete a task using either method, clear the project link and receive the project into a new project.

Oracle Projects uses the business rules defined to verify that you can delete the selected task and then deletes the task in both Microsoft Project and Oracle Projects. See: *Deleting Tasks, Oracle Projects Fundamentals*.

Deleting a parent task deletes all of its subtasks. You cannot delete a top task.

► **To delete tasks from a linked project in both Microsoft Project and Oracle Projects:**

1. In Microsoft Project, open the linked project.
2. Select one or more tasks to delete.
3. In Microsoft Project, choose Oracle Projects > Delete Task.
4. The Delete Task confirmation page only enables you to select for deletion those tasks that do not violate any business rules in Oracle Projects and are otherwise eligible to be deleted.

If a task violates Oracle Projects business rules or is otherwise ineligible for deletion, the page disables its select option and displays an exception reason that explains why the task cannot be deleted.

The selected task is deleted from Microsoft Project and Oracle Projects.

Clearing the Link to Oracle Projects

Before you select a new resource list for a linked project in Microsoft Project or base a new project in Oracle Projects on a project in Microsoft, clear the resource list or project link to Oracle Projects.

You can also enter chargeable and billable (or capitalizable) statuses or service types in Microsoft Project and then include this information in the project data you send to Oracle Projects.

Clearing the Resource List

You would clear the resource list if you wanted to start over in plan creation. Clearing the resource list in your linked project deletes all of the resources and task-level resource assignments from your active project in Microsoft Project as well as budget amounts. After you clear the resource list, you can associate the project in Microsoft Project with another resource list.

► **To clear the link to a resource list in Oracle Projects:**

1. In Microsoft Project, open the linked project that you want to associate with a new resource list.
2. In Microsoft Project, choose Oracle Projects > Clear Link in MSP > Clear Resource List.

Clearing the Project Link

As long as a project in Microsoft Project is linked to a project in Oracle Projects, you can send revised project information to Oracle Projects. The link persists if you use the File> Save As command in Microsoft Project to copy and rename the project.

Clearing the project link enables you to create a new project in Oracle Projects based on your active project in Microsoft Project. See: Creating a Project in Oracle Projects: page 3 – 23. Clearing the link also enables you to change the preferences on a project.

► **To clear the link to a project in Oracle Projects:**

1. In Microsoft Project, open the linked project.

2. Choose Oracle Projects > Clear Link in MSP > Clear Project Link.

Tools

This section discusses some tools that can enhance your use of certain Microsoft Project Integration processes.

Enabling or Disabling Trace

You can enable Microsoft Project Integration to trace the process of transferring data between Microsoft Project and Oracle Projects. The trace feature enables database administrators to monitor the transfer process.

► **To enable or to disable the trace feature:**

1. In Microsoft Project, choose Oracle Projects > Tools > Enable/Disable Trace.
2. Choose Yes to confirm that you want to enable trace.

Or, if the trace feature is currently enabled, choose Yes to disable trace.

This operation enables/disables trace for the current session only.

Switch to Oracle View

You can include Oracle Projects attributes (such as chargeable status, billable status, progress information) in the project data you send to Oracle Projects. Oracle Projects allows you to insert additional columns into the Gantt Chart view in Microsoft Project so you can see the columns to store the values. Oracle Projects transfers any information in the columns when you send new or revised project information to Oracle Projects.

Note: Oracle Projects will not transfer information that violates Oracle Projects business rules. For example, Oracle Projects will reject the Chargeable option if you enable it for a top task.

To switch to the Oracle Projects view:

1. In Microsoft Project, open the linked view.
2. In Microsoft Project, choose Oracle Projects > Tools > Switch to Oracle Projects View.

The Oracle Projects attributes are inserted.

Setting Preferences

Most people use a more detailed WBS for planning in Microsoft Project than is required for collecting costs and quantities in Oracle Projects. You can specify in Oracle Projects which level in Microsoft Project you want to use as the task number in Oracle Projects.

Task Numbering Options



Warning: After you send a linked project to Oracle Projects, you cannot change the preferences. For more information, see: Clearing the Link to Oracle Projects: page 3 – 23 and see: Clearing the Project Link: page 3 – 23.

- ▶ **To set task numbering preferences in Microsoft Project:**
 1. In Microsoft Project, open the project for which you want to set task preferences.
 2. Choose Oracle Projects > Preferences.
The Preferences window opens.
 3. Select Task Number in Oracle Projects.
 4. Select Outline Number, Unique ID, or Column Text5.

About the Task Numbering Options

There are advantages and disadvantages for each of the options available for specifying task numbers in Microsoft Project. A complete description of each option and an example follows the procedure.

Outline Number

Use the Outline Number option if you want Oracle Projects to use the task numbers generated in the Outline Number field in Microsoft Projects.

Advantages: The outline style of this field (for example, 1.1, 1.1.1, 1.1.2) is an intuitive way to organize a WBS.

Disadvantages: Microsoft Project generates the numbers as you create tasks, and then regenerates (and changes) the numbers as you add, move, and delete tasks. Microsoft Project may even reuse some numbers. You cannot modify the outline numbers yourself. Oracle Projects attempts to reconcile the changed outline numbers when you

send a project to Oracle Projects, but it is possible for the outline numbers for linked projects to become unsynchronized.

Unique ID

Use the Unique ID option if you want Oracle Projects to use the task numbers generated in the Unique ID field in Microsoft Projects.

Advantages: Microsoft Project generates the numbers as you create tasks, but values are always unique because Microsoft Project does not reuse the numbers as you add, move, and delete tasks. You cannot modify the outline numbers yourself. Because the numbers are always unique, the task numbers for linked projects are unlikely to become unsynchronized.

Disadvantages: Some people may find that the simple integer format of the task number makes it difficult to discern tasks and subtasks.

Note: If you plan to send rolled up WBS and budget data to Oracle Projects, you must use the Unique ID option. For more information, see: *Specifying How to Transfer Rolled-Up WBS and Budgets*: page 3 – 29.

Column Text5

Use the Column Text5 option if you want to enter your own task numbers. When you select this option, Oracle Projects creates a new Text5 column in the Gantt chart view in Microsoft Project, and Oracle Projects uses as task numbers any numbers that you enter in the column. You can also control which tasks are sent to Oracle Projects, because only tasks that have entries in the Text5 column are sent to Oracle Projects. However, Oracle Projects does not send numbered subtasks that belong to an unnumbered direct or higher-level parent.

Advantages: You have complete control over both the task numbering format and which tasks are sent to Oracle Projects. After you send a project to Oracle Projects, the font of the task number in Text5 changes to ***bold italic***. If you add a new task, you can see immediately if it has been sent to Oracle Projects or not.

Disadvantages: You are completely responsible for coordinating the task numbers in linked projects. If you overwrite or delete values in the Text5 field, linked projects may become unsynchronized. You must be very careful not to reuse task numbers in Microsoft Project that have already been sent to Oracle Projects. Use of the Column Text5 also affects templates and projects that you receive into (download to) Microsoft Project. For more information, see: *Receiving Project Information from Oracle Projects*: page 3 – 15.

Example: In the following example, tasks without an entry in the Text5 column are not sent to Oracle Projects or included in the Oracle Projects WBS. Subtask 3.1 is not sent because its parent task is unnumbered.

| Microsoft Project | | Oracle Projects | |
|-------------------|-------|-----------------|-------------|
| WBS Code | Text5 | Task Number | Description |
| 1 | A10 | A10 | Task 1 |
| 1.1 | A11 | A11 | Task 1.1 |
| 1.1.1 | A12 | A12 | Task 1.1.1 |
| 1.1.1.1 | | | |
| 1.1.1.2 | | | |
| 1.1.2 | A13 | A13 | Task 1.1.2 |
| 1.1.3 | A14 | A14 | Task 1.1.3 |
| 1.2 | | | |
| 2 | | | |
| 3 | | | |
| 3.1 | A15 | | |
| 3.2 | | | |
| 4 | A16 | A16 | Task 4 |

Table 3 – 1 Example: Transferring Text5 task numbers to Oracle Projects

Specifying Transfer of Rolled-Up WBS and Budgets

You can send rolled-up WBS and budget information from Microsoft Project to Oracle Projects. For example, if the WBS for your project plan in Microsoft Project has 10 levels, but you plan to collect costs and bill only to three levels, then you can set an option to send only levels 1, 2, and 3 to Oracle Projects.

When you set the WBS level to send, Oracle Projects uses the Unique ID preference for numbering tasks. For more information, see: Task Numbering Options: page 3 – 27.

Examples follow the procedure.



Warning: After you send the project to Oracle Projects or link the project to a project in Oracle Projects, you cannot change project preferences. For more information, see: Clearing the Link to Oracle Projects: page 3 – 23.

► **To set WBS level preferences for Oracle Projects:**

1. Open the project for which you want to WBS level preferences.
2. In Microsoft Project, choose Oracle Projects > Preferences.
The Preferences window opens.
3. Select Lowest WBS Level to Send and then enter an outline level in the Enter Outline Level field.

Note that Oracle Projects will use the Unique ID preference for numbering tasks.

Examples: The WBS Level and Transferred Tasks and Budgets

Specifying the lowest WBS level to send:

shows the work breakdown structures in Microsoft Project and Oracle Projects if you specify a lowest task level of 3. Tasks 1.1.1.1, 1.1.1.2, and 1.1.1.3 are at level 4 (lower than the specified lower task level of 3), so Oracle Projects did not send those tasks.

| Microsoft Project | Oracle Projects |
|-------------------|-----------------|
| WBS Code | Task Number |
| 1 | 1 |
| 1.1 | 1.1 |
| 1.1.1 | 1.1.1 |
| 1.1.1.1 | |
| 1.1.1.2 | |
| 1.1.1.3 | |
| 1.1.2 | 1.1.2 |
| 1.1.3 | 1.1.3 |
| 1.2 | 1.2 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |

Table 3 – 2 Example: The lowest WBS level to send is “3”

Effects on Actuals

Because tasks 1.1.1.1, 1.1.1.2, and 1.1.1.3 do not exist in Oracle Projects, there is no way to collect costs for them. However, you can collect actuals for all the lowest level tasks in Oracle Projects, and then receive summarized actuals into Microsoft Project (choose Receive > Actuals from the Oracle Projects menu). The summarized actuals will be associated with the corresponding tasks in Microsoft Project.

For example, you might collect and summarize task and resource assignment actuals for task 1.1.1 in Oracle Projects, and then receive the actuals into Microsoft Project. Task 1.1.1 in Microsoft Project would show actual costs and quantities, but the subtasks of 1.1.1 would not, because Microsoft Project does not distribute actuals to subtasks that do not exist in Oracle Projects.

Including rolled-up budget items

If you use the option for setting the lowest level of the WBS to send (or if you use the Column Text5 option), then the WBS in Microsoft Project is different than the WBS in Oracle Projects. The task-level budgets that you send using Oracle Projects contain either all the detail budget line items from Microsoft Project, or only those for the lowest level tasks actually sent to Oracle Projects.

The tasks at level 4 in Microsoft Project (1.1.1.1, 1.1.1.2, 1.1.1.3) are associated with task level cost budgets, so these items would be included in the newly created budget in Oracle Projects. Included budget items in Oracle Projects would be associated with the appropriate lowest level task, in this case tasks 1.1.1 and 2.

| Microsoft Project | | Oracle Projects | |
|-------------------|--------|-----------------|--------|
| WBS Code | Budget | Task Number | Budget |
| 1 | | 1 | |
| 1.1 | | 1.1 | |
| 1.1.1 | | 1.1.1 | \$300 |
| 1.1.1.1 | \$100 | | |
| 1.1.1.2 | \$100 | | |
| 1.1.1.3 | \$100 | | |
| 1.1.2 | | 2 | \$500 |
| 1.1.3 | | 3 | |
| 1.2 | | 4 | |

Table 3 – 3 Example: Including rolled-up budget items

| WBS Code | Budget | Task Number | Budget |
|----------|--------|-------------|--------|
| 2 | \$500 | | |
| 4 | | | |

Table 3 – 3 Example: Including rolled-up budget items

CHAPTER

4

Budgeting and Forecasting

This chapter describes how to create and manage budgets and forecasts in Oracle Projects.

Overview of Project Budgeting and Forecasting

A budget or forecast is an estimate of the financial performance of a project. You can create budgets and forecasts to plan and manage the financial performance of projects throughout the project lifecycle. You can create multiple budgets and forecasts for a project to model the financial impact of different planning alternatives. You can also utilize budgets and forecasts to track ongoing project status and performance by comparing budget and forecast amounts to actuals using reports and Project Status Inquiry.

Building Budgets and Forecasts

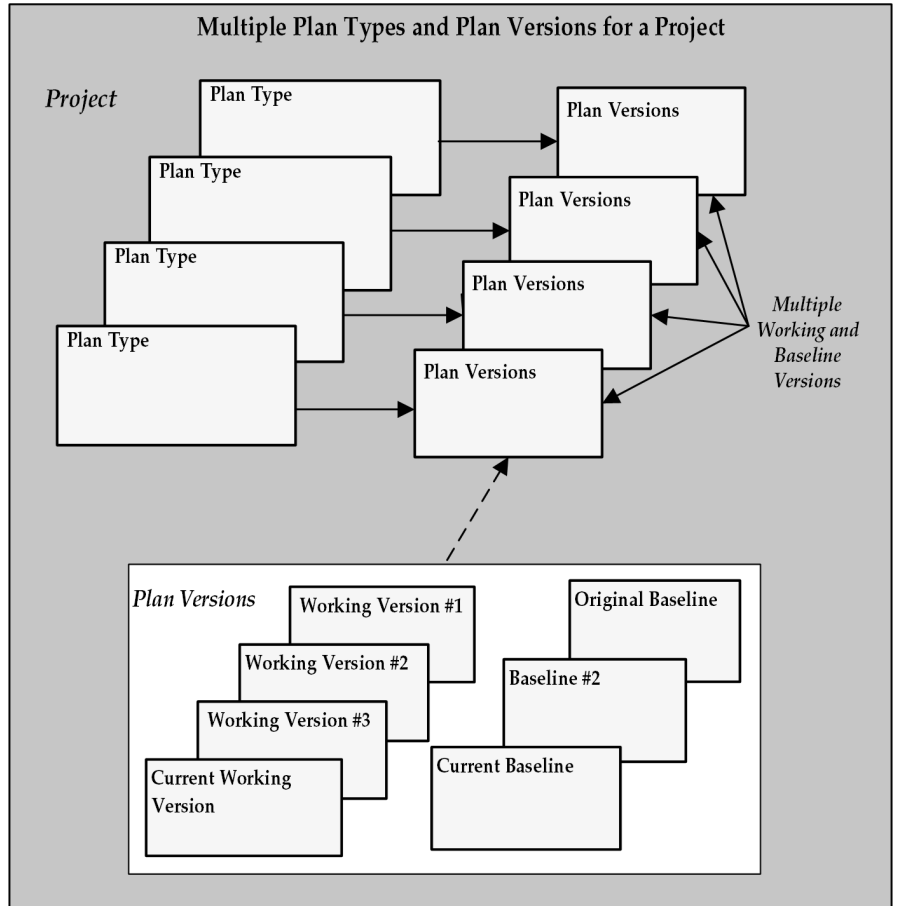
Before you create a budget or forecast, you must decide how you want to view and report your plan amounts. Your viewing and reporting requirements determine how you construct your budget or forecast in Oracle Projects.

Understanding Plan Types and Plan Versions

You define a budget or forecast by adding a *plan type* to a project and creating a *plan version* for the plan type. A plan type defines a specific type of budget or forecast (for example, an approved cost budget, a revenue forecast, or a bid). You create a plan version to define a specific planning instance or scenario for a plan type (for example, a forecast cost budget version that is based on a set of proposed contract terms, or a forecast cost budget version that is based on an engineering estimate).

You can add multiple plan types to a project, and you can create multiple plan versions for a plan type. To identify budget and forecast versions, the system assigns each version a number. In addition, you can give each version a name. Figure 4 – 1 illustrates these relationships.

Figure 4 – 1 Multiple Plan Types and Plan Versions for a Project



You can define planning options (plan settings, currency settings, and planning elements) at the project, plan type, and plan version levels. You can enter amounts (quantities, costs, and revenues) only at the plan version level.

See Also

Defining Planning Options: page 4 – 19

Adding Plan Types to a Project: page 4 – 26

Configuring Cost and Revenue Plans

Oracle Projects enables you to create different combinations of cost and revenue budgets and forecasts for a project. When you add a plan type to a project, you can choose whether the plan type is for cost amounts only, revenue amounts only, or both cost and revenue. If the plan type is for cost and revenue, then you can choose whether to plan for cost and revenue amounts together in the same plan version, or separately in different plan versions. For more information, see: Adding Plan Types to a Project: page 4 – 26.

Budgeting and Forecasting Levels of Detail

You decide how to set up your project budgets and forecasts based on the level of detail that you need to track. A budget or forecast can have either summary or detailed information as appropriate to the needs of your project. The level of detail at which you enter, view, and report budgets and forecasts is determined by the following factors:

- the planning level that you select for entering plan version amounts
- whether you select a resource list for categorizing plan version amounts
- the time phase that you select for entering plan version amounts, if any

A detailed budget or forecast can provide you with more information for status tracking and exception analysis. While a detailed budget or forecast requires more time and effort to plan, create, enter, and maintain, it can provide valuable insight into the status and financial performance of your project.

Selecting Planning Levels for Budgets and Forecasts

A planning level represents the level of the project work breakdown structure at which you enter budget and forecast amounts. You can enter amounts for plan versions at the following levels:

- Project
- Top Task
- Lowest Task

- Top and Lowest Task

You can use this capability to create plan versions and enter amounts at different levels of a project work breakdown structure. For example, you can create a detailed cost budget plan version at the lowest task level, a summary cost budget plan version at the top task level, and a summary revenue budget plan version at the project level.

If you select a planning level of Top and Lowest Task, then you can use a combination of top tasks and lowest tasks to enter amounts in the same plan version. That is, you can set up some branches of the work breakdown structure for amount entry at the top task level and other branches for amount entry at the lowest task level.

Adding to a Work Breakdown Structure After Amounts Are Entered

When you enter budget and forecast amounts for a top task that has no subtasks, the following rules govern whether you can subsequently create subtasks for that task:

- If the planning level for the plan version is *Lowest Task*, then the task is treated as a lowest task. Therefore, you *cannot* enter subtasks for the task.
- If the planning level for the plan version is *Top Task*, then the task is treated as a top task. Therefore, you *can* enter subtasks for the task.
- If the planning level for the plan version is *Top and Lowest Task*, then the task is treated as a top level task. Therefore, you *can* enter subtasks for the task.

Categorizing Budget and Forecast Amounts by Resources

You can enter detail budget and forecast amounts that are categorized according to a resource list, or you can enter uncategorized (or summary) amounts.

- **Categorized Amounts**

Categorized amounts are amounts that you enter by resource. Resources are categories of expenditures and revenues – the labor, services, equipment, and other amounts needed to track, complete, and account for project work.

Note: When the system generates a total quantity for categorized amounts, only amounts with a unit of measure of hours are included in the total.

You can choose to enter categorized amounts for any planning level, and you can select different resource lists for different kinds of projects. For example, you can enter labor by employee for small research and development projects, and by organization for large design projects.

- **Uncategorized Amounts**

Uncategorized amounts are amounts that you enter in total at a project or task level. When you enter uncategorized amounts, you enter one plan line for the project or for a task.

Uncategorized amounts may represent a single resource item or a combination of resource items (for example, labor, expenses, and usages).

Note: When you enter uncategorized amounts, the system uses a unit of measure of hours when displaying quantities.

See Also

Resources and Resource Lists, *Oracle Projects Implementation Guide*

Selecting Time Phases for Budgets and Forecasts

You can enter budget and forecast amounts in total for the duration of a project or task (also known as *budget or forecast at completion*), or you can enter amounts by time period. You can enter amounts by time period for categorized and uncategorized budgets and forecasts.

You can delineate a budget or forecast by one of the following time phases:

- **PA Periods:** Established Oracle Projects periods
- **GL Periods:** Established Oracle General Ledger periods
- **Date Range:** User-defined date ranges with any start and end dates that are within the project start and completion dates.

When reporting to–date amounts for project status tracking, the system automatically spreads the amounts that you enter by date range into PA periods. The system spreads the amounts using a straight–line function that is based on the number of days in each PA period.

- **None (budget or forecast at completion)**

You can select a different time phase for each plan type and plan version. For example, you can create a detailed cost budget version by PA Period, a summary cost budget version by GL Period, and a revenue budget for the duration of the project.

Note: Before you can enter amounts for a non-time-phased budget or forecast, you must enter start and completion dates for the project and for each task for which you will enter amounts.

See Also

Summarizing To-Date Budget Amounts: page 9 – 13

Date Processing in Oracle Projects, *Oracle Projects Fundamentals*

Examples of Budgeting and Forecasting Levels of Detail

The following sample budget diagrams depict examples of how you can create budgets and forecasts at different levels of detail.

Figure 4 – 2 Sample Budget: Case 1

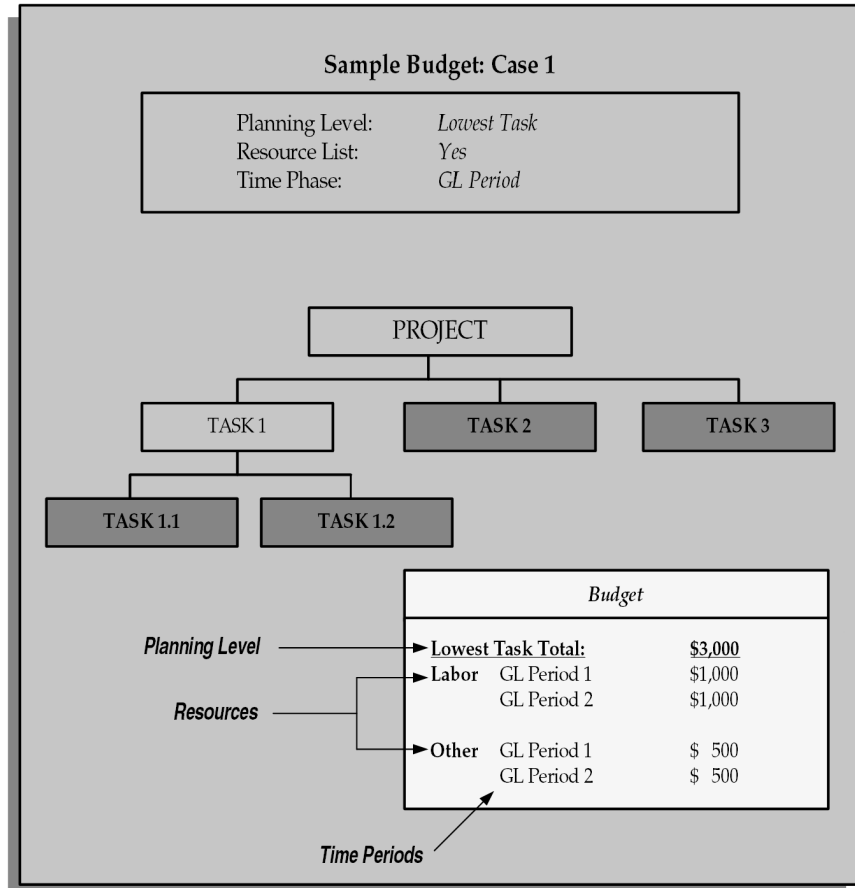


Figure 4 – 3 Sample Budget: Case 2

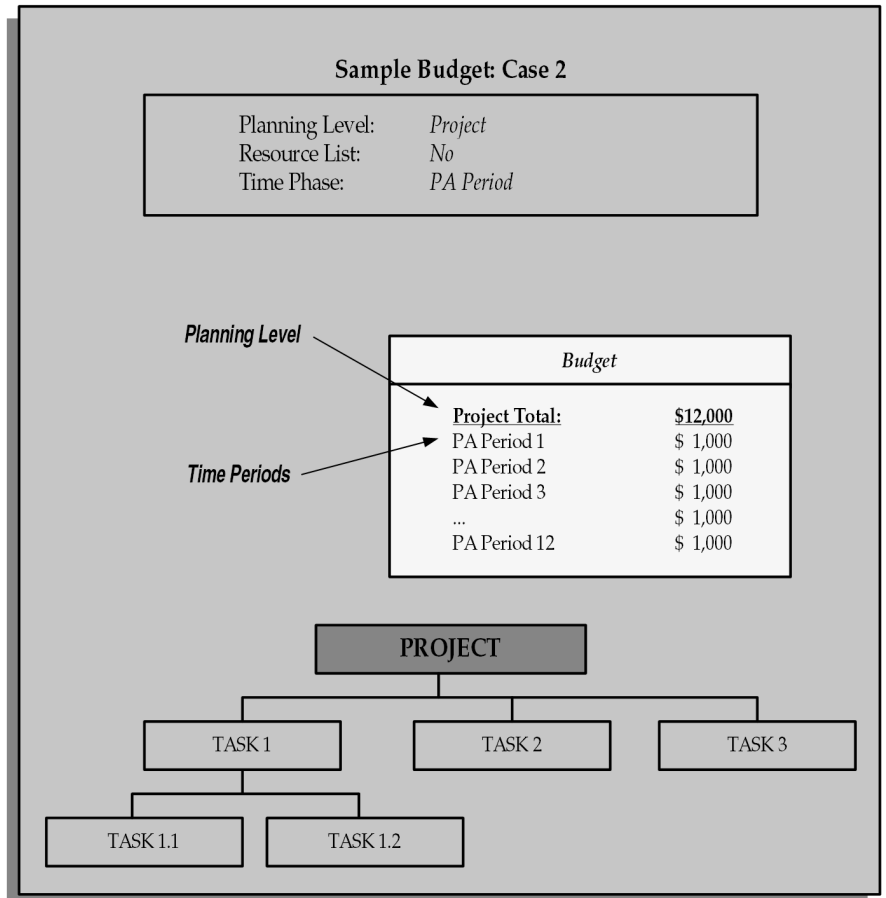


Figure 4 – 4 Sample Budget: Case 3

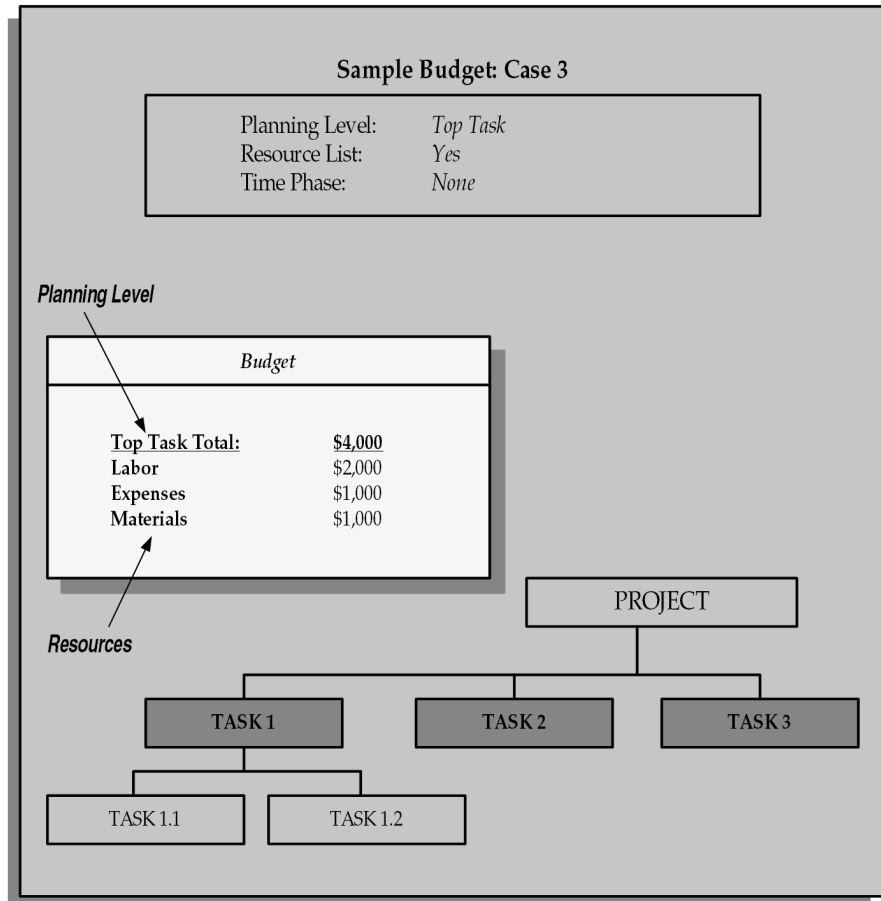
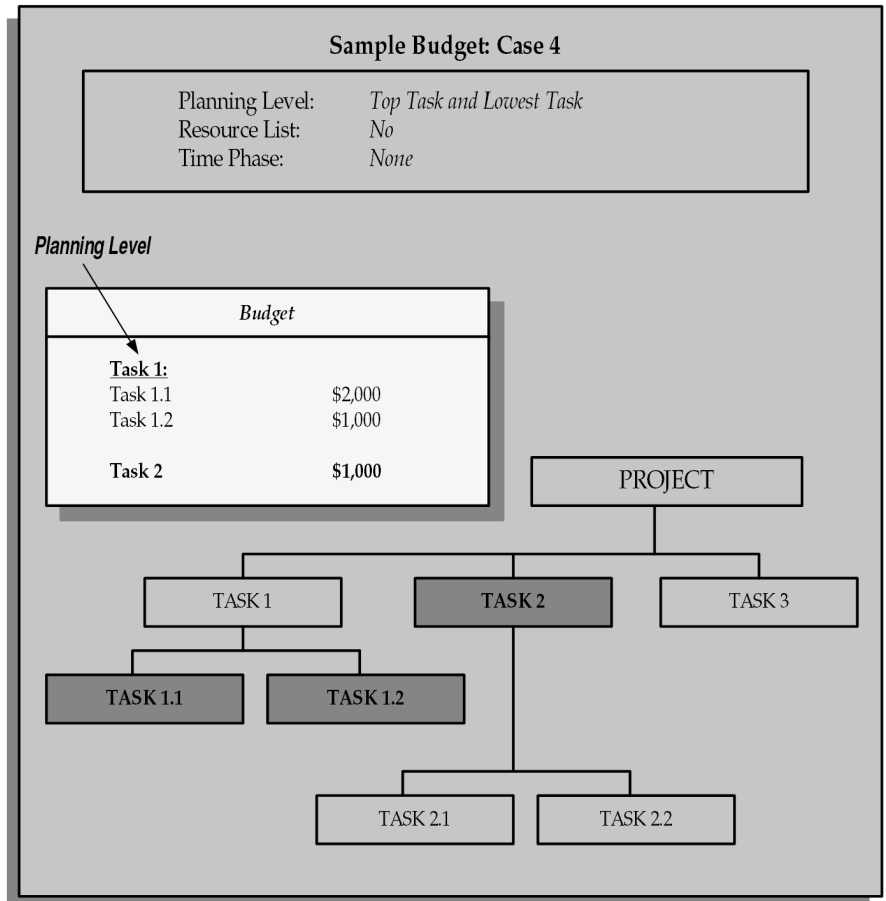


Figure 4 – 5 Sample Budget: Case 4



See Also

Selecting Planning Levels for Budgets and Forecasts: page 4 – 4

Categorizing Budget and Forecast Amounts by Resources: page 4 – 5

Selecting Time Phases for Budgets and Forecasts: page 4 – 6

Using Budgetary Controls and Budget Integration

You can set up budgets and forecasts that use Oracle Projects budgetary controls and budget integration features. Budgetary controls enable you to monitor and control expense commitment transactions entered for a project based on a project cost budget. Budget integration features enable you to integrate your project budgets and forecasts with budgets in Oracle General Ledger and Oracle Contract Commitments.



Attention: To create budgets and forecasts that use budgetary controls and budget integration features, you must follow the processes and procedures described in the section in this chapter titled *Creating Budgets and Forecasts With Budgetary Controls and Budget Integration*: page 4 – 48.

See Also

Using Budgetary Controls: page 4 – 79

Integrating Budgets: page 4 – 97

Calculating Budget and Forecast Amounts

You can implement Oracle Projects to calculate raw cost, burdened cost, and revenue for each plan line in your budget or forecast. The system calculates amounts based on the amounts that you enter and the calculation rules that you define using budget calculation extensions. For example, you can define calculation rules to calculate raw cost, burdened cost, or revenue when you enter a quantity. For more information, see: *Budget Calculation Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

You can use function security and the amount entry options that you select in your plan settings to control whether you can manually update a calculated value. For more information, see: *Understanding Budget and Forecast Security*: page 4 – 15, and *Plan Settings*: page 4 – 20.

Options for Copying Budgets and Forecasts

Oracle Projects provides the following capabilities for copying budget and forecasts:

- When you create a new project by copying an existing project template or project, the system automatically copies the budgets and forecasts of the existing project template or project to the new project. You can also use the copy project capability to copy actual amounts to the budget or forecast of a new project.
- When you create or modify a plan version, you can copy amounts from another plan version or from actual transactions entered on the same project.

For more information, see: Copying Budgets and Forecasts: page 4 – 32.

Entering Budgets and Forecasts in Multiple Currencies

You can set up budgets and forecasts that enable you to enter plan amounts in multiple transaction currencies. When you enter amounts in multiple transaction currencies, Oracle Projects automatically converts the transaction amounts to project currency and project functional currency based on conversion attributes that you define. See: Currency Settings: page 4 – 23.

Note: You cannot enable entry of plan amounts in multiple transaction currencies when you create budgets and forecasts that use budgetary controls and budget integration features.

Generating Budgets and Forecasts in Multiple Reporting Currencies

You can implement Oracle Projects to generate budget and forecast amounts in multiple reporting currencies. Based on the option that you select, Oracle Projects generates plan lines in multiple reporting currencies either for all plan versions, or for baselines only.

To enable multiple reporting currencies for budgeting and forecasting, you must select the *Maintain Budgets in Reporting Currency* option in your currency implementation options. For more information see: Currency Implementation Options, *Oracle Projects Implementation Guide*.

When you enable multiple reporting currencies for budgeting and forecasting, the system automatically generates plan lines in each reporting currency for all plan lines that you enter or create, regardless

of the source. For example, the system generates plan lines in reporting currencies for plan lines that you enter directly in Oracle Projects, and for plan lines that the system creates when you create a baseline or copy a project from a project template or project.

The system selects conversion attributes for multiple reporting currencies based on the following hierarchy:

- If entry of plan amounts in multiple currencies is enabled, then the system searches for corresponding conversion attributes defined for project currency and project functional currency. The system first checks at the plan version level, then at the plan type level, and finally, at the financial plan type.
- If conversion attributes are not available for a plan version, plan type, or financial plan type, or if entry of plan amounts in multiple currencies is not enabled, then the system selects from the conversion attributes defined for the set of books.

Note: Since you cannot enable the entry of plan amounts in multiple currencies for budgets and forecasts that use Oracle Projects budgetary controls and budget integration features, the system selects conversion attributes from the conversion attributes defined for the set of books.

In addition to the above sources, Oracle Projects provides a client extension for budgeting and forecasting (**pa_fp_rc_client_extn**), which you can optionally use to enter conversion attributes for multiple reporting currencies. The conversion attributes that you specify in this client extension override conversion attributes from all other sources.

See Also

Currency Settings: page 4 – 23

Implementing Client Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference

Multiple Reporting Currencies in Oracle Applications

Submitting Budgets and Forecasts and Creating Baselines

Before you can use budget and forecast amounts for project status reporting and project billing, you must submit a working plan version and create a baseline. You submit a working plan version to indicate that it is ready for review and creating a baseline. Creating a baseline is the process of approving a budget or forecast for use in reporting and accounting. Oracle Projects maintains each baseline as a separate baseline plan version. See: *Submitting Budgets and Forecasts*: page 4 – 42, and *Creating Baselines for Budgets and Forecasts*: page 4 – 45.

Understanding Budget and Forecast Security

Oracle Projects uses role-based security and function security to control access to budget and forecast features. To access budgeting and forecasting features, you must be assigned a responsibility and have an Oracle Projects role to which the appropriate budgeting and forecasting functions are assigned.

You can perform functions such as editing workplan versions and creating baselines based on whether the class of the plan type associated with a plan version is Budget or Forecast, and whether the plan type is designated as an approved budget. For more information, see: *Adding Plan Types to a Project*: page 4 – 26, *Financial Plan Types*, *Oracle Projects Implementation Guide*, and *Function Security in Oracle Projects*, *Oracle Projects Implementation Guide*.

You can also control the update of budget and forecast amounts that are imported from external systems. For more information, see: *Activity Management Gateway Controls*, *Oracle Projects Implementation Guide*.

Using Budgeting and Forecasting

This section describes the processes for creating budgets and forecasts that do not use Oracle Projects budgetary controls and budget integration features. For information on creating budgets and forecasts that use these features, see: [Creating Budgets and Forecasts with Budgetary Controls and Budget Integration](#): page 4 – 48.

Budgeting and Forecasting Process Flow

This section provides an overview of the processes used to create budgets and forecasts in Oracle Projects.

Note: The following topics describe the processes that you perform to manually create budgets and forecasts for projects. For information on how Oracle Projects can automatically create budgets and forecasts when you create a new project from a project template or another project, see: [Copying Budgets and Forecasts from a Project Template or Project](#): page 4 – 33.

Define Period Profiles

You define period profiles for a project to specify the time periods that are available when you enter, edit, and view plan amounts. You must define period profiles if you want to create plan versions that are time-phased by PA or GL periods. See: [Defining Period Profiles](#): page 4 – 18.

Define Planning Options

Planning options provide a template for the creation of plan versions. Planning options enable you to create plan versions quickly and without having to re-select plan settings, currency settings, and planning elements each time that you create a plan version.

When you define planning options, you pre-select the planning level, resource list, time phase, and planning elements (tasks and resources) for projects, plan types, and plan versions. You can also set approved budget designations, specify the amounts that you can enter (quantity, raw cost, burdened cost, and revenue), and specify the basis for reporting quantities and calculating margin amounts. In addition, you can choose transaction currencies and define currency conversion attributes. See: [Defining Planning Options](#): page 4 – 19.

Add Plan Types

A plan type defines a specific type of budget or forecast (for example, an approved cost budget or a bid). Before you can enter amounts for a budget or forecast, you must add a plan type to a project and create a plan version for the plan type. See: [Adding Plan Types to a Project: page 4 – 26](#).

Create Plan Versions

A plan version represents a specific planning instance or scenario for a plan type (for example, a forecast cost budget version that is based on a set of proposed contract terms, or a forecast cost budget that is based on an engineering estimate). You must create a plan version to enter budget and forecast amounts. See: [Creating Plan Versions: page 4 – 27](#).

Enter Amounts

Oracle Projects provides you with the following options for entering budget and forecast amounts:

- You can enter amounts directly in Edit Plan pages.
- You can download a plan version to a Microsoft Excel spreadsheet, enter amounts, and upload the updated spreadsheet back to Oracle Projects.
- You can copy amounts from another plan version or from actual transactions on the same project.

See: [Entering Amounts and Editing Plan Versions: page 4 – 30](#) and [Copying Budget and Forecast Amounts Within a Project: page 4 – 36](#).

Submit Budgets and Forecasts and Create Baselines

After you enter amounts in a working version, you can submit the version to indicate that it is ready for review and creating a baseline. You create a baseline to approve a budget for use in reporting and accounting. See: [Submitting Budgets and Forecasts: page 4 – 42](#) and [Creating Baselines for Budgets and Forecasts: page 4 – 45](#).

Defining Period Profiles

You define period profiles for a project to specify the time periods that are visible when you edit and view plan versions, and when you download a plan version to a Microsoft Excel spreadsheet.

Note: Period profiles do not affect the time periods for which you can enter and view plan amounts for a project. The periods for which you can enter and view plan amounts are determined by the start and completion dates that you define for a project or task. See: *Project Start and Finish Dates, Oracle Projects Fundamentals*, and *Task Start and Finish Dates, Oracle Projects Fundamentals*.

You must define period profiles for a project to create plan versions that are time-phased by PA or GL periods. You can define a period profile consisting of a maximum of 52 PA periods or 52 GL periods. You do not need to define period profiles for projects with budgets or forecasts that are not time-phased by PA or GL periods.

Oracle Projects maintains the details of all plan amounts that you enter by time period. You can change a period profile at any time to enter and view plan amounts in periods that fall outside of an existing period profile range. The system displays amounts for periods that fall outside of a defined period profile range in either a *preceding period* amount field or a *succeeding period* amount field.

To define period profiles, navigate to the Period Profiles page, and select starting and ending periods for PA and GL periods.

Note: When you create budgets and forecasts by copying a project from a project template or a project, Oracle Projects automatically creates period profiles for the new project. For more information, see: *Creating Period Profiles from a Copied Project: page 4 – 33*.

Entering and Viewing Plan Amounts in Preceding and Succeeding Periods

Depending on the start and completion dates that are defined for a project and the dates that are included in a period profile, Oracle Projects automatically displays *preceding period* and *succeeding period* amount fields on Edit Plan pages, and in a spreadsheet when you download a plan version to Microsoft Excel. These fields enable you to enter lump-sum amounts for periods that fall outside of a period profile range without changing the profile.

Amounts that you enter in a preceding period or succeeding period amount field are not associated with a time period. Oracle Projects

tracks these amounts and always displays them in a preceding period or succeeding period amount field, regardless of subsequent changes to the period profile. Therefore, amounts displayed in a preceding period or succeeding period amount field can consist of amounts that you enter directly and amounts that you enter by time period, but fall outside of the current period profile range.

For more information on entering plan amounts, see: *Entering Amounts and Editing Plan Versions*: page 4 – 30.

Plan Version Refresh Options

When you change a period profile for a project for which plan amounts exist, the system does not automatically update existing plan versions to reflect the new profile settings. To reflect the new settings after you update a period profile, you must select one of the following plan version refresh options to specify the plan versions you want to update:

- Current Working, Current Baseline, and Original Baseline Plan Versions Only
- All
- None

After you select a refresh option, Oracle Projects submits a concurrent process to update the selected versions.

Defining Planning Options

To facilitate the definition of planning options for plan versions, Oracle Projects enables you to define planning options at the following levels:

- **Project Template and Project:** Planning options that you define for a project template or project are the default planning options for plan types that you add to a project.
- **Plan Type:** Planning options that you define for a plan type override the default planning options from a project template or project, and are the default planning options for plan versions that you create for the plan type.
- **Plan Version:** Planning options that you define for a plan version override the default planning options from a plan type.

To define planning options for budgeting and forecasting, navigate to the Planning Options: Plan Settings page when you set up a project

template or project, add a plan type to a project, or create a plan version for a plan type. From this page you can access all other pages that are required to define planning options for budgeting and forecasting.

The following sections describe the planning options that you can define for a project template, project, plan type, and plan version:

- Defining Plan Settings: page 4 – 20
- Defining Currency Settings: page 4 – 23
- Selecting Planning Elements: page 4 – 24

You can optionally define project-level planning options for project templates and projects. You can define planning options for a plan type when you add a plan type to a project template or project. You can define planning options for a plan version when you create a plan version for a plan type.



Attention: If you intend to create budgets and forecasts that are time-phased by PA or GL periods, you must define period profiles for your project before you define planning options. See: Defining Period Profiles: page 4 – 18.

Changes that you make to planning options for a plan type affect only new plan versions that you create after the change. After you enter amounts for a plan version, you cannot modify planning options for the version, except to add additional planning elements (tasks and resources). See: Planning Elements: page 4 – 24.

Defining Plan Settings

Define plan settings to specify how to enter and view plan version amounts. Plan settings also determine whether you must define currency settings and select planning elements (tasks and resources). The planning options that you can define on a Plan Settings page vary based on whether you are defining planning options for a project template, project, plan type, or plan version.

Approved Budget Designations

When your implementation team creates a financial plan type, they can optionally designate the plan type as an approved cost budget, an approved revenue budget, or as both an approved cost budget and an approved revenue budget. The approved budget designation for a financial plan type is the default designation for the plan type when you add the plan type to a project template or a project.

Oracle Projects allows you to change an approved budget designation only when you add a plan type to a project template. You cannot change an approved budget designation at the project level, when you add a plan type to a project, or when you create a plan version for a plan type.

For more information on approved budget designations, see: Adding Plan Types to a Project: page 4 – 26, and Financial Plan Types, *Oracle Projects Implementation Guide*.

Plan Amounts in Multiple Currencies

If the project currency and the project functional currency for a project are different, then the system automatically selects the *Plan Amounts in Multiple Currencies* check box. Otherwise, you can select this option at the project, plan type, and plan version levels to enable the entry of budget and forecast amounts in multiple transaction currencies. For more information on selecting currencies, see: Currency Settings: page 4 – 23.

Factor Plan Amounts By

The *Factor Plan Amounts By* setting controls how plan version amounts are displayed in View Plan pages. You can set a default display factor at the project level on the Plan Settings page. In addition, you can temporarily select a different factor when you view amounts for a plan version.

Amount Entry Options

When you add a plan type to a project or create a plan version, you can select the fields for which you want to enter plan amounts. The fields available for selection depend on whether the plan type allows entry of cost amounts, revenue amounts, or both cost and revenue amounts.

Note: Even if you do not select a field for entry of plan amounts, you can calculate amounts for the field using a budget calculation extension.

Amount Reporting Options

When you add a plan type to a project that allows entry of both cost and revenue amounts, you can choose to calculate margins based on either raw cost or burdened cost amounts. If you plan for cost and revenue amounts in separate versions, then you can choose to report quantity amounts based on either the cost quantity or the revenue quantity.

Plan Options

Cost and revenue plan options enable you to define the level of detail at which you enter plan amounts. You can select cost and revenue plan options at the project, plan type, and plan version levels. You can select different options for cost and revenue plans, or you can use the same options for both cost and revenue plans.

To use the same plan options (and either the same or similar planning elements) for cost and revenue, specify only cost plan options and select the *Use Cost Plan Options and Planning Elements for Revenue* option on the Plan Settings page. When you select this option, Oracle Projects automatically selects revenue plan options and planning elements based on your cost plan options. If desired, you can manually override the system-generated planning element selections. For more information, see: Planning Elements: page 4 – 24.

Planning Level

Select a *planning level* to define the level of the project work breakdown structure at which you enter plan amounts. You can select one of the following planning levels:

- Project
- Top Task
- Lowest Task
- Top and Lowest Task

For more information, see: Selecting Planning Levels for Budgets and Forecasts: page 4 – 4.

Resource Information

You can optionally select a *resource list* to enable the entry of plan amounts at the resource or resource group level. You can categorize plan amounts by resource at any planning level. For more information, see: Categorizing Budget and Forecast Amounts by Resources: page 4 – 5, and Resources and Resource Lists, *Oracle Projects Implementation Guide*.

Oracle Projects provides you with two options for selecting resources. You can choose to automatically select all resources in the specified resource list, and you can manually select resources.

To automatically select resources, enable the *Select Resources Automatically* option on the Plan Settings page and choose whether to plan at the resource or resource group level. When you enable this option, Oracle Projects automatically associates all resources or resource

groups with each work breakdown structure item that you are planning for (for example, the project, all top tasks, all lowest tasks, or all top and lowest tasks). For information on manually selecting resources, see: *Selecting Resources*: page 4 – 26.

Note: You can enable or disable the *Select Resources Automatically* option and manually update resource selections at any time. When the *Select Resources Automatically* option is enabled and new tasks are added to your planning elements, Oracle Projects automatically associates all resources or resource groups with the new task.

Time Phase

You can optionally select a *time phase* that enables you to enter plan amounts by PA period, GL period, or date range. If you do not select a time phase, then you must enter amounts for the duration of a project or task. For more information, see: *Selecting Time Phases for Budgets and Forecasts*: page 4 – 6, and *Date Processing in Oracle Projects, Oracle Projects Fundamentals*.

Defining Currency Settings

If the option to *Plan Amounts in Multiple Currencies* is selected on the Plan Settings page, then you can define conversion attributes and add transaction currencies on the Currency Settings page.

Conversion Attributes

Define conversion attributes for use in converting plan amounts in transaction currencies to project currency and project functional currency. When you plan for cost and revenue, you must define separate attributes for converting cost and revenue amounts.

The conversion attributes that you define for a financial plan type become the default conversion attributes for a plan type that you add to a project template or project. You can update conversion attributes only at a plan type or plan version level. You cannot define conversion attributes for a project template or project.

Add Transaction Currencies

When entry of plan amounts in multiple currencies is enabled, you can enter amounts only for the currencies listed in the Add Transaction Currencies table on the Currency Settings page. Oracle Projects automatically lists the project currency and project functional currency.

You can add additional transaction currencies at any time. You can add transaction currencies at the project, plan type, and plan version levels.

See Also

Multi-Currency, *Oracle General Ledger User Guide*

Selecting Planning Elements

Planning elements are the tasks and resources that you select for a budget or forecast. You select tasks and resources according to the planning level and resource list, if any, that you specify for cost and revenue plan options on the Plan Settings page. You can select planning elements at the project, plan type, and plan version levels.

Note: If you select a planning level of project and do not use a resource list to categorize plan amounts, then you do not need to select planning elements.

Selecting Tasks

Use the Planning Elements page to select tasks to include in your budget or forecast. The first time that you access a Planning Elements page, the system lists all available tasks based on the task planning level that you selected for cost or revenue plan options.

If you selected a planning level of Top Task, then the system displays all top-level tasks in the project work breakdown structure. If you selected a planning level of Lowest Task, or Top and Lowest Task, then the system displays all lowest-level tasks in the project work breakdown structure.

From the Planning Elements page you can navigate to the *Revise Task Selection* page. From this page you can select tasks and change the planning level for a branch of the work breakdown structure (if you are using a planning level of Top and Lowest Task).

Automated Processing of Work Breakdown Structure Updates

When a change is made to a project work breakdown structure (WBS), Oracle Projects automatically updates planning elements for budgeting and forecasting at the project level, and for all plan types and working

versions. 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 automated processing feature ensures that the tasks you use for budgeting and forecasting are always in agreement with your project WBS.

Oracle Projects processes WBS updates either online or when you submit the concurrent process *PRC: Process Work Breakdown Structure Updates*. Whether updates are processed online or by the concurrent process is determined by the following two profile options:

- **PA: Process Work Breakdown Structure Updates:** This profile option specifies whether WBS updates are always performed online, or are performed online based on the task threshold setting specified by the *PA: Process Work Breakdown Structure Updates Threshold* profile option.
- **PA: Process Work Breakdown Structure Updates Threshold:** This profile option specifies a task threshold value. If the number of tasks in the WBS is less than or equal to the threshold value, then Oracle Projects performs the updates online. If the number of tasks is greater than the threshold value, then you must submit the concurrent process.

When unprocessed changes exist, you must submit the update process before you can perform the following budgeting and forecasting actions:

- Edit planning options
- Edit a plan version
- Implement the financial impact of a change document

If you attempt to perform one of the preceding actions when unprocessed WBS changes exist, then Oracle Projects displays an information message and a button that you can choose to submit the update process.

See Also

Profile Options in Oracle Projects, *Oracle Projects Implementation Guide*

Selecting Resources

This topic describes the processes for manually selecting resources when you choose to categorize plan amounts using a resource list. For information on automatically selecting all resources in a resource list, see Plan Options: page 4 – 22.

You can enter amounts for resources at either the resource group or resource level. The process for selecting resources varies depending on whether you are selecting resources for a task or for a project.

Selecting Resources for Tasks

When you select resources for a task, you begin the selection process from the Planning Elements page. On this page, you can choose whether to plan at the resource or resource group level for each task. You can then navigate to the *Select Resources* page to select resources.

Selecting Resources for Projects

When you select resources for a project, the system skips the Planning Elements page and opens the *Select Resources* page. You can use this page to indicate whether you want to plan at the resource or resource group level, and to select resources.

Adding Plan Types to a Project

Plan types enable you to define the types of budgets and forecasts that you want to plan for (for example, an approved budget, a revenue budget, or a bid). You can add multiple plan types to a project by choosing from the list of financial plan types defined during implementation.

When you add a plan type, you must choose whether the plan type allows the entry of cost amounts only, revenue amounts only, or both cost and revenue. When you plan for both cost and revenue, you can choose whether cost and revenue amounts are entered in the same version or in separate versions.

Note: You cannot change the cost or revenue plan setup option after a plan version is created for a plan type.

You must specify planning options for a plan type. The planning options that you define for a plan type are the default planning options for plan versions that you create for the plan type.

Note: If the *Enable Workflow for Status Changes* is enabled for a financial plan type, you cannot change this option when you add a plan type to a project.

A project can have only one plan type that is designated as an *approved cost budget* or as an *approved revenue budget*. You can either select a single plan type that is designated as both an approved cost budget and an approved revenue budget, or you can select a different plan type for each designation.

An approved budget designation enables you to use a baseline plan version for project billing. It also enables you to implement the financial impact of an approved change order in a current working plan version. For more information, see: *Including and Viewing Change Documents*: page 4 – 38.

See Also

Understanding Plan Types and Plan Versions: page 4 – 2

Overview of Change Management: page 7 – 2

Financial Plan Types, *Oracle Projects Implementation Guide*

Creating Plan Versions

Plan versions enable you to model many different planning scenarios for a plan type. After you add a plan type to a project, you can create a working plan version. You must create a working plan version to enter amounts. When you are satisfied with your budget or forecast, you can submit the current working plan version and create a baseline. When you choose to create a baseline, Oracle Projects creates the baseline as a new baseline plan version. You can create multiple working and baseline plan versions for a plan type.

Note: If the *Baseline Funding Without Budget* feature is enabled for your project, then Oracle Projects automatically creates approved revenue budget baseline plan versions. Therefore, you cannot manually create an approved revenue budget plan

version if this feature is enabled. You can create revenue plan versions for any other plan type. For more information on this feature, see: *Project Funding Inquiry Window Reference, Oracle Project Billing User Guide*.

After you create a plan version, you can optionally override the default planning options assigned from the plan type for all items except approved budget designations and amount reporting options. For more information, see: *Plan Settings: page 4 – 20* and *Adding Plan Types to a Project: page 4 – 26*.

When you create a working plan version, you can choose to enter plan amounts by one of the following methods:

- Copy amounts from another plan version or from actual transactions entered on the same project. See: *Copying Budget and Forecast Amounts Within a Project: page 4 – 36*.
- Enter plan amounts in Edit Plan pages. See: *Entering Amounts and Editing Plan Versions: page 4 – 30*.
- Download the plan version and edit the amounts in a Microsoft Excel spreadsheet. See: *Editing Plan Versions in Microsoft Excel: page 4 – 31*.

See Also

Understanding Plan Types and Plan Versions: page 4 – 2

Maintaining Plan Versions

After you create a plan version for a plan type, it is displayed on the Maintain Plan Versions page as a working version. The Maintain Plan Versions page displays all plan versions for a plan type, and is the entry point for viewing and working with plan version information.

Note: If the *Baseline Funding Without Budget* feature is enabled for your project, then Oracle Projects automatically creates approved revenue budget baseline plan versions. No working plan versions are displayed by the system when this feature is enabled.

For more information on the *Baseline Funding Without Budget* feature, see: *Project Funding Inquiry Window Reference, Oracle Project Billing User Guide*.

To submit or rework a working plan version, or to create a baseline from a working plan version, you must set the version to *Current Working*. You can set any working plan version to *Current Working* at any time.

You can rework a working version after it is submitted. However, you cannot rework a working plan version if the *Enable Workflow for Status Changes* option is selected for the plan type. You cannot rework a baseline plan version.

Note: When you create a baseline, the system automatically creates a new *Current Working* version. To modify a budget or forecast after you create a baseline, update the new *Current Working* version and create a new baseline.

The system automatically marks the initial baseline plan version as the *Original Baseline*. The system automatically marks the latest baseline version as the *Current Baseline* version. You can set any baseline to be the original baseline at any time.

When you delete a working plan version, the system removes the version permanently. You cannot delete a baseline.

Maintenance Activities Allowed for Working Versions

You can perform the following activities only for a *working* version:

- Copy amounts from another plan version or from actual transactions entered on the same project. See: *Copying Budget and Forecast Amounts Within a Project*: page 4 – 36.
Note: To enter the financial impact of a change document, a current working plan version must exist for an approved budget plan type. Therefore, you cannot delete the *Current Working* plan version for an approved budget plan type if no other working plan versions exist. See: *Including and Viewing Change Documents*: page 4 – 38.
- Enter and update plan amounts in Edit Plan pages. See: *Entering Amounts and Editing Plan Versions*: page 4 – 30.
- Include the financial impact of change documents. See: *Including and Viewing Change Documents*: page 4 – 38, and *Overview of Change Management*: page 7 – 2.
- Maintain attachments. See: *Overview of Document Management*: page 8 – 2.

- Rework the version.
- Set the version to *Current Working*.
 - Note:** When unimplemented change documents exist, you cannot set another working plan version with different plan options (planning level, resource list, and time phase) to be the *Current Working* version for an approved budget plan type. See: Including and Viewing Change Documents: page 4 – 38.
- Submit the version. See: Submitting Budgets and Forecasts: page 4 – 42.
- Create a baseline. See: Creating Baselines for Budgets and Forecasts: page 4 – 45.

Maintenance Activities Allowed for Baseline Versions

You can perform the following activities only for a *baseline* version:

- Set the version to *Original Baseline*
- View attachments

Maintenance Activities Allowed for Working and Baseline Versions

You can perform the following activities for both *working* and *baseline* versions:

- Create a working copy of the plan version
- View the financial impact of change documents included in the version, if any. See: Including and Viewing Change Documents: page 4 – 38.
- View plan version details and amounts. See: Viewing Budgets and Forecasts: page 4 – 40.

Entering Amounts and Editing Plan Versions

You can update amounts for a plan version from the Edit Plan page. The Edit Plan page lists all planning elements for a plan version, including planning elements for which no amounts are entered.

The Edit Plan page displays amounts in the currencies in which the amounts are entered. If entry of plan amounts in multiple currencies is enabled, then Oracle Projects totals the amounts for each planning

element by transaction currency and displays the total amounts for each currency in a separate line. The system displays amounts for an approved revenue budget plan version in project functional currency.

From the Edit Plan page you can:

- Copy amounts from another plan version or from actual transactions entered on the same project. See: Copying Budget and Forecast Amounts Within a Project: page 4 – 36.
- Edit period profiles for a project. See: Defining Period Profiles: page 4 – 18.
- Edit planning options for a plan version. See: Defining Planning Options: page 4 – 19.
- Enter and edit amounts for a plan line on the Edit Plan Line page. See: Entering and Editing Plan Lines: page 4 – 31.
- Export plan version information and amounts for editing in a Microsoft Excel spreadsheet. See: Editing Plan Versions in Microsoft Excel: page 4 – 31.
- Submit a Current Working version. See: Submitting Budgets and Forecasts: page 4 – 42.
- View amounts for plan versions. See: Viewing Budgets and Forecasts: page 4 – 40.

Entering and Editing Plan Lines

You enter, edit, and view the details of plan line amounts in the Edit Plan Line Page. If you are planning by PA period or GL period, then the periods that are available on this page for entry of plan amounts are determined by the project period profile settings. For more information, see: Defining Period Profiles: page 4 – 18.

If entry of plan amounts in multiple currencies is enabled, then you can enter plan amounts in any transaction currency listed in the Add Transaction Currencies table in the Currency Settings page. For more information, see: Currency Settings: page 4 – 23.

Note: You must enter amounts for an approved revenue budget plan version in project functional currency.

Editing Plan Versions in Microsoft Excel

You can export the details of a plan version to a Microsoft Excel spreadsheet by selecting the Edit In Excel option. When you choose this

option, Oracle Projects automatically populates an Excel spreadsheet with the planning elements (tasks and resources) and plan amounts (quantities, costs, and revenues) for the selected plan version.

You can perform the following activities in Excel:

- **Edit and enter plan lines**

You can edit existing plan lines and add new plan lines together with all necessary plan line information including descriptions, change reasons, conversion attributes. See also: Budget Change Reasons, *Oracle Projects Implementation Guide*.

- **Enter amounts in multiple currencies**

To enter amounts in a different transaction currency, first insert a new row into the spreadsheet. Next, copy the appropriate planning elements and attributes from an existing plan line to the new row. After you copy the planning elements and attributes, select a currency for the new line and enter the budget or forecast amounts.

Note: Before you can add a plan line in another transaction currency, you must define the new currency in the Add Transaction Currencies table on the Currency Settings page for the plan version. See: Currency Settings: page 4 – 23.

- **Delete plan lines**

When you complete your updates in Excel, upload the spreadsheet back into Oracle Projects by choosing the *Oracle > Upload* menu option from the Microsoft Excel menu. The system validates all attributes and amounts during the upload process.

Calculating Plan Version Amounts

You can implement Oracle Projects to calculate raw cost, burdened cost, and revenue amounts for each plan line in your budget or forecast. For more information, see: Calculating Budget and Forecast Amounts: page 4 – 12.

Copying Budgets and Forecasts

Oracle Projects enables you to copy existing budgets and forecasts when you create a project by copying a project template or project. You can also copy amounts to a plan version from another plan version or from actual transactions within the same project.

Copying Budgets and Forecasts from a Project Template or Project

When you create a new project from a project template or by copying an existing project, Oracle Projects automatically copies the budgets and forecasts of the project template or existing project (source) to the new project (target). The system also copies the project planning options, and the planning options for each plan type and plan version.

If one exists, the system copies the *Current Baseline* plan version for each plan type. If a current baseline plan version does not exist, then the system copies the *Current Working* plan version. After the target project is created, you can modify the amounts, as necessary, for each new plan version.

If the status of a source current working plan version is *Submitted*, then the system sets the status of the target current working plan version to *Working*. The system does not copy any other working plan versions from a project template or project.

Creating Period Profiles from a Copied Project

When you copy an existing project to create a new project, Oracle Projects automatically creates new period profiles for the target project based on the period profiles of the source project. The system creates new period profiles according to the following rules:

1. If the target project has the same duration as the source project, then Oracle Projects creates new period profiles with the same duration based on the start and end dates of the target project.
2. If the target project has a greater duration than the source project, then Oracle Projects creates new period profiles with the same number of periods as the source project. The new period profiles start periods are set to the same number of periods after the target project start date as the source project period profiles start periods are from the source project start date.
3. If the target project has a shorter duration than the source project, then Oracle Projects creates new period profiles based on the following logic:
 - If the duration of the target project is less than the period profiles of the source project, then Oracle Projects sets the new period profiles to the same duration of the target project. The start periods for the new period profiles are set to the start date of the target project. Any amounts that fall in periods outside of the defined period profiles are totaled and reflected in the target project as succeeding period amounts.

- If the duration of the target project is less than the duration of the source project, but greater than the period profiles of the source project, then Oracle Projects sets the new period profiles to the same duration as those in the source project.
 - When the duration of the target project is sufficient, Oracle Projects sets the start periods of the new period profiles to the same number of periods from the target project start date as the start periods of the source project period profiles are from the source project start date.
 - When the duration of the target project is not sufficient to allow the same number of periods between the start periods of the new period profiles and the target project start date, as there are between the start periods of the source project period profiles and the source project start date, Oracle Projects allows the maximum number of periods available based on the duration of the target project.

For more information see: Defining Period Profiles: page 4 – 18.

See Also

Creating a New Project from a Project Template or Existing Project,
Oracle Projects Fundamentals

Copying Baseline Plan Versions from Project Templates and Projects

When you create a project by copying a project template that has baseline plan versions, the system creates the versions in the target project as baseline versions. In addition, the system creates a corresponding current working version for each baseline version.

Note: If the project template has a plan type with a revenue baseline plan version but no cost baseline plan version, and the target project has a revenue distribution rule that accrues revenue using the ratio of actual cost to budgeted or forecasted cost (*Cost/Cost*, *Cost/Event*, or *Cost/Work*), then the system creates the revenue plan version for the new project as a current working plan version, not a baseline plan version.

When you create a project by copying another project that has baseline plan versions, the system creates the new plan versions in the target project as current working versions.

Copying Actuals to a New Project Budget or Forecast

When you want to create a new project with a budget or forecast that is identical or similar to the actual amounts of an existing project, you can copy the actual amounts from the existing, or source, project to the new, or target, project budget or forecast as you create the new project.

► To copy actuals from an existing project to a new project budget or forecast:

1. Add a new plan type and create a current working plan version for this purpose in the source project. See: *Add Plan Types to a Project: page 4 – 26*, and *Creating Plan Versions: page 4 – 27*.
2. Use the Copy Amounts page to copy actual amounts to the new plan version in the source project. See: *Copying Budget and Forecast Amounts Within a Project: page 4 – 36*.
3. Create the new, or target project from the source project. See: *Creating a New Project from a Project Template or Existing Project, Oracle Projects Fundamentals*.

After the new, or target project is created, you can modify the plan amounts in the target plan version, and if desired, copy amounts to other plan versions within the target project.

Copying Dates or Periods for Time-Phased Budgets and Forecasts

When you copy time-phased budgets and forecasts from a project template or project, Oracle Projects evaluates and, if necessary, adjusts the dates or periods of the target budget and forecast plan lines. The system adjusts the dates or periods based on the start date of the source project template or project, and the dates that you specify in Project Quick Entry for the new (or target) project according to the following rules:

1. If the source project template or project has no start date, then Oracle Projects copies the budget or forecast to the target project without any adjustment to the budget or forecast periods, even if a start date is entered in Project Quick Entry for the target project.
2. If the source project template or project has a start date, but no start date was entered in Project Quick Entry for the target project, then Oracle Projects copies the budget or forecast to the target project without any adjustment to the budget or forecast periods.
3. If the source project template or project has a start date and a start date was entered in Project Quick Entry for the target project, and

the budget or forecast is time-phased by PA or GL period, then Oracle Projects performs the following actions:

- calculates the number of periods between:
 - (a) the first budget or forecast period entered for the source project template or project, and
 - (b) the period that contains the start date of the target project
- derives the start period for each plan line in the target project by adding the number of periods determined in the preceding action to the period of the new start date

If the plan versions in a source project template or project are time-phased by periods, then the plan versions in the target project will be time-phased by periods. The new periods are based on the PA or GL period of the target project and task start dates. For example:

- The source project has a start date of September 1, 2002 and plan amounts entered in P09–2002, P10–2002, and P12–2002.
- The target project has a start date of December 15, 2002.
- The system will create plan amounts for the target project in P12–2002, P01–2003, and P03–2003.

Note: The copy process assumes all time periods are equal in length. If your time periods are not of equal length, then you may get unacceptable results. This may require you to manually update budget or forecast amounts in the target project.

Copying Budget and Forecast Amounts Within a Project

You can use the Copy Amounts page to copy amounts within a project. You can copy amounts from one plan version to another and you can copy actual transactions to a plan version. In addition, you can adjust the copied amounts by specifying a percentage amount by which to increase or decrease the amounts.

Note: You cannot use the Copy Amounts page to copy amounts between cost and revenue plan versions. Additionally, you cannot copy plan version or actual amounts between different projects.

Copying Amounts Between Plan Versions

You can copy amounts from one plan version to another plan version even if the versions are for different plan types. For example, you can copy amounts from a plan version for a cost budget plan type to a plan version for a cost forecast plan type.



Warning: Use caution when you select a source plan version when copying amounts to a plan version where costs and revenues are planned together. If you select a source plan version that contains only cost amounts, then Oracle Projects copies the cost amounts to the target plan version and deletes the revenue amounts. Conversely, if you select a source plan version that contains only revenue amounts, then Oracle Projects copies the revenue amounts to the target plan version and deletes the cost amounts.

When you copy amounts from one plan version to another, Oracle Projects overwrites the plan settings and planning elements of the target plan version with the plan settings and planning elements of the source version. Thus, the target plan version inherits the planning level, resource list, time phase, tasks, and resources of the source plan version.

When you copy amounts from a plan version for which entry of amounts in multiple currencies is enabled to a plan version for which entry of amounts in multiple currencies is not enabled, the target plan version inherits the currency settings of the source plan version.

When you copy amounts from a plan version for which entry of amounts in multiple currencies is not enabled to a plan version for which entry of amounts in multiple currencies is enabled, the system copies the amounts in project currency and the currency settings of the target plan version are not changed.

Copying Actual Amounts to a Plan Version

You can copy amounts from actual transactions to a plan version if the plan version is time-phased by PA or GL periods. You cannot copy actuals transactions to plan versions that are time-phased by date ranges or are not time-phased (that is, have a time phase setting of *None*).

When you copy actual amounts to a plan version, Oracle Projects copies the amounts to the corresponding planning elements (tasks and resources) in the target plan version. If actual transactions exist for tasks and resources that are not defined in the plan version, then the system adds the amounts based on the following logic:

- If the actual transactions include amounts for tasks and resources that are not included in the plan version, then Oracle Projects adds the additional tasks and resources to the plan version and creates plan lines for the actual amounts.
 - If Oracle Projects adds a new branch of tasks, then the branch is assigned a planning level of Lowest Task.
 - If the plan version categorizes amounts using a resource list, then Oracle Projects assigns a resource planning level of Resource. See: Resources and Resource Lists, *Oracle Projects Implementation Guide*, and Summarizing Actuals and Commitments by Resource: page 9 – 20.
- If actual transactions exist at a level that is more detailed than the planning level of a plan version, then the system summarizes the actual amounts and adds the amounts to the appropriate planning level in the plan version. For example, if actual transactions exist at a lowest task level and planning is being performed at the Top Task level, then Oracle Projects will sum the actual amounts and add them to the corresponding top task.

If actual transactions exist at a more summary level than the planning level of the plan version, then the system cannot copy the actual transactions to the plan version



Attention: Before you copy actual amounts to a plan version, submit the PRC: Update Project Summary Amounts process for the project and periods for which you want to copy actuals. Oracle Projects uses the project summary amounts when copying actuals to a plan version. See: Updating Project Summary Amounts: page 9 – 17.

Including and Viewing Change Documents

Change documents include change requests and change orders.

- A *change request* is initiated when one or more parties to a project encounters an event or condition that they believe may result in a change to any aspect of the project (for example, the project scope, value, or duration). One or more approved change requests may be grouped or included in a change order.
- A *change order* is a formal document that, when approved and implemented, will result in a change to a project.

Change requests and change orders may or may not have a financial impact on a project. A financial impact can affect cost only, revenue only, or both cost and revenue. Oracle Projects can automatically update a budget or forecast for the financial impact of a change document based on the following rules:

- You can implement the financial impact of an approved change order in a current working plan version that is designated as an approved cost budget or an approved revenue budget.
- You can include the financial impact of a change order or change request of any status in any plan version that is not designated as an approved cost budget or an approved revenue budget.

Note: You can include the financial impact of a change order or change request in a plan version only once.

Manually Including the Impact of a Change Document

Oracle Projects cannot automatically include the financial impact of a change document in a plan version if any of the following conditions are true:

- The planning level of the plan version is at a more detailed level than the planning level of the change document.
- The time phase of the plan version and the change document differ, and the time phase of the plan version is not *None*.
- The resource list of the plan version and the change document differ, and the resource list of the plan version is not *None*.

When the system cannot automatically include the financial impact of a change document in a plan version, the system will display the *View Plan* page for the change document. To include the financial impact of the change document in a plan version in this instance, choose *Printable Page* on the *View Plan* page to print the document information. Use the printed information to manually update the plan version.

If you manually update a plan version to include the financial impact of a change document, then use the *Mark as Included* option on the *View Plan* page. This option prevents the change document from being included in a plan version more than once, and enables the change document information to be displayed in the *View Included Change Documents* page for a plan version.

Viewing Budgets and Forecasts

You can use the Budgets and Forecasts page and View Plan pages to view amounts for project budgets and forecasts.

Budgets and Forecasts Page

The Budgets and Forecasts page is the first page displayed when you access budgets and forecasts for a project. This page lists all plan types added to a project and displays total amounts for either the Current Working or Current Baseline plan version for each plan type based on the display option that you select.

From this page you can perform the following activities:

- Add plan types to your project. See: Adding Plan Types to a Project: page 4 – 26.
- Create new plan versions for a plan type. See: Creating Plan Versions: page 4 – 27.
- Delete a plan type.
- Edit cost and revenue amounts. See: Entering Amounts and Editing Plan Versions: page 4 – 30.
- Edit planning options for a plan type. See: Defining Planning Options: page 4 – 19.
- Maintain all plan versions for a plan type. See: Maintaining Plan Versions: page 4 – 28.

Note: The Maintain Plan Versions page lists all working and baseline plan versions for a plan type. From this page you can open the View Plan (Amounts) page to view detail amounts for a plan version. For more information, see: View Plan Pages: page 4 – 40.

- View the financial forecast generated for a project staffing plan.

View Plan Pages

You can view details for a plan version on the following pages:

- **View Plan (Amounts):** This page displays plan amounts by planning element. This is the default page displayed by the system when you choose to view detail amounts for a plan version.

- **View Plan (Periods):** This page displays plan amounts by planning element and period for plan versions that are time-phased by PA or GL period. The periods visible on this page are controlled by the period profile settings for the project. See: *Defining Period Profiles*: page 4 – 18.

Note: To view two plan versions together (for example a cost plan version and a revenue plan version), both plan versions must use the same period profile.

- **View Plan (Transaction Currency):** When entry of plan amounts in multiple currencies is enabled, you can open this page to view plan version amounts summarized by planning element and transaction currency. To display this page, choose *Advanced Display Options* from the *View Plan (Amounts)* or *View Plan (Periods)* page and select *Transaction Currency* for the display currency.

You can perform the following activities from the *View Plan* pages:

- Edit cost and revenue for plan versions. See: *Entering Amounts and Editing Plan Versions*: page 4 – 30.
- Maintain attachments for plan versions. See: *Overview of Document Management*: page 8 – 2.

You can view plan amounts at all levels of the work breakdown structure. By default, the system displays amounts in project currency. Choose *Advanced Display Options* to change the display currency to project functional currency. In addition, you can choose *Advanced Display Options* to select a version or deselect a version.

When you view a cost or revenue version for a plan type for which cost and revenue are planned separately, the system selects the corresponding revenue or cost plan version to display based on system-defined logic. For an explanation of how the system selects plan versions for viewing, see: *Viewing Plan Versions When Cost and Revenue Are Planned Separately*: page 4 – 42.

To view entry-level details for plan amounts, you must drill down to the planning level at which plan amounts are entered and view the details for a plan line amount. For more information, see: *Viewing Plan Lines*: page 4 – 42.

Viewing Plan Versions When Cost and Revenue Are Planned Separately

When you view a cost or revenue plan version for a plan type in which cost and revenue are planned separately, the system uses the following logic to select the corresponding revenue or cost plan version to display:

- If you select a working cost plan version, then the system selects the current working revenue version, if one exists.
- If you select a working revenue plan version, then the system selects the current working cost version, if one exists.
- If you select a baselined cost plan version, then the system selects the current baselined revenue version. If a current baselined revenue version does not exist, the system selects the current working revenue version, if one exists.
- If you select a baselined revenue plan version, then the system selects the current baselined cost version. If a current baselined cost version does not exist, the system selects the current working cost version, if one exists.

Viewing Plan Lines

The View Plan Lines page enables you to view the details of a plan amount displayed on the View Plan page. The View Plan Lines page displays amounts based on the time phase used to enter amounts and the display currency from the View Plan page.

If entry of plan amounts in multiple currencies is enabled, then you can select a transaction currency in which to view the entered amounts. If you are planning by PA or GL period, then the system displays periods based on the project period profile settings. See: *Defining Period Profiles*: page 4 – 18.

You can also drill down to the View Plan Line Amount Details page to view change reasons and transaction currency conversion attributes.

Submitting Budgets and Forecasts

When you submit a current working plan version, Oracle Projects calls the Budget Verification extension. If the plan version passes the extension rules, then the system changes the budget status to *Submitted*. If the plan version does not pass the extension rules, then the status remains set to *Working*.

If the *Use Workflow for Status Changes* option is enabled for the plan type, then the system changes the plan version status to *Submitted* when the version is submitted. After approval, the system changes the status to *Baseline*.

You can use the plan version status to inform individuals or groups who have different responsibilities with regard to budgets and forecasts. For example, if project managers create plan versions and the accounting department is responsible for creating baselines, the plan version status informs users when a plan version is ready for their use.

You can choose to *Rework* a working plan version after it is submitted if you need to make changes before you create a baseline (for example, if you accidentally submit the plan version or find errors). However, you cannot enter amounts or make changes to a plan version while Workflow is active. In addition, you cannot update a baseline plan version. To modify a budget or forecast after you create a baseline, update the Current Working version and create a new baseline.

You can submit a current working version from either the Maintain Plan Versions page or the Edit Plan page. For more information on submitting plan versions, see: Maintaining Plan Versions: page 4 – 28.

Understanding the Submit Process

When you submit a current working plan version, the following events occur:

1. Oracle Projects calls the Budget Verification extension.

By default, the Budget Verification extension does not include any submission requirements. You can customize the extension to match your company's rules for budget and forecast submission.

The Budget Verification extension has two possible outcomes:

- If the submission requirements are not met, then Oracle Projects issues an error message and no status change is made.
 - If the submission requirements are met, then Oracle Projects proceeds to the next step.
2. The system must determine whether to call Workflow. The system calls Workflow if the *Enable Workflow for Status Changes* option is enabled for the plan type.
 - If Workflow is not called, then Oracle Projects changes the status of the plan version to *Submitted*.

- If Workflow is called, then Oracle Projects proceeds to the next step.
3. Oracle Projects calls the Budget Verification extension to determine whether the plan version passes baseline rules.

By default, the Budget Verification extension does not include any baseline requirements. You can customize the extension to match your company's rules for creating a baseline.

 - If the baseline rules are not met, then Oracle Projects issues an error message and no status change is made.
 - If the baseline rules are met, then Oracle Projects proceeds to the next step.
 4. Oracle Projects calls the Workflow process indicated in the budget workflow extension.
 - If the plan version fails the Workflow process, then Oracle Projects issues an error message and no status change is made.
 - If the plan version passes the Workflow process, then Oracle Projects proceeds to the next step.
 5. Oracle Projects applies the standard budget baseline requirements to the plan version.
 - If the plan version fails the standard budget baseline requirements, then Oracle Projects issues an error message and no status change is made.
 - If the plan version passes the standard budget baseline requirements, then Oracle Projects proceeds to the next step.
 6. Oracle Projects calls the Budget Verification extension again to verify that the plan version still passes the budget baseline rules.
 - If the baseline rules are not met, then Oracle Projects issues an error message and no status change is made.
 - If the baseline rules are met, then Oracle Projects changes the plan version status to *Baseline*.

See Also

Adding a Plan Type to a Project: page 4 – 26

Budget Workflow, *Oracle Projects Implementation Guide*

Creating Baselines for Budgets and Forecasts

Creating a baseline is the process of approving a submitted, current working plan version for use in reporting and accounting. For security reasons, this process can be performed by a different project member than the person who entered and submitted the working plan version.

When the baseline function is called, Oracle Projects changes the status of the *Current Working* plan version to *Current Baseline* and copies it to create a new current working plan version. All previous baseline plan versions become historical baseline versions.

If the *Use Workflow for Status Changes* option is enabled for a plan type, then the system automatically creates a baseline after the Current Working plan version is submitted, and if it passes all Workflow approvals and other submission requirements. See *Understanding the Submit Process*: page 4 – 43.

For contract projects in Oracle Project Billing, the baseline function verifies that the plan version amounts for a plan type that is designated as an *approved revenue budget* equal the total funding for the project or the top tasks within the project (if task-level funding is used). If this check is successful, then the system creates a new baseline plan version for the approved revenue budget plan type. If the amounts are not equal, then Oracle Projects issues an error and does not create a new baseline.

Baseline Rules for Non-Time-Phased Plan Versions

If you create a plan version that is not time-phased (uses a time phase of *None*), and if you use the default start and end dates from the project or the project tasks, then the following rules apply:

- If you are planning at a project level and you change the start or end date of the *project*, then you must create a new baseline to reflect the new dates.

- If you are planning at a task level and you change the start or end date of a *task*, then you must create a new baseline to reflect the new dates.

Prerequisites for Creating a Baseline

Before you can create a baseline from a current working plan version, you must submit the plan version. See: Submitting Budgets and Forecasts: page 4 – 42.

Before you can create a baseline for a plan type on a contract project that is designated as an approved revenue budget, you must enter a funding amount that is equal to the plan version amounts. If you are funding at the top task level, then you must enter revenue amounts at the top task or lowest task levels. If the baseline process fails for an approved revenue budget plan version because the funding does not equal the plan version amounts, then you must change either the plan version amounts or the funding amounts before you can successfully create the baseline.

You can create a baseline for a submitted, current working plan version from the Maintain Plan Versions page. For more information, see: Maintaining Plan Versions: page 4 – 28.

Understanding the Baseline Process

When you create a baseline, the following events occur:

1. Oracle Projects calls the Budget Verification API. This program checks for standard rules that a plan version must pass before a baseline can be created. For example, the plan amounts for an approved revenue budget plan version must equal the project funding.
2. Oracle Projects calls the Budget Verification extension
By default, the Budget Verification extension does not include any baseline requirements. You can customize the extension to match your company's rules for creating a baseline.
3. The Budget Verification extension has two possible outcomes:
 - If the plan version fails the baseline requirements, then the system issues an error message and no status change is made.
 - If the plan version passes the baseline requirements, then Oracle Projects changes the plan version status to *Baseline*.

See Also

Budget Verification Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference

Creating Budgets and Forecasts With Budgetary Controls and Budget Integration

This section describes the processes for creating budgets and forecasts when you want to use Oracle Projects budgetary controls and budget integration features. You must use the procedures in this section to define, enter, and process your budgets and forecasts in order to access the windows that enable you to use budgetary control and budget integration features.

See Also

Using Budgetary Controls: page 4 – 79

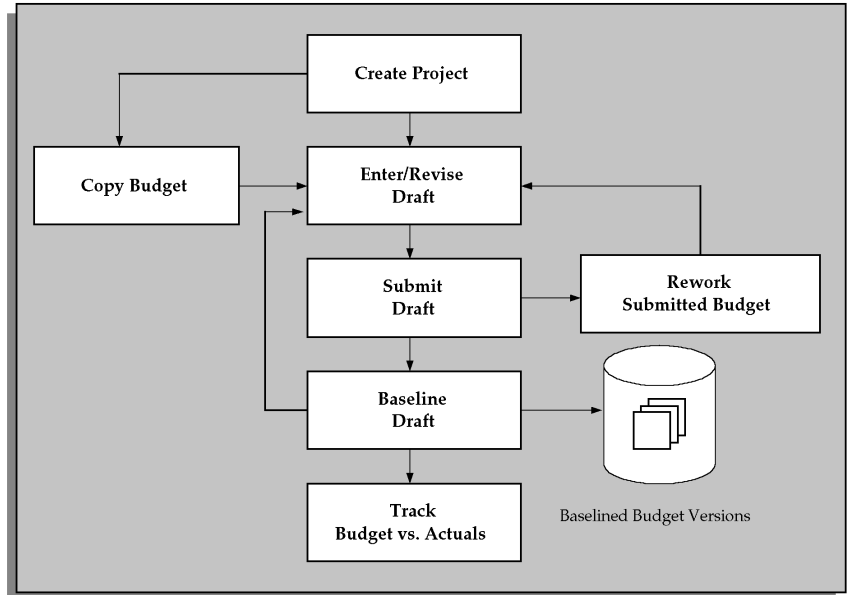
Integrating Budgets: page 4 – 97

Implementing Budgetary Controls, *Oracle Projects Implementation Guide*

Implementing Budget Integration, *Oracle Projects Implementation Guide*

Budget Entry

Figure 4 – 6 Overview of the Budget Entry Process



► **To create or revise budgets:**

1. Create the project and WBS. When you define the work breakdown structure, consider how you want to track cost and revenue. See: *Control Functions by Project and Task Level, Oracle Projects Fundamentals*.

Note: The start and end dates for a non-time-phased budget are automatically set to equal the start and completion dates of the project or task.

2. Enter or revise a draft budget for the project. See: *Entering a Draft: page 4 – 51*.
3. Enter budget amounts in the draft budget using any of the following methods:
 - When you first create the project you can copy the budget from the project template or project you are copying. See: *Copying Budgets from a Project Template or Existing Project: page 4 – 62*.
 - Enter the budget cost and/or revenue amounts directly. See: *Entering Budget Lines: page 4 – 55*.

- Enter the budget quantities and allow Oracle Projects to calculate the cost and/or revenue amounts for you. See: Calculating Budget and Forecast Amounts: page 4 – 12.
 - Copy the budget from an earlier version of the project’s budget (if you are revising a budget that you have previously baselined). See: Copying Budget Amounts from Earlier Budget Versions: page 4 – 64.
 - Copy the actual amounts to the budget amounts. See: Copying Actuals to Budget Amounts: page 4 – 65.
4. Submit your budget to indicate that budget entry is complete. See: Submitting a Draft: page 4 – 68.
 5. Create a baseline. See: Creating a Baseline for a Budget Draft: page 4 – 71.
 6. Revise the current budget to reflect changes in the project or to correct data entry errors. See: Revising a Budget Baseline: page 4 – 75, Revising an Original Budget: page 4 – 76.

See Also

Budget Types, *Oracle Projects Implementation Guide*

Budget Entry Methods, *Oracle Projects Implementation Guide*

Resources and Resource Lists, *Oracle Projects Implementation Guide*

Entering a Budget Draft

The screenshot shows a software window titled "Budgets (Vision Services: USD)". It is divided into several sections:

- Find Budget:** Contains input fields for "Project Number" (Research & Development), "Project Name" (Research & Development), and "Budget Type" (Approved Cost Budget). A "Find Draft" button is located to the right.
- Draft Budget:** Contains input fields for "Version Name" (Original), "Change Reason" (empty), and "Description" (Original Budget using Lowest Level Tasks by PA Per). A "Status" dropdown is set to "Working". There is a checkbox for "New Original" which is unchecked.
- Entry Options:** Contains an "Entry Method" dropdown set to "By lowest tasks,PA period" and a "Resource List" dropdown set to "Expenditure Category".
- Totals:** A table showing budget data for "Draft" and "Current" states.

| | | — Labor — | | | |
|---------|------|-----------|------------|---------------|----------------------|
| | UOM | Quantity | Raw Cost | Burdened Cost | Revised Date |
| Draft | Hour | 7,200.00 | 292,600.00 | 292,600.00 | 04/DEC/1997 14:06:28 |
| Current | Hour | 7,200.00 | 292,600.00 | 292,600.00 | 23/APR/1997 10:42:07 |

At the bottom of the window, there are five buttons: "History", "Copy Actual ...", "Rework", "Submit", and "Details".

A budget draft is a holding area for budget data that is currently in process. You enter or revise the budget amounts for a project in a draft. The status for a draft is Working.

You cannot report against a draft or use it to compare budgeted to actual amounts.

You have a draft for each budget type used on the project.

Entering or Revising a Budget Draft

- ▶ To enter or revise a budget draft:
 1. Budgets Window

Navigate to the Budgets window. Choose the project for which you want to enter or revise budget amounts. You must enter a valid project number before you can enter a budget type.

2. **Budget Type**

After you have selected a valid project, the budget type field will be enabled.

Choose the budget type. The budget type field enables you to have more than one series of budgets for a project. The budget type determines whether the budget is a revenue budget or cost budget. See: Budget Types, *Oracle Projects Implementation Guide*.

Note: The list of values displays only active budget types. However, if a budget was created earlier for your project using a budget type that is now inactive, the inactive budget type can be entered.

3. **Find Draft**

Choose the Find Draft button.

Note: If you select an inactive budget type and choose Find Draft, no draft budget will be displayed.

4. **Version Name**

Enter the version name.

5. **Budget Status**

The budget status will be displayed, indicating where the budget is in the submission or baselining process. The budget status can have the following values:

- **Working** A draft that you are entering and updating.
- **Submitted** A draft that is submitted for baselining. If you want to change make changes in a budget that has a Submitted status, you must first select the Rework button, which returns the status to Working.
- **Baselined** A baselined budget version. The Budget Version History window in the Budgets form displays baselined budget versions.

6. **Change Reason**

Enter a change reason. The change reason identifies the reason for changing a budget version from a previous version. See: Budget Change Reasons, *Oracle Projects Implementation Guide*.

7. **Description**

You may enter a description for the budget version.

8. Budget Entry Method

You can accept or override the default *budget entry method (BEM)*, which determines the level of detail for the budget.

- If you are entering the first draft for the budget type, the default BEM is determined by the project type of the project.
- If a prior version of the budget type exists, the default BEM is the budget entry method of the project's current budget for the budget type.

You can choose a categorized or uncategorized budget entry method. See: *Categorizing Budget and Forecast Amounts by Resources*: page 4 – 5.

You can change the BEM at any time, even after you have baselined a budget version for the budget type. When you change the BEM, the system will delete the existing draft budget lines. You can then enter a new draft.

Note: If you select a categorized BEM for the first draft budget of any type, all subsequent draft budgets of that type (after the first draft budget has been baselined) must also use categorized BEMs. The same is true for uncategorized BEMs. The list of values of BEMs will show only valid BEMs for a budget.

See: *Budget Entry Methods, Oracle Projects Implementation Guide*.

9. Resource List

The *resource list* is the set of resources that can be used as budget categories for a categorized (detail) budget. These resources will be displayed on the list of values for resource when you are entering budget lines.

If you are entering the first draft for the budget type, you may accept or override the default resource list. If you change the resource list after you have entered budget lines for the budget version, the system will delete the draft lines and you must enter a new draft.

You cannot change the resource list after you have baselined a budget version for the budget type.

10. Original

This field displays the version name of the current original budget for the project budget type. You can view the original and other

historical budgets in the Budget Version History window (choose History from the Budgets window).

11. Was Original

This flag indicates if the budget currently displayed was previously an original budget. Oracle Projects creates such budget versions when you revise the original budget. You can view this value in the Budget Version History window.

12. New Original

Use this check box if you want to indicate that this draft, when baselined, will become the revised original budget.

13. History

You can choose History to review the details of previous budget versions of the selected budget type. Historic budgets can be viewed for active and inactive budget types.

14. Labor Hours, Raw Cost, Burdened Cost, Revenue

These fields display the sum of the labor hours, raw cost, burdened cost, and/or revenue entered for the budget version.

Entering a Project or Task Level Budget

You can budget at the project, top task, or lowest task level.

Note: If you are using top task funding for your contract project, you must enter revenue budgets at the top task or the lowest task levels.

► **To enter a project level budget:**

1. Navigate to the Budgets form.
2. Choose a budget entry method set up with a project entry level.
3. Choose the Details button to open the Budget Lines window.
4. Enter the budget lines.
5. Save your work.

► **To enter a task level budget:**

1. Choose a budget Entry Method set up with the appropriate task entry level (Top Tasks, Lowest Tasks, or Top and Lowest Tasks).

2. Choose the Details button to open the Task Budgets window, which displays different levels of tasks, depending on the budget entry method you enter. Choose from the available list in the tasks list of values to view different task level combinations. See: *Defining Your Financial Structure, Oracle Projects Fundamentals*.
3. Choose the task for which you want to budget.
4. Choose Budget Lines.
5. Enter the budget lines in the Budget Lines window.
6. Save your work.

Entering Budget Lines

A budget line contains information about how much of a resource is needed. The information in a budget line can include a unit of measure and amounts for quantity, raw cost, burdened cost, or revenue.

Note: If you plan to use the cost-to-cost revenue accrual or invoice generation method for your project, you must enter burdened costs in your cost budget and revenue amounts in your revenue budget. Otherwise, Oracle Projects cannot successfully generate revenue or invoices using the cost-to-cost method. For more information about these processes, see: *Accruing Revenue for a Project, Oracle Project Billing User Guide* and *Invoicing a Project, Oracle Project Billing User Guide*.

You can enter and delete budget lines for a budget. You can delete budget lines in a draft. You cannot delete budget lines from a budget that you have baselined, or from a historical baselined budget.

► To See or Enter Detailed Budget Information

1. Navigate to the Budgets window.
2. Enter or choose the Find Draft button to find the draft for the appropriate budget type.
3. To navigate to the Budget Lines window, choose Details.

If you are entering a project level budget, the Budget Lines window will open.

If you are entering a task level budget, the Task Budgets window will open. Select a task, then choose Budget Lines to open the Budget Lines window.

Entering Budget Lines for Period-Phased Budgets

Budget Lines (Vision Services: USD) - Research & Development, {Approved Cost Budget *****}

Version Number: **Draft** Version Name: **Original**
 Task Number: **1.1** Task Name: **Market Research**
 View Lines For: **ALL** Periods For Totals: **FEB-W2-97** — **MAY-W4-97**

Budget Periods: Earliest: **FEB-W2-97** First: **MAY-W1-97** Latest: **MAY-W4-97** Period Totals

| Resource | Amount Type | MAY-W1-97 | MAY-W2-97 | MAY-W3-97 | MAY-W4-97 | Period Totals |
|-------------|---------------|-----------|-----------|-----------|-----------|---------------|
| Chargebacks | Raw Cost | 1,000.00 | | | | 10,000.00 |
| Chargebacks | Burdened Cost | 1,000.00 | | | | 10,000.00 |
| Contractor | Raw Cost | 1,000.00 | | | | 10,000.00 |
| Contractor | Burdened Cost | 1,000.00 | | | | 10,000.00 |
| Expenses | Raw Cost | 3,000.00 | | | | 30,000.00 |
| Expenses | Burdened Cost | 3,000.00 | | | | 30,000.00 |
| Labor | Hours | 360.00 | 0.00 | 0.00 | 0.00 | 3,600.00 |
| Labor | Raw Cost | 9,000.00 | | | | 90,000.00 |
| Totals | Labor Hours | 360.00 | 0.00 | 0.00 | 0.00 | 3600 |

Change Reason: Comments:

If you are entering a budget that is period-phased (time-phased by PA period or GL period), the *matrix entry* Budget Lines window will be displayed for budget lines entry. The matrix entry window opens automatically when you navigate to the Budget Lines window for a period-phased budget.

The type of time-phasing of the budget is determined by the Budget Entry Method selected for the budget.

Using the matrix entry window, you enter budgeted amounts for an *amount type* and a period. The amount type is either quantity, raw cost, burdened cost, or revenue.

Each line in the matrix displays amounts for a resource and an amount type. You select the resource and the amount type for a given budget line. You then enter the amounts for the period range specified.

The Earliest Budget Period and Latest Budget Period fields display the earliest and latest period for which budget amounts have been entered. You control which periods to display by specifying the *First Budget Period*.

► **To enter budget lines in the matrix entry Budget Lines window:**

1. Enter the *First Budget Period* (either PA or GL period, depending on the budget entry method of the budget version). The period you select will be the earliest period, displayed in the window.

Use the left and right arrow buttons to change the periods displayed in the window. When you choose an arrow, the periods will shift forward or backward by one full screen (the number of periods displayed in the window).

2. Enter the *resource* you want to budget.
3. Select the *amount type*.

You control the amount types that you can select by your selection in the *View Lines For* field in the upper region of the window. If the View Lines For is set to All, you can select any amount type allowed by the budget entry method and budget type. If View Lines For specifies an amount type, then you can only enter budget lines for the amount type specified.

Following are the selections displayed for the View Lines for field:

- Unit of Measure (UOM) the resource, if the resource has a UOM
 - Raw Cost (for cost budgets, if raw cost entry is allowed by the budget entry method)
 - Burdened Cost (for cost budgets, if burdened cost entry is allowed by the budget entry method)
 - Revenue (for revenue budgets, if revenue entry is allowed by the budget entry method)
4. Enter the budget *amounts* for the resource, amount type, and periods displayed.

Amount Type Lines Automatically Created:

In the matrix entry Budget Lines window, when you create a budget line for one amount type, Oracle Projects will create budget lines for other amount types. The other amount types will be the amount types that are enterable fields for the budget entry method being used. See: Budget Entry Methods, *Oracle Projects Implementation Guide*.

For example, if you enter an amount for Miles (amount type) for Auto Use (resource), lines will also be created for the amount types Raw Cost and Burdened Cost for the same resource, if the budget entry method in use for the budget includes raw cost and burdened cost as enterable fields.

You can view all the lines by selecting All in the View Lines For field.

5. If you want to enter a *change reason, comment, or descriptive flexfield* for the resource and time period, navigate to the overflow region. You navigate to the overflow region by using the tab key or by clicking the mouse, depending on the setting of the profile option *PA: Tab to Budget Matrix Comments Fields*. See: *PA: Tab to Budget Matrix Comments Fields, Oracle Projects Implementation Guide*.

The overflow region displays the resource and period for which you are currently entering or viewing the change reason, comment, and descriptive flexfield.

The overflow region fields apply to a resource and time period, and are shared across amount types. For example, if you enter a change reason for the labor resource for raw cost for January, the same change reason applies for the labor resource for hours for January.

6. Enter more resources for the same periods or shift the periods displayed for entry by entering a new First Budget Period or by using the Period arrows.
7. Save your work.

► **To view calculated budget amounts:**

If you are using budget calculation extensions to calculate raw costs, burdened costs, or revenue amounts based on the quantity or raw cost that you enter, you will be able to see the calculated amounts when you re-query the field. To re-query, click in the field whose value you want to see.

If you are calculating amounts for which you are not allowed to enter values as defined in the budget entry method, then you cannot see the budgeted amounts in the matrix entry form.

See Also

Calculating Budget and Forecast Amounts: page 4 – 12

► **To review the budget amounts:**

Use the *View Lines For* field to select which budget lines of a given amount type you want to review. The default selection is All. You can select from any of the following amount types that are allowed by your budget entry method and budget type class (cost or revenue).

- All
- Labor Hours (resources that are tracked as labor hours)
- Quantity (all quantities regardless of unit of measure)
- Raw Cost
- Burdened Cost
- Revenue

For example, you may want to view only budget lines for Raw Cost. If, in addition, you select Raw Cost in the *View Totals For* field, you can review budget amounts that comprise the displayed budget totals.

► **To review the budget totals:**

Use the *View Totals For* field to select the amount type you want to display in the Total fields. You can select from any of the following amount types that are allowed by your budget entry method and budget type class (cost or revenue).

- Labor Hours
- Raw Cost
- Burdened Cost
- Revenue

You can review the resource totals for a range of periods by changing the *Periods for Totals*. These totals are displayed down the right hand side of the window under *Period Totals*. After you change the *Periods for Totals*, the totals are displayed when you navigate to the lines region.

Entering Budget Lines for Non-Time-Phased or Date Range Budgets

Budget Lines (Vision Services: USD) - Fixed Price, (Approved Cost Budget *****)

Version Number Version Name

Task Number Task Name

Effective Dates

| Resource | From | To | UOM | Quantity | Raw Cost | Burdened Cost |
|----------|-------------|-------------|-------|----------|------------|---------------|
| None | 01/FEB/1997 | 02/MAY/1997 | Hours | | 100,000.00 | 100,000.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | 0.00 | 100,000.00 | 100,000.00 |

Change Reason Comment [

If you are entering a budget that is non-time-phased or is time-phased by date range, the *row entry* Budget Lines window will be displayed for budget lines entry.

The row entry Budget Lines window has columns for Resource, Period Name, UOM (Unit of Measure), Quantity, Raw Cost, Burdened Cost, and/or Revenue. Budget lines are displayed sorted by resource.

► **To enter budget lines in the row entry Budget Lines window:**

1. Enter the *resource*.
2. Enter the *period* or *dates*.

If the budget is non-time-phased, you do not enter dates. The dates are automatically set to equal the start and completion dates of the project or task.

3. Enter *quantity* and *amounts* for each budget line as defined in the budget entry method that you selected. You can enter a quantity only if the resource has a unit of measure specified. See: *Resources and Resource Lists, Oracle Projects Implementation Guide*.

If you are entering task level budgets, use the up or down arrow buttons to display the next top or lowest level task in the list.
4. Enter a budget *Change Reason* and *Comment* for each budget line.
5. Save your work.

Revising Budget Lines

- ▶ **To assign a budget line to a different resource:**
 - If you have already saved your work, you must delete and re-enter the line.

- ▶ **To delete a budget line:**
 - Choose the budget line you want to delete and choose the Delete Record button from the toolbar.
 - In the Budget Matrix Entry window, deletion of a budget line for a resource and an amount type will only delete the amounts for the periods that are currently displayed. It will not affect amounts for any other periods.

To fully delete a budget line for a resource, you must enter zeros for all amounts and for all periods for that resource.

Example:

A budget line exists for the Labor resource with the following amounts:

- Quantity = 10 for periods January through December
- Raw Cost = 100 for periods January through December

To fully delete the budget line (so that it is no longer displayed), you must change the amounts to zero for quantity and raw costs for periods from January through December.

Copying Budgets from a Project Template or Existing Project

When you copy a project template or project, Oracle Projects automatically copies the budgets of the source project template or project to the new, or target project.

Oracle Projects creates a draft budget using the current budget of the source template or source project. If the source template or source project does not have a current budget, then Oracle Projects uses the draft.

The new project has a draft for each budget type entered for the source template or source project. After you copy the project, you can modify the budget amounts if necessary.

If the status of the budget in the source template or project is *Submitted*, then the system sets the status of the target budget is *Working*.

Copying Budget Baselines

If you create a project by copying a project template that has baselined budgets, then the system creates the new budgets as baselined. In addition, the system creates a corresponding current working version for each baselined version.

Note: If the source project template has a baselined revenue budget, but no baselined cost budget, and the new project has a revenue distribution rule that accrues revenue using the ratio of actual cost to budgeted cost (*Cost/Cost*, *Cost/Event*, or *Cost/Work*), then the revenue plan budget for the new project is created as a budget, not a baselined budget.

If you create a project by copying another project, the budgets created are draft, (not baselined).

Copying Project Actuals to the Budget of a New Project

When a new project will have a budget identical or similar to the actual amounts on an existing project, you can easily copy the actuals on the existing project to the new project budget as you create the new project.

► **To copy actuals to a new project budget**

1. Create a special budget type for this purpose, such as *prototype*.
See: Budget Types, *Oracle Projects Implementation Guide*.

2. In the existing project, copy the project actuals to the *prototype* budget (or whatever you have chosen to call the special budget type). See: Copying Actuals to Budget Amounts: page 4 – 65.
3. Create the new project by copying the existing project. See: Creating a New Project from a Project Template or Existing Project, *Oracle Projects Fundamentals*.
4. In the new project, review and revise the *prototype* budget. When it is ready, copy it to the Approved Cost or Approved Revenue budget (whichever is appropriate). At this step, you can use the Amount Adjustment field to increase or decrease the amounts in the new budget by a percentage. See: Copying Budgets from Earlier Budget Versions: page 4 – 64.

Copying Dates or Periods for Time–Phased Budgets

When copying time–phased budgets from a project template or project, Oracle Projects adjusts the dates or periods of the budget lines based on the new dates that you specify in Project Quick Entry, according to the following rules:

- If the source project template or project has no start date, then the budget and budget periods are copied to the new project without any adjustment to the budget periods even if a start date is entered in Project Quick Entry for the new project.
- If the source project template or project has a start date, but no start date was entered in Project Quick Entry, then the budget and budget periods are copied to the new project without any adjustment to the budget periods.
- If the source project template or project has a start date and a start date was entered in Project Quick Entry, and the budget entry method is GL or PA period, then Oracle Projects performs the following actions:
 - calculates the number of periods between (a) the first budget period entered for the source project template or project and (b) the period that contains the project start date
 - derives the new start period for each budget line by adding the number of periods determined in the preceding action to the period of the new start date

If the source project template or project uses budget periods, then the new project will also use budget periods. The budget periods are based on the PA or GL period of the new project and task start dates. For example:

- The source project has a start date of September 1, 2002 and budget amounts entered in P09–2002, P10–2002, and P12–2002.
- The new project has a start date of December 15, 2002.
- The system will create budget amounts for the new project in P12–2002, P01–2003, and P03–2003.

Note: The copy process assumes all periods are equal in length. If your periods are not of uniform length, then you may get unacceptable results. This may require you to manually update your budget amounts.

See Also

Creating a New Project from a Project Template or Existing Project,
Oracle Projects Fundamentals

Copying Budgets from Earlier Budget Versions

You can create a new draft by copying any existing budget version of the same project. You can copy from one budget type to another for the same project; for example, you can copy from a cost budget type to another cost budget type. You cannot copy between cost and revenue budget types, nor can you copy budget versions between projects (except when copying the project from another project).

When you copy a prior version you can specify a growth percentage, which increases or decreases the copied budget amounts, but not the budgeted quantities, optionally rounded to the precision you choose. The new budget amounts override any data that exists in the draft.

► **To copy budget amounts from an earlier budget version:**

1. Navigate to the Budgets form.
2. Enter the Project Number and Budget Type that you want to copy.

Note: You must enter a valid project number before you can enter a budget type.

3. Choose History.
4. In the Budget Version History window, select the budget Version that you want to copy.

5. Choose Copy To.
6. Choose the Budget Type that you want to copy to. Change the Amount Adjustment and Rounding Precision if you want to adjust the budget amounts when you copy the budget.

Note: When you copy a budget, the To Draft Budget Type field defaults to the budget type you entered in Step 2. However, if the From Baselined budget type is an inactive budget type, the field defaults to blank.
7. Choose OK. Oracle Projects automatically displays the new draft in the Budgets window.
8. Revise the budget amounts as necessary.

Copying Actuals to Budget Amounts

You can build a draft for a period-based budget based upon actual past expenditures. (You cannot copy actuals for time-phased budgets that use date ranges, or for non-time-phased budgets).

Oracle Projects uses the budget entry method and resource list that you specify for the draft when copying actual amounts to the budget amounts. If you specify a budget entry method that uses both top and lowest task budgets, the budget lines are created at the lowest task level, using the resources in the resource list to which the actuals are mapped. Oracle Projects copies the actual amounts using the lowest level in the resource list; it uses the resources in the resource list, if resources are used; otherwise, it uses the resource groups. The resources are used even if you have budgeted at the resource group level. See: Resources and Resource Lists, *Oracle Projects Implementation Guide*, and Summarizing Actuals and Commitments by Resource: page 9 – 20.

The resulting new draft reflects the actuals incurred. If a resource was previously budgeted, but no actuals were incurred, this resource is not copied to the new draft budget. If an actual was incurred but was not previously budgeted, a new budget line is created in the budget to reflect the actual that was incurred.

The following table shows an example, of actuals copied to budget amounts. In this example, you enter the following actuals for a resource, and associate the resource list with Project X.

Actuals

Enter the following actuals:

| Period | Employee | Amount | Resource | Quantity |
|--------|-------------------------|--------|-------------------|----------|
| PA 1 | Marlin | 100 | Professional | 2 hours |
| | Vincent Business Supply | 77 | Supplies | |
| PA 2 | Marlin | 150 | Professional | 3 hours |
| | Gray | 10 | Computer Services | 1 hour |
| | Robinson | 50 | Clerical | 1 hour |

Resource List

Associate the following resource list ("Expenditure Type by Expenditure Category") with Project X:

| Resource Group | Resource | Resource Type |
|----------------|-------------------|------------------|
| Labor | Professional | Expenditure Type |
| Labor | Clerical | Expenditure Type |
| Asset | Computer Services | Expenditure Type |

Resulting Draft

When you copy actuals from Project X, the following resulting budget lines are created:

| Period | Resource Group | Resource | Quantity | Amount |
|--------|----------------|-------------------|----------|--------|
| PA 1 | Labor | Professional | 2 | 100 |
| | Uncategorized | Uncategorized | | 77 |
| PA 2 | Labor | Professional | 3 | 150 |
| | Labor | Clerical | 1 | 50 |
| | Asset | Computer Services | 1 | 10 |

► **To copy actual amounts to budget amounts:**

Prerequisite

- ❑ Run the Update Project Summary Amounts process for the project and the periods for which you want to copy actuals. Oracle Projects uses the project summary amounts when copying actuals to budget amounts. See: Updating Project Summary Amounts: page 9 – 17.

Note: Only actuals from periods whose ending dates are earlier than the current date will be copied to budget amounts.

1. Navigate to the Budgets form.
2. Choose the project and budget type into which you want to copy actuals.
3. Choose Find Draft.
4. Choose Copy Actuals.
5. Enter the period range for which you want to copy actuals. Enter GL periods if you are budgeting by GL period, or PA periods if budgeting by PA period.

The default start period is the earliest period for which the project has summarized actuals for the resource list used on the budget. The default end period is the current reporting period.

6. Choose OK.
7. Revise the budget amounts if necessary.
8. Save your work.

Deleting a Draft

Find the draft you want to delete. Choose the Delete Record button from the toolbar, and choose OK to delete the draft. Oracle Projects deletes all budget lines associated with the budget version.

You can then create a new draft and enter any new lines by choosing Find Draft and navigating to the Budget Lines window.

Submitting a Draft

When you complete budget entry, you can submit your draft to indicate that it is ready for review and baselining.

When you submit a draft, Oracle Projects calls the Budget Verification extension. If the draft passes the rules in the Budget Verification extension, the budget status changes to *Submitted*. If the draft does not pass the rules in the Budget Verification extension, its status remains set to *Working*. See: Budget Verification Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

If the budget type of the budget uses Workflow to process budget status changes, the budget status changes to *In Progress* when a draft is submitted. After a successful submission, the budget status changes to *Baselined*. While the budget Workflow is active for a budget, no data entry is allowed for the budget and the buttons are disabled when the budget is displayed.

You can use the status information to inform individuals or groups who have different responsibilities with regard to budgets. For example, if project managers create draft budgets and the accounting department is responsible for baselining the budgets, the status informs users when a budget is ready for their use.

You can change a submitted budget back to the status *Working* if you need to make changes to the draft. For example, change the status to *Working* if you accidentally submitted the budget, or you found errors in the budget.

While the budget Workflow is active for a budget, you cannot change the status using the Budget window.

You cannot change the status to *Working* after you have baselined the budget.

If you want to make changes to the budget that after you create a baseline, you must create a new baseline. See: Revising a Budget Baseline: page 4 – 75.

Prerequisite

Enter a draft. See: Entering a Draft: page 4 – 51.

► **To submit a draft:**

- Find the working draft that you want to submit in the Budgets window. Choose Submit.

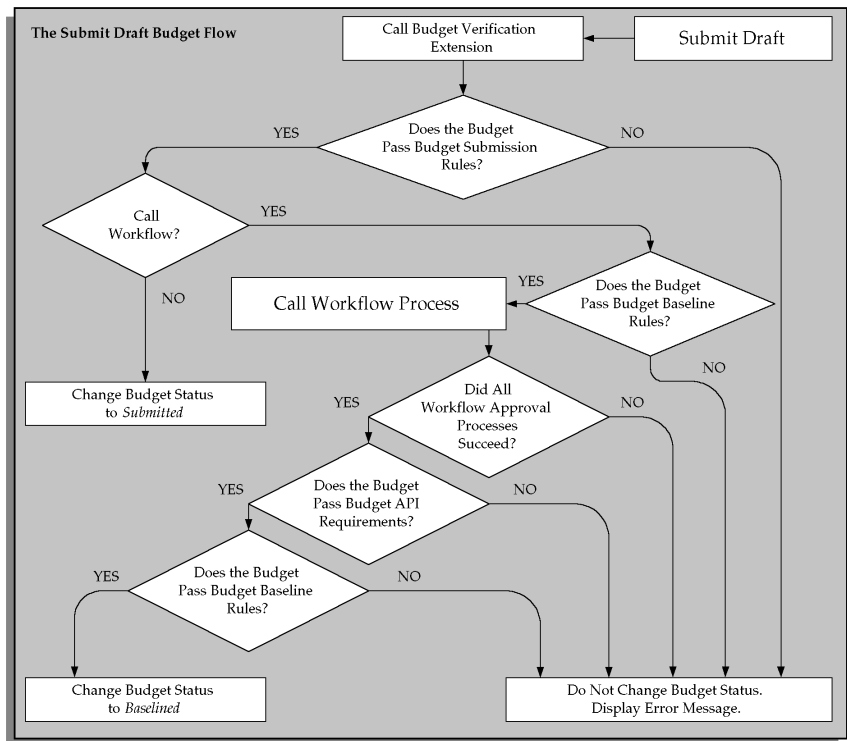
- ▶ **To change a submitted budget status from Submitted to Working:**
 - Find the submitted draft that you want to change in the Budgets window. Choose Rework. Update the draft, as necessary and save your work.

After you have completed the changes, you can resubmit the draft.

Note: You cannot choose Rework if a workflow is active for the budget.

The Submit Draft Budget Process

Figure 4 – 7 The Submit Draft Budget Flow



When you choose Submit from the Budgets window, the following events occur:

1. Oracle Projects calls the Budget Verification extension. The procedure is called `pa_client_extn_budget.verify_budget_rules`.

By default, the Budget Verification extension does not include any budget submission requirements. You can customize the extension to match your company's rules for budget submission.

The Budget Verification extension has two possible outcomes:

- If the budget submission requirements are not met by the draft budget, an error message is issued and no status change is made.
 - If the budget submission requirements are met by the draft budget, Oracle Projects proceeds to the next step.
2. The system must determine whether to call Workflow. The field *Use Workflow for Budget Status Change* in the Budget Type window determines whether Oracle Projects calls Workflow for the draft budget submission.
 - If Workflow is not called, Oracle Projects changes the status of the draft budget to *Submitted*.
 - If Workflow is called, Oracle Projects proceeds to the next step.
 3. Oracle Projects calls the Budget Verification extension to determine whether the budget passes the budget baseline rules.

By default, the Budget Verification extension does not include any budget baseline requirements. You can customize the extension to match your company's rules for creating a baseline.

- If the budget fails the budget baseline rules, an error message is issued and no status change is made.
 - If the budget passes the budget baseline rules, Oracle Projects proceeds to the next step.
4. Oracle Projects calls the Workflow process indicated in the budget workflow extension.
 - If the draft budget fails the Workflow process, an error message is issued and no status change is made.
 - If the draft budget travels successfully through the Workflow process, Oracle Projects proceeds to the next step.
 5. Oracle Projects applies the standard budget baseline requirements to the budget.
 - If the budget fails the standard budget baseline requirements, an error message is issued and no status change is made.
 - If the budget passes the standard budget baseline requirements, Oracle Projects proceeds to the next step.

6. Oracle Projects calls the Budget Verification extension again, to verify that the budget still passes the budget baseline rules.
 - If the budget fails the budget baseline rules, an error message is issued and no status change is made.
 - If the budget passes the budget baseline rules, Oracle Projects changes the budget status to *Baselined*.

See Also

Budget Workflow, *Oracle Projects Implementation Guide*

Budget Verification Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Budget Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Creating a Baseline for a Budget Draft

Baselining is the process of approving a budget for use in reporting and accounting. When the baselining function is called, the system copies the draft amounts into a new baselined budget version.

The most recent baselined version is named the Current Budget, which is used for reporting. All previously baselined budgets are historical baselined versions. The Current Budget, and all other baselined budget versions, have a status of *Baselined*.

For security reasons, this process is usually performed by a different project member than the person who entered and submitted the budget.

If a budget type uses Workflow for budget status changes, a draft budget is automatically baselined after it is submitted, if it passes all the Workflow approvals and other requirements. See *Submitting a Draft* page 4 – 68.

For contract projects in Oracle Project Billing, the baseline function verifies that the budget amounts for the budget type *Approved Revenue Budget* equals the total funding for the project or for the top tasks within the project, if using task level funding. If this check is successful, a new budget version is created. If the amounts are not

equal, Oracle Projects displays an error and does not create a new budget version.

Creating New Baselines for Budgets That Are Non-Time-Phased

If you create a budget that is not time-phased, and you used the default start and end dates (from the project or task start/end dates) when you create the budget, be aware of the following caveat:

- **Project Budget:** If you change the start or end date of the related **project**, you must re-baseline the budget to reflect the new dates.
- **Task Budget:** If you change the start or end date of the related **task**, you must re-baseline the budget to reflect the new dates.

Prerequisites

- Enter and submit a draft. See: Entering a Draft: page 4 – 51
- For contract projects in Oracle Project Billing with budgets using the budget type *Approved Revenue Budget*, enter the funding amount equal to the budget amount. If you are using top task funding, you must enter revenue budgets at the top task and/or the lowest task levels.

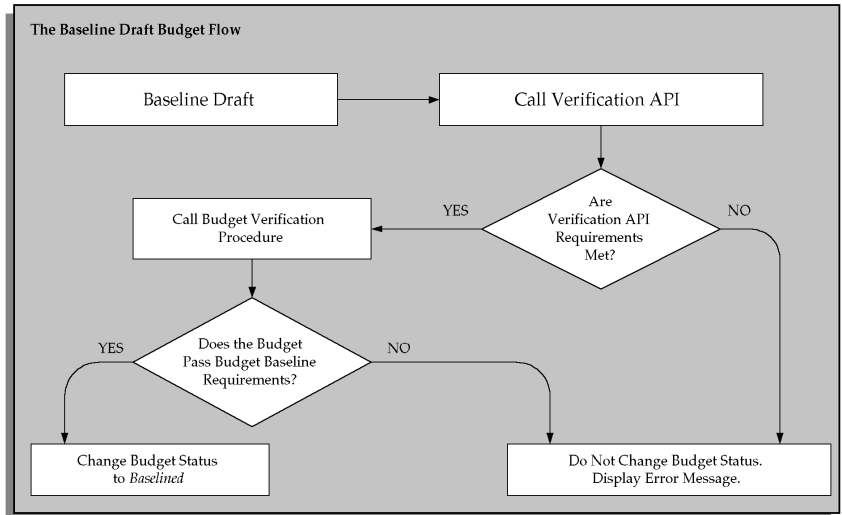
► To baseline a draft:

- Find the submitted draft that you want to baseline. Choose Baseline.

Note: If the baseline function fails for the Approved Revenue Budget because the funding does not equal the revenue budget, then you must change the budget or the funding amounts before you can successfully baseline the budget.

The Draft Budget Baseline Process

Figure 4 – 8 The Draft Budget Baseline Flow



When you choose Baseline from the Budgets window, the following events occur:

1. Oracle Projects calls the Budget Verification API. This program checks for standard rules that a budget must pass before it can be baselined. For example, an approved revenue budget amount must equal the project funding.
2. Oracle Projects calls the Budget Verification extension. The procedure is called **pa_client_extn_budget.verify_budget_rules**.
By default, the Budget Verification extension does not include any budget baseline requirements. You can customize the extension to match your company's rules for baselining a budget. See: *Budget Verification Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
3. The Budget Verification extension has two possible outcomes:
 - If the draft budget fails the baseline requirements, an error message is issued and no status change is made.
 - If the draft budget passes the baseline requirements, Oracle Projects changes the budget status to *Baselined*.

Creating a Baseline for an Integrated Budget

When you create a baseline for an integrated project budget, the budget line amounts are interfaced to Oracle General Ledger. Based on the interfaced amounts, the system creates budget journal entries (in bottom-up budget integration) or encumbrance journal entries (in top-down budget integration).

During the budget baseline process, the system validates the amounts to be interfaced. If the interfaced amounts would result in entries that cannot be posted in Oracle General Ledger, then the baseline process fails and no budget amounts are interfaced.

Journals cannot be posted if either of the following is true:

- The journal entry is posting to a closed GL period.

Oracle General Ledger does not allow a journal to be posted in a closed GL period. Therefore, the Projects baseline process fails and no amounts are interfaced if the integrated budget contains a new or changed budget amount for a closed GL period.

- The journal entry violates the defined budgetary controls.

General Ledger journals cannot be posted if they violate budgetary controls defined for the funding budget.

- In *top-down* budget integration:

The baseline process in Projects performs a funds check against the funding budget for all amounts to be interfaced to General Ledger. To perform the funds checks, the system summarizes the project budget lines by account and GL period. If funds are not available in the funding budget for all amounts to be interfaced, the baseline process fails and no amounts are interfaced.

- In *bottom-up* budget integration:

General Ledger funding budgets define spending limits for accounts. You can enable budgetary controls to ensure that actual plus encumbrance balances for an account do not exceed the account budget balance. If a project budget is integrated with a General Ledger funding budget that has budgetary controls enabled, a funds check is performed against the funding budget for all amounts to be interfaced to General Ledger. To perform the funds checks, Oracle Projects summarizes the project budget lines by account and GL period. If funds are not available in the funding budget

for all amounts to be interfaced, the project baseline process fails and no amounts are interfaced.

When bottom-up budgeting is enabled in Projects, the baseline process can only generate a funds check failure during the creation of a subsequent baseline. In this case, the new budget version may contain reduced budget amounts, or a budget line in the previous version may be deleted from the new version. These budget reductions are interfaced to General Ledger to reduce the organization-level budget balances. An interfaced amount causes the General Ledger funds check to fail if it reduces the budget balance for an account to a value that is less than the current actual plus encumbrance balances.

For more information about budget integration, see: *Integrating Budgets*: page 4 – 97.

Troubleshooting Baseline Failures

If the Oracle Projects baseline process fails as a result of a funds check failure, use the By Account tab of the Budget Accounts Details window to identify the project budget amounts that generated the funds check failure.

For more information, see: *Troubleshooting Baseline Failures for Integrated Budgets*: page 4 – 78.

Revising a Budget Baseline

After you baseline a budget, you can modify the following descriptive fields for a baselined version:

- Version Name
- Change Reason
- Description
- Comment

You cannot directly change the amounts or structure of a budget that has been baselined. If you need to make changes to a baselined budget, you must update the draft and baseline that version as the new Current Budget.

After you baseline a budget, the draft is the same as the last current budget version.

See Also

Entering a Draft: page 4 – 51

Creating a Baseline for a Budget Draft: page 4 – 71

Revising an Original Budget

The first time you baseline a budget, that budget becomes the Original Budget. The Project Status window displays information in the Original Budget and the Current Budget.

You may want to modify the Original Budget to correct data entry errors or scope changes which you want to include in the original budget amounts.

Oracle Projects uses the latest revised original budget as the Original Budget in reporting.

► **To revise an original budget:**

1. Choose the New Original box in the Budgets window.
2. In the Budget Lines window, enter the revised budget amounts for the draft.
3. Submit the budget for baselining. See: Submitting a Draft: page 4 – 68.
4. Choose Baseline. Oracle Projects creates a new version which is identified as the new Current Budget and the new Original Budget.

Reviewing a Budget

You can review current or historical budget information.

► **To review budget history online:**

1. Navigate to the Budgets form.
2. Choose the project and budget type for which you want to review budget history.
3. Choose History.

4. Review the budget versions in the Budget Version History window.
5. Choose Details to review the details of a budget version.

You can also run reports that compare actual amounts to the current budget. See: Comparing Budget to Actual and Commitment Amounts: page 9 – 6.

Reviewing and Overriding Budget Account Details for Integrated Budgets

You can review and optionally override the accounts generated by the Project Budget Account workflow when budget integration is in use.

► **To review budget account details:**

1. Navigate to the Budgets window.
2. Choose the project and budget type for which you want to review budget history.
3. From the Tools menu, select Review Budget Accounting to open the Budget Account Details window.
4. Choose the By Budget Line tab to review the account details by budget line. You can also override General Ledger accounts in this window.
5. Choose the By Account tab to review the account details by General Ledger account.

The By Budget Line tab displays the account generated for each budget line. You can use this tab to enter manual account overrides. Because budget lines are created for each budget period, you must enter account overrides for all applicable periods. To enable this window for entry of manual overrides, you must set the PA: Allow Override of Budget Accounts profile option to Y (Yes) and enable override function security for your user responsibilities.



Warning: If you have entered account overrides manually, the system automatically replaces them with a generated account when the Project Budget Account workflow is activated using the Generate Budget Accounting option. If you add budget lines to an integrated budget after you have entered manual overrides for the budget, allow the budget submission process to generate accounts for the new lines.

For more information about budget integration, see: Integrating Budgets: page 4 – 97.

Troubleshooting Baseline Failures for Integrated Budgets

The By Account tab of the Budget Account Details window displays budget line amounts summarized by account and budget entry period. The upper (header) region displays the summarized account line totals and the lower (Budget Details) region displays the budget lines summarized in the selected header line.

For a given account, the Prior amount fields display the previous baseline amounts. The Current amount fields display the new budget amounts. The Accounted Amount field (viewed using the horizontal scroll bar) displays the amounts to be interfaced to General Ledger when the new baseline is created. Negative values in the Accounted Amount field indicate decreased or deleted budget line amounts.

Use the Check Funds button to identify the budget lines that caused a funds check failure. When this button is selected, the system performs a funds check against the General Ledger funding budget for all accounts with an accounted amount greater or less than zero. The funds check process returns a funds check result for each account line. Use the vertical scroll bar to view the results. You can view the budget lines assigned to an account by selecting an account line. The budget lines for the selected account are displayed in the Budget Details region.

Note: Before you create a baseline for a project budget that is integrated with a General Ledger funding budget, you can use the Check Funds button to ensure that the amounts to be interfaced do not violate budgetary controls defined for the funding budget.

See Also

Creating a Baseline for an Integrated Budget: page 4 – 74.

Using Budgetary Controls

Budgetary controls enable you to monitor and control expense commitment transactions entered for a project, based on a project cost budget. Expense commitment transactions are transactions for non-inventory items. Oracle Projects enforces budgetary controls for:

- project-related purchase requisitions and purchase orders entered in Oracle Purchasing
- provisional and confirmed commitments entered in Oracle Contract Commitments
- supplier invoices entered in Oracle Payables

See Also

Implementing Budgetary Controls, *Oracle Projects Implementation Guide*

Creating Budgets and Forecasts With Budgetary Controls and Budget Integration: page 4 – 48

Integrating Budgets: page 4 – 97

Budgetary Controls for Expense Reports

Budgetary controls are enforced for supplier invoices entered in Oracle Payables. However, because expense reports are generally entered after costs are already incurred, budgetary controls are not enforced for project-related expense reports entered in Payables. Therefore, you should ensure that your user procedures for approving expense report expenditures include verification of available funds according to your business requirements.

Online Funds Checking

When budgetary controls are enabled for a project, a funds check is performed for all project-related expense commitment transactions before the transactions are processed. After a transaction is approved,

the funds check process immediately updates the funds available balances to account for the approved transaction.

The funds available for a transaction are calculated by subtracting the actual and commitment balances from the budget amounts for a given budget category. The funds check process is based on the budgetary control settings.

Budgetary Control Settings

You use budgetary control settings to define the degree to which transactions are controlled (control levels) and when budget amounts can be spent (time intervals).

See Also

Budgetary Control, *Oracle Projects Fundamentals*

Implementing Budgetary Controls, *Oracle Projects Implementation Guide*

Time Intervals

A time interval defines the budget amounts and the transactions to be included in the available funds calculation. Time interval settings identify the beginning period and the ending period included in the calculation. The *amount type* identifies the beginning period and a boundary code identifies the ending period.

Available Funds Calculation

The available funds calculation is based on the values you enter for the following settings:

- Amount Type (beginning budget period)
- Boundary Code (ending budget period)
- Transaction GL Date

The funds check process determines available funds by summing the budget amounts and subtracting actual and committed transaction amounts for a defined time interval.

The Amount Type defines the start of a time interval. You select from the following amount types:

- **Period To Date:** The funds check routine uses funds available from the start of the period in which the transaction GL date falls.
- **Year To Date:** The funds check routine uses funds available from the start of the year in which the transaction GL date falls.
- **Project To Date:** The funds check routine uses funds available from the start of the project.

The Boundary Code determines the end of a time interval. You select from the following boundary codes:

- **Period:** The funds check routine uses funds to the end of the period that includes the transaction GL date.
- **Year:** The funds check routine uses funds to the end of the year in which the transaction GL date falls.
- **Project:** The funds check routine uses funds available to the end of the project.

The following table shows the valid combinations of amount types and boundary codes that you can set up for a budget, depending on the budget's time phase.

| Budget Time Phase | Amount Type | Boundary Code |
|-------------------------------|-----------------|---------------|
| PA Period, GL Period, or None | Project To Date | Project |
| PA or GL Periods | Project To Date | Year |
| PA or GL Periods | Project To Date | Period |
| PA or GL Periods | Year To Date | Year |
| PA or GL Periods | Year To Date | Period |
| PA or GL Periods | Period To Date | Period |

Table 4 – 1 Valid Amount Type and Boundary Code Combinations (Page 1 of 1)

Note: When budgetary controls are enabled, you cannot enter budget amounts using user-defined date ranges.

Control Levels

You use budgetary control levels to set the degree of control the system imposes on project commitment transactions. You can enter default control levels at the project type, project template, and project levels. You can also define default values for resource lists.

You select from the following control levels:

- **Absolute:** The transaction is rejected if sufficient funds are not available.
- **Advisory:** The transaction is accepted when sufficient funds are not available, but a the system issues a warning notification that available funds are exceeded.
- **None:** The transaction is accepted and no funds check is performed.

You can set control levels at the project, task, resource group, and resource levels:

You can enter different values at each level. For example, you can select the Absolute setting at the project level and the Advisory setting at the resource level.

Depending on the budget entry method used, you can override the default control level for a project, and for individual tasks, resource groups, and resources after you create a cost budget baseline. The following table depicts whether you can override control levels at the project, task, and resource levels, depending on the budget entry level and whether the budget is categorized by resources.

| Budget Entry Level | Categorized by Resources | Override at Project Level | Override at Task Level | Override at Resource Level or Resource Group Level |
|--------------------|--------------------------|---------------------------|------------------------|--|
| Project | Yes | Yes | No | Yes |
| Project | No | Yes | No | No |
| Top Task | Yes | Yes | Yes | Yes |
| Top Task | No | Yes | Yes | No |
| Lowest Task | Yes | Yes | Yes | Yes |
| Lowest Task | No | Yes | Yes | No |

Table 4 – 2 Valid Control Levels by Budget Entry Level (Page 1 of 2)

| Budget Entry Level | Categorized by Resources | Override at Project Level | Override at Task Level | Override at Resource Level or Resource Group Level |
|--------------------------|--------------------------|---------------------------|------------------------|--|
| Top Task and Lowest Task | Yes | Yes | Yes | Yes |
| Top Task and Lowest Task | No | Yes | Yes | No |

Table 4 – 2 Valid Control Levels by Budget Entry Level (Page 2 of 2)

Funds Check Rollup

When control levels are either Absolute or Advisory, the funds check process first tests the lowest budget level to determine the availability of funds. If funds are available for a transaction at the lowest level, the funds check tests the next level in the budgetary control hierarchy. The process continues until the transaction passes all levels or fails at any level. If a transaction fails funds check at a level with a control level of Absolute, the process is discontinued. However, if the control level is Advisory, an insufficient funds warning notification is generated and the funds check process continues to the next level.

The hierarchy of levels for the funds check, from lowest to highest level, is as follows:

1. Resource
2. Resource Group
3. Lowest Task
4. Top Task
5. Project

Note: Mid-level tasks are not included in the rollup succession.

Entering Budget Amounts for Controlled Budgets

When you enter budget amounts for budgets that have budgetary controls enabled, additional consideration is required when your budget entry method uses a resource list and when burdening is enabled for your project.

Budget Amounts for Resources

If the budgetary control level for resources or resource groups is Absolute or Advisory, and no budget amount is entered for a resource or resource group, then Oracle Projects treats the entered budget amount as zero. As a result, transactions that map to resources with no budget amounts fail the funds check at an Absolute level and pass the funds check with a warning at an Advisory level.

A budget entry category called *Unclassified* is available at the resource list level. This category enables you to enter one budget amount for a group of resources. You can selectively control costs for some resources within a resource group by entering specific budget amounts for those resources. You can then use the Unclassified category to budget for the remaining resources within the resource group.

The Unclassified category serves as a budget line for any resource for which a specific budget line does not exist.

Burden Cost Amounts

If burdening is enabled for a project, then all funds checks are performed using the transaction burdened cost. Oracle Projects provides the following methods of accounting for burden costs:

- Same Expenditure Item
- Separate Expenditure Item

Same Expenditure Item

When you account for burden cost on the same expenditure item as raw costs, the funds check process calculates the burden cost amounts for a transaction and adds them to the raw cost amount. The process then maps the burdened transaction amount to a budget line and performs the necessary funds checks.

When you use the Same Expenditure Item method of accounting for burden costs, enter budget amounts for the burdened transaction costs.

Separate Expenditure Item

When you account for burden costs as separate expenditure items, the funds check process calculates the burden cost amounts for each burden cost component and separately maps each burden amount and the raw cost amount to a budget line. Individual funds checks are

performed for each component. If any component fails the funds check, then the entire transaction is rejected.

When you use the Separate Expenditure Item method of accounting for burdened costs and you are not using a resource list for budget entry, enter budget amounts for the burdened transaction costs. The burden costs and the raw cost are mapped to budget lines using the same mapping rules and are therefore mapped to the same line.

When you use this burden accounting method and you are budgeting using a resource list, the burden costs are not mapped using the resource for the raw cost. You must ensure that each burden cost component maps to a budget line with the desired budgetary control setting. To do this, define your burden cost components as resources on your resource list and then use these resources to enter budget amounts for burden costs. This allows you to enter a budgetary control setting for each burden cost component and a control setting for budget lines defined for raw costs. If you do not want to impose budgetary controls on burden cost amounts, you can assign a control setting of *None* for all budget lines for burden component resources.

An alternative to defining resources on your resource list for burden cost components is to use the Unclassified budget entry category to budget for burden cost amounts. If a budget line cannot be found for the burden cost components and an Unclassified budget line exists, then the funds check process maps the burden costs to the Unclassified line. See: Budget Amounts for Resources: page 4 – 84 for more information on using unclassified budget entry categories.

For more information on accounting for burden costs, see: *Accounting for Burden Cost, Oracle Project Costing User Guide*.

Budget Definition Strategies

Oracle Projects budgetary controls only apply to expense commitment transactions. Budgetary controls do not apply to other project-related transactions such as timecards, expense reports, or inventory item purchases. Therefore, when you enable budgetary controls for a project, it is recommended that you use one of the following strategies for defining cost budget amounts:

- Strategy One: Define two budgets: an overall project cost budget and another budget for expense commitment transactions.
- Strategy Two: Define one cost budget, with budget lines that track and control only expense commitment transactions.

Define Two Budgets

Overall Project Cost Budget

Define an overall project cost budget. (Typically, the Approved Cost Budget type is used to define an overall cost budget). The overall cost budget tracks all project costs.

Do not enable budgetary controls for the Approved Cost Budget type.

Budget for Expense Commitment Transactions

Define a separate budget for expense commitment transactions. It is recommended that you create a user-defined budget type for the commitment budget. When you enable budgetary controls for your project, use the user-defined budget type.

The commitment cost budget tracks and controls the project's expense commitment transactions. The commitment cost budget amounts are a subset of the budget amounts defined for the overall cost budget.

Define One Cost Budget

The second approach for implementing budgetary controls uses one cost budget for all anticipated project costs. The budget includes separate budget lines for expense commitment transactions and all other anticipated project costs.

Typically, the Approved Cost Budget type is used to define a project's overall cost budget. Therefore, when you define a project, enable budgetary controls using this budget type. After you create a baseline, you must ensure that budgetary control settings are properly defined for all budget lines entered for your expense commitment transactions. It is recommended that a control setting of None be entered for all other budget lines. This helps reduce confusion, as funds checks are not performed for transactions mapping to these lines.

Transaction Processing With Controlled Budgets

When a transaction is charged to a project, the funds check processes are activated in both Oracle General Ledger and Oracle Projects. Funds checks are activated for new transactions and for adjusted transactions.

You can review Oracle Projects funds check results online. Results are displayed for transactions that pass the funds check and for transactions that fail the funds check.

Funds Check Activation In Oracle Purchasing and Oracle Payables

In Oracle Purchasing and Oracle Payables, funds check processes are activated when you select the Check Funds option for a transaction, and also during the transaction approval process.

See: Funds Check Activation in Oracle Purchasing and Oracle Payables, *Oracle Project Costing User Guide*.

Funds Check Activation in Oracle Projects

In Oracle Projects, budgetary controls only apply to expense commitment transactions. Project-related commitment transactions are interfaced to Oracle Projects from Oracle Purchasing as receipt accruals, and from Oracle Payables as supplier invoices.

After you interface supplier invoices to Oracle Projects, you can adjust the expenditure items in Oracle Projects. The following types of adjustments can affect a project's available funds:

- Recalculate cost
- Transfer
- Split
- Reverse

The PRC: Distribute Supplier Invoice Adjustments process is used to recost supplier invoices after adjustments are entered. This process performs a funds check for transactions meeting all of the following criteria.

- The supplier invoice originated in Oracle Payables
- The transaction is charged to a project with budgetary controls enabled
- The transaction is an expense item

If funds are available for the adjusted expenditure amounts, then the adjustment item is cost distributed. If funds are not available for an item, then the item is not distributed and an exception is reported.

If an item is not cost distributed as a result of a funds check failure, then you must perform one of the following actions and rerun the PRC: Distribute Supplier Invoice Adjustments process:

- Increase budget amounts so funds are available for the expenditure item.
- Decrease the budgetary control level from Absolute to Advisory or None for the budget level causing the funds check failure.
- For a recosted item, undo the change that increased the expenditure item amount. For example, if you increased a burden cost rate, then set the rate back to its original value.
- For a transferred item, transfer the item to a task within the same project, or to another project or project task that has sufficient funds available or that does not have budgetary controls enabled.

Viewing Transaction Funds Check Results

After a funds check runs in Oracle Projects, you can view the results from the Transaction Funds Check Results window. Results are displayed for both transactions that passed the funds check and transactions that failed the funds check.

Transaction Funds Check Results Window

- ▶ **To review transaction funds check results:**
 1. Navigate to the Find Transaction Funds Check Results window.
 2. Enter selection criteria.
 3. Choose the Find button to display the Transaction Funds Check Results window.
 4. Select a budget level tab to view information for a specified budget level.

Transaction Funds Check Header Information

The header region of the Transaction Funds Check Results window displays transactions that have undergone a funds check. This region is a folder-type region. All of the details about the transaction can be

displayed, including the specific funds-check fields shown in the table below:

| Field Name | Description |
|----------------|--|
| Packet ID | Identifier assigned to the budgetary control packet |
| Status | Funds check status |
| Document Type | Type of document (for example, purchase requisition) |
| Version Number | Budget version number |

Table 4 – 3 Transaction Funds Check Results Window: Specific Fields (Page 1 of 1)

The window displays funds check information by budget level for the selected transaction. A tab is displayed for each project budget level. The information displayed at each budget level includes budget, available funds, transaction amounts, and a status message for the funds check results.

Note: Use the PA: Days to Maintain BC Packets profile option to control how long funds check results are retained for online viewing. See: *Defining Profile Options for Budgetary Controls, Oracle Projects Implementation Guide.*

Funds Check Detail Information

The detail region displays the fields shown in the table below:

| Field Name | Description |
|--------------------|--|
| Account | Identifier of the GL account (when budget integration is used) |
| Budget | Budget total used for funds check based on the defined budgetary control time interval |
| Actuals | Commitment transactions interfaced to Projects |
| Commitments | Approved commitment transactions not yet interfaced to Projects |
| Available Balance | Available funds before the funds check |
| Transaction Amount | Amount of the transaction |

Table 4 – 4 Transaction Funds Check Results Window Details (Page 1 of 2)

| Field Name | Description |
|-----------------------|---|
| New Available Balance | Available balance after the funds check |
| Funds Check Results | Funds check status information |

Table 4 – 4 Transaction Funds Check Results Window Details (Page 2 of 2)

Maintaining Budgetary Control Balances

Oracle Projects maintains budgetary control balances for all projects that use budgetary controls. For each budget line, the budget amount, the commitment transactions total, and the total actuals related to commitment transactions are maintained. The system also calculates available funds for each budget category and budget period.

When you create a baseline from the original budget version, the system creates initial balances. When you run the PRC: Maintain Budgetary Control Balances process, the balances are updated. The updated balances are displayed in the Budget Funds Check Results window. It is recommended that you use the scheduling options to run the Maintain Budgetary Control Balances process regularly. To determine how often to schedule the process, consider the number of project-related commitments your business creates each day as well as your online inquiry business needs.

Viewing Budgetary Control Balances

Use the Budget Funds Check Results and Commitment Amounts windows to view budgetary control balances online.

Budget Funds Check Results Window

This window displays budget, actuals, commitments, and available funds balances for each budget level. The window includes a tabbed region for each project budget level. The levels can include the following: project, top task, task, resource group, and resource. You can use the window to review project-to-date transactions and to plan future expenditures. You can also use the information in this window, along with the Transaction Funds Check Results window, to troubleshoot transaction funds check failures.

Choose the Commitments button to display the commitments total for the selected line, summarized by commitment type.

The following table shows the fields in each tabbed region of the Budget Funds Check Results window. All fields are for display only.

| Field Name | Description |
|-----------------|---|
| Control Level | Budgetary control level for a budget line |
| Budget | Budget amount for a budget line |
| Actuals | Commitment transactions interfaced to Oracle Projects |
| Commitments | Approved commitment transactions not yet interfaced to Oracle Projects |
| Funds Available | Available funds (budget amount less actuals and commitments) based on the defined time interval |
| Start Date | Beginning period date for amounts in a budget line |
| End Date | Ending period date for amounts in a budget line |
| Result | (reserved for future use) |

Table 4 – 5 Budget Funds Check Results Window Details (Page 1 of 1)

Commitment Amounts Window

- **To review commitment amounts by commitment type:**
1. Navigate to the Budgets window from the Projects Navigator.
 2. Query the project cost budget.
 3. Choose the History button to view the budget version history.
 4. Select View Funds Check Results from the Tools menu.
 5. Select a budget level tab to view budget lines for a specified budget level.
 6. Choose the Commitments button to view the commitment details for a selected line.

The following table shows the fields the Commitment Amounts window. All fields are for display only.

| Field Name | Description |
|------------------|--|
| Requisition | Total purchase requisition commitments recorded against a budget line |
| Purchase Order | Amount of purchase order commitments recorded against a budget line |
| Supplier Invoice | Amount of supplier invoices recorded against a budget line that have not been interfaced from Payables to Projects |
| Total | Total commitments for a budget line |

Table 4 – 6 Commitment Amounts Window Details (Page 1 of 1)

Modifying Controlled Budget Amounts

When you modify a project budget, budgetary control balances are created for the new budget version. During the baseline process, all existing project transactions are mapped to a budget line in the new version. A funds check is performed for all transactions subject to budgetary controls to ensure that transaction totals do not exceed available funds calculated using the new budget amounts. The baseline process fails if the budget amounts for the new budget version cause a budgetary control violation.

To identify the cause of a failure, query the draft budget version using the Budget Funds Check Results window. Any budget line with a negative amount in Funds Available and an Absolute control level causes the baseline to fail.

Adjusting Budgetary Control Levels

When you create a baseline for a project budget, default budgetary control level settings are created for each budget level based on the values you entered in the Budgetary Controls option. You can override the default control level values for the baselined budget version.

- **To adjust budgetary control levels:**
 1. Navigate to the Budgets window from the Projects Navigator.
 2. Query your project cost budget.
 3. Choose the History button to view the budget version history.
 4. Select Budgetary Controls from the Tools menu.

5. Change control level values as required.
6. Save your work.

If you are budgeting using a resource list, choose the Resources button on the Budgetary Control window to override the default values for resource groups and resources.

► **To adjust budgetary control levels for resources:**

1. Navigate to the Budgets window.
2. Query your project cost budget.
3. Choose the History button to view the budget version history.
4. Select Budgetary Controls from the Tools menu to change control level values as required at the project and task level.
5. Choose the Resources button to change control level values as required for resource groups and resources.
6. Save your work.

Budgetary Controls Cross Charge Restriction

A transaction is subject to only the budgetary controls defined for the set of books in which the transaction originates. Therefore, when budgetary controls are enabled for a project, you cannot enter cross charge transactions that cross sets of books.

The following scenario illustrates the need for this restriction:

- Two sets of books are defined in an installation of Oracle Applications.
- In Set of Books One (SOB1), budgetary controls are enabled in Oracle General Ledger and Oracle Payables.
- In Set of Books Two (SOB2), budgetary controls are not enabled in any application.

Project A is defined in SOB1 and budgetary controls are enabled for the project. If you enter a commitment transaction in SOB2 for Project A, the transaction is not funds checked, because budgetary controls are not enabled in SOB2.

Funds Check Result Messages

The following table lists funds check result codes and messages, and provides information on responding to each message.

| Result Code | Result Text | Corrective Action |
|-------------|---|---|
| F107 | The transaction account and the budget account are different | Ensure that the budget line account and the transaction line account are the same |
| F108 | The transaction failed funds check at the resource level | Increase the budget at the resource level or change the budgetary control level to Advisory or None |
| F109 | The transaction failed funds check at resource group level | Increase the budget at the resource group level or change the budgetary control level to Advisory or None |
| F110 | The transaction failed funds check at the task level | Increase the budget at the task level or change the budgetary control level to Advisory or None |
| F111 | The transaction failed funds check at the top task level | Increase the budget at the top task level or change the budgetary control level to Advisory or None |
| F112 | The transaction failed funds check at the project level | Increase the budget at the project level or change the budgetary control level to Advisory or None |
| F113 | The transaction failed funds check at project account level | Increase the budget amount at the project account level |
| F114 | The transaction failed to populate burden cost | Processing Error |
| F118 | Funds check failed because of invalid budget versions | A budget baseline is required for budgetary controls |
| F120 | Funds check failed during setup and summarization | Processing Error |
| F121 | The resource list is invalid or null | The budget should have a resource list if it is categorized by resource |
| F122 | The amount type or boundary code is invalid | Processing Error |
| F123 | The amount type or boundary code is invalid for no time phase | When you create budgets without time phases, the amount type must be Project to Date, and the boundary code must be Project |
| F124 | Invalid boundary code for amount type Project To Date | Processing Error: Invalid combination of amount type/boundary code |
| F125 | Invalid boundary code for amount type Year To Date | Processing Error: Invalid combination of amount type/boundary code |
| F127 | Invalid boundary code for amount type Period To Date | Processing Error: Invalid combination of amount type/boundary code |

Table 4 – 7 Funds Check Results Messages (Page 1 of 3)

| Result Code | Result Text | Corrective Action |
|-------------|---|---|
| F128 | Funds check failed because of invalid resource list member | Processing Error |
| F129 | Start date or end date is null for the specified date range | Processing Error |
| F130 | Start date or end date is null for the specified PA period | Processing Error |
| F131 | Funds check failed because of invalid budget entry method | Processing Error |
| F132 | Could not map to a budget line while deriving budget account | Processing Error: Ensure that budget lines are generated for all periods |
| F134 | Start date or end date is null for the specified GL period | Processing Error |
| F135 | The encumbrance type is null or invalid | Define an encumbrance type in the project budgetary controls options |
| F136 | Funds check failed while calculating start date or end date | Processing Error |
| F137 | No matching requisition was found for this purchase order | Processing Error |
| F138 | No matching purchase order was found for this invoice | Processing Error |
| F140 | Failed due to fatal error while inserting burden cost | Processing Error |
| F141 | Could not acquire lock: funds checks are running concurrently | Record locked by another user |
| F142 | Funds check failed because of unexpected error | Processing Error |
| F143 | Funds check failed because budget baselining is in progress | A funds check cannot be performed until the budget baseline process is complete |
| F150 | The GL funds check failed for the check funds mode | General Ledger funds available failure |
| F151 | The GL funds check encountered fatal errors | General Ledger funds check failure |
| F152 | The CBC funds check failed for the check funds mode | CBC funds available failure |
| F153 | The CBC funds check encountered fatal errors | CBC funds check failure |
| F155 | The GL funds check failed for the full mode | General Ledger funds available failure |
| F156 | The GL funds check failed for the partial mode | General Ledger funds available failure |
| F157 | The CBC funds check failed for the full mode | CBC funds available failure |
| F158 | The CBC funds check failed for the partial mode | CBC funds available failure |

Table 4 – 7 Funds Check Results Messages (Page 2 of 3)

| Result Code | Result Text | Corrective Action |
|-------------|--|-------------------|
| F160 | Funds check failed to generate the return code | Processing Error |
| F161 | Funds check failed to create encumbrance liquidation | Processing Error |
| F162 | Funds check failed to update budget account balances | Processing Error |
| F163 | Funds check failed while posting burden cost to GL | Processing Error |
| F164 | Funds check failed while posting burden cost to CBC | Processing Error |

Table 4 – 7 Funds Check Results Messages (Page 3 of 3)

Integrating Budgets

Oracle Projects budget integration features enable you to integrate project budgets with non-project budgets. A non-project budget is a budget defined outside Oracle Projects. You define budget integration to perform bottom-up or top-down budgeting.

Overview of Bottom-Up Budget Integration

When enterprises use bottom-up budgeting, they build organization-level budgets by consolidating budget amounts from lower-level sources. When you define budget integration for a project, the project budget can be consolidated automatically.

When you define bottom-up budget integration Oracle Projects, project budget amounts are interfaced to Oracle General Ledger. In General Ledger, the interfaced amounts are added to the General Ledger budget balances created from other sources. The consolidated amounts are organization-level balances.

For more information, see: *Using Bottom-Up Budget Integration*: page 4 – 99.

Overview of Top-Down Budget Integration

When enterprises use top-down budgeting, top management defines spending limits for each organization. Budgetary controls are set to enforce the limits, and encumbrance accounting creates reservations for planned expenditures.

The reservations ensure that funds will be available when project costs are incurred, and provide a complete picture of funds available for future use. At any time, managers can view:

- the defined spending limits, the costs of their recorded expenditures
- the anticipated costs of their planned expenditures and approved projects
- the remaining funds for future projects and future purchases

For more information, see: *Using Top-Down Budget Integration*: page 4 – 103 and *Using Top-Down Budget Integration with Oracle Contract Commitments*: page 4 – 125.

Budget Integration Procedures

You use different operating procedures depending on whether you are using bottom-up budget integration or top-down budget integration. For a detailed discussion of these procedures, see:

- Using Bottom-Up Budget Integration: page 4 – 99
- Using Top-Down Budget Integration: page 4 – 103
- Using Top-Down Budget Integration with Oracle Contract Commitments: page 4 – 125

All integrated project budgets, whether bottom-up or top-down integration is used, use General Ledger accounts to interface project budget amounts to Oracle General Ledger. The following section describes the procedures for generating accounts for project budget lines.

Account Generation

Oracle Projects budget integration supports integration with non-project budgets defined in Oracle General Ledger. Oracle General Ledger budgets are defined at the account level, and budget amounts are entered for an account and a GL period. Therefore, when a project budget is integrated with a GL budget, an account must be assigned to each project budget line. These assigned accounts are used to interface the project budget amounts to General Ledger.

Project Budget Account Workflow

The Project Budget Account workflow enables you to automate the account generation and assignment process.

For details about this workflow, see: *Project Budget Account Workflow, Oracle Projects Implementation Guide*.

See Also

Implementing Budget Integration, *Oracle Projects Implementation Guide*

Using Bottom-Up Budget Integration

When enterprises use bottom-up budgeting, they build organization-level budgets by consolidating budget amounts from lower-level sources. In bottom-up budgeting, you can define the organization-level cost budget by consolidating the approved cost budgets for all projects owned by the organization. Similarly, you can define the organization-level revenue budget by consolidating all project revenue budgets.

Bottom-up budgeting enables project managers to define budgets for controlling and monitoring individual project costs and revenues, and provides financial managers with an organization-level view for reporting purposes.

Define bottom-up integration for your projects if you want to consolidate your project budget amounts automatically to create organization-level budgets. To use bottom-up integration, you must use Oracle General Ledger to store and maintain your organization-level budgets.

Bottom-Up Budget Integration Procedures

To use bottom-up budget integration, you need to do the following:

- Define your organization-level budgets in Oracle General Ledger.
- Define budget integration for your projects.
- Enter project budget amounts and generate accounts for each project budget line.
- Create baselines for your project budgets to interface the budget amounts to General Ledger.
- Create budget journal entries from the interfaced amounts in General Ledger.
- Review and post the budget journal entries to add the project budget amounts to the organization-level budget balances.

See Also

Implementing Budget Integration, *Oracle Projects Implementation Guide*

Defining an Organization–Level Budget

When you use bottom–up budget integration, you must define your organization–level budget or budgets in Oracle General Ledger. In Oracle General Ledger, budgets contain estimated cost or revenue amounts for a range of accounting periods. Budget organizations define the departments, cost centers, divisions, or other groups for which budget data is maintained. You assign accounts to each budget organization. You create organization budget balances by entering budget amounts for the assigned accounts.

Oracle General Ledger includes tools to create, maintain, and track budgets. See the *Oracle General Ledger User Guide* for information.

Defining Budget Integration

You define budget integration using the Budgetary Control option from the Projects, Templates window.

You can use any project budget type to define bottom–up budget integration. For a project, you can define integration for either cost or revenue budget types, or for both types. For example, you can integrate a project cost budget with an organization–level cost budget, and you can integrate a project revenue budget with an organization–level revenue budget.

Note: If a baseline or submitted budget already exists for a project, then the budget type for the baseline or submitted budget cannot be used when defining budget integration for the project. Additionally, the organization–level budget in General Ledger must have a status of Open or Current.

Entering Budget Amounts and Generating Accounts

When you use bottom–up budget integration, you integrate a project budget type with an organization–level budget defined in Oracle General Ledger.

Budgets defined in Oracle General Ledger are account–level budgets whose amounts are maintained by account and GL period. Therefore, when you enter project budget amounts for integrated budget types, you must use a budget entry method that is time–phased by GL period, and you must assign an account to each project budget line. Oracle Projects provides a workflow process, the Project Budget Account workflow, which enables you to automate the process of generating accounts for budget lines.

For more information about the Project Budget Account workflow, see: *Project Budget Account Workflow, Oracle Projects Implementation Guide*.

Deferred Workflow Process

When a project is set up to use bottom–up integration, the project budget baseline process launches a deferred workflow. The deferred process performs the following tasks:

- validates the submitted budget version
- optionally, activates the Budget Status Change workflow
- interfaces the budget amounts for baseline versions to Oracle General Ledger

When the deferred workflow is activated, the budget version status is set to In Process. When the workflow ends, a workflow notification is generated. When the workflow completes without errors, a baseline version and a new draft version with a Working status are created. If the workflow terminates as a result of an error, the baseline is not created and the budget status is changed to Rejected.

For information about viewing workflow notifications, refer to the *Oracle Workflow Guide*.

Baseline Validations

When you create a baseline for a bottom–up integrated project budget, the budget line amounts are interfaced to Oracle General Ledger. Budget journal entries are created from the interfaced amounts.

For details about creating a baseline for a bottom–up integrated project budget, see: *Creating a Baseline for an Integrated Budget*: page 4 – 74.

For information about troubleshooting baseline failures, see: *Troubleshooting Baseline Failures for Integrated Budgets*: page 4 – 78.

Creating Budget Journals

After a baseline is created for an integrated project budget and budget amounts are interfaced to General Ledger, use the General Ledger Create Journals process to create budget journal entries from the interfaced amounts. The following table shows the type of journal entry line (debit or credit) that is created for bottom–up integrated project budget amounts.

| Type of Project Budget | These project budget amounts ... | Create this type of journal entry line ... |
|------------------------|----------------------------------|--|
| Cost | new or increased | debit |
| | deleted or decreased | credit |
| Revenue | new or increased | credit |
| | deleted or decreased | debit |

Table 4 – 8 Journal Entry Lines for Bottom-Up Budget Amounts (Page 1 of 1)

The Create Journals process groups the generated journal entries into journal batches. If budget amounts are interfaced for multiple GL periods, the system creates a batch for each period.

For more information on the Create Journals process, see the *General Ledger User Guide*.

Posting Budget Journals

The General Ledger organization-level budget balances are updated when the budget journal batches created by the Create Journals process are posted. You can review and post the entries using the General Ledger Post Journals window.

For more information on reviewing and posting journals, see the *General Ledger User Guide*.

Using Top–Down Budget Integration

When enterprises use top–down budgeting, top management sets spending limits for each organization. To ensure that costs do not exceed the limits, Oracle General Ledger enables you to set budgetary controls and define funding budgets. When absolute control is enabled, cost transactions are rejected if budgeted funds are not available.

You can further control costs by enabling encumbrance accounting. When you use encumbrance accounting, commitment transactions are controlled as well as actual transactions.

Actual transactions are accounted expenditures. Commitment transactions are planned expenditures. Commitment transactions include purchase requisitions, purchase orders, and unaccounted supplier invoices. When commitment transactions are approved, the system creates accounting entries to reserve funds in the funding budget. This reservation reduces the available funds for future transactions.

When top–down budgeting is used and encumbrance accounting is enabled, you can integrate project budgets with funding budgets. When project cost budgets are approved and baselines are created, the system generates encumbrance entries to reserve funds in the funding budget for the anticipated project costs. The reservations ensure that budgeted funds are not used before project costs are incurred. They also give management a complete picture of each organization’s financial position. As future projects and future purchases are evaluated, management can review the costs of current expenditures, anticipated costs of approved commitments and approved projects, and funds available for future use.

Top–Down Budget Integration Procedures

The procedures for using top–down budget integration include:

- Prerequisites for Top–Down Budget Integration: page 4 – 104
- Defining General Ledger Funding Budgets: page 4 – 104
- Defining Budget Integration: page 4 – 104
- Creating Project Encumbrances: page 4 – 105
- Liquidating Project Encumbrances: page 4 – 106

See Also

Implementing Budget Integration, *Oracle Projects Implementation Guide*

Prerequisites for Top-Down Budget Integration

Top-down budgeting in Oracle Projects is based on budgetary controls and encumbrance accounting. To use top-down integration, you must first do the following:

- Enable budgetary controls in Oracle General Ledger.

When you enable budgetary controls in General Ledger, the funds check process is activated when commitment transactions are approved. The funds check process verifies the availability of funds.

- Enable encumbrance accounting in Oracle General Ledger and Oracle Payables.

When you enable encumbrance accounting, reservations are created against funding budgets for approved commitment transactions and approved cost budgets for integrated projects.

Defining General Ledger Funding Budgets

Before you can define budget integration, you must define an organization-level funding budget or budgets in Oracle General Ledger.

In General Ledger, funding budgets contain estimated costs for a range of accounting periods. Budget organizations define the departments, cost centers, divisions, or other groups for which budget data is maintained. Accounts are assigned to each budget organization. A funding budget is associated with each account assignment.

To set an organization's spending limits, you enter funding budget balances for the accounts assigned to each budget organization.

Oracle General Ledger contains tools to create, maintain, and track budgets. For more information, see the *Oracle General Ledger User Guide*.

Defining Budget Integration

To reserve funds in General Ledger funding budgets for anticipated project costs, define budget integration using the Budgetary Controls

option from the Projects, Templates window. You must define budget integration before you create a baseline for the project budget and before any project transactions are entered.

When you use top–down integration, it is recommended that you define two budgets for monitoring and tracking project costs:

- One budget is for tracking the project’s total cost
- The other budget is for tracking and controlling expense commitment transactions (*commitment budget*).

When you define integration for your project, use the budget type you plan to use for your commitment budget and select the Encumbrance balance type. When you define a commitment budget and create a baseline, the system generates encumbrance entries to create a project encumbrance against the funding budget. The project encumbrance reserves funds for the anticipated project commitment costs. When project–related expense commitment transactions are approved, the project encumbrance is reduced and new commitment encumbrances are created.

When you define integration using the Encumbrance balance type, the system automatically enables budgetary controls for the project. The Project control level is automatically set at Absolute and cannot be changed. Oracle Projects uses budgetary controls to ensure that the project commitment total for expense transactions never exceeds the project commitment budget and the amounts reserved in the General Ledger funding budget.

For information on Budgetary Controls, see *Using Budgetary Controls: page 4 – 79*.

Creating Project Encumbrances

To reserve funds for a project defined with top–down integration, you must define a project commitment budget using the integrated budget type. When a baseline is created for the commitment budget, Oracle Projects verifies that funds are available in the General Ledger funding budget for the budgeted project commitment costs. If funds are available, Projects interfaces the project budget line amounts to General Ledger. The General Ledger Create Journals process generates project encumbrance entries from the interfaced amounts to reserve funds in the funding budget for the anticipated project costs.

For information on creating a project cost budget, see: *Creating Project Budgets for Top–Down Budget Integration: page 4 – 111*.

Liquidating Project Encumbrances

When encumbrance accounting is enabled in Oracle General Ledger, the system creates encumbrance entries against the funding budget each time a commitment transaction is approved. The encumbrance entries reserve funds for the commitment transaction line amounts. If the commitment is for an expense item and is related to a project defined with top-down integration, then the system creates additional encumbrance entries to reduce the project reservation against the funding budget.

The following table illustrates an example of the project encumbrance creation and liquidation processes.

- In line A, the funding budget is created. This budget sets the spending limit for the organization at \$100.
- In line B, a project reservation of \$40 is created for an integrated project commitment budget. The project reservation consumes a portion of the funding budget and reduces the available funds to \$60.
- In line C, a reservation of \$10 is created for a project-related commitment transaction. The project reservation is reduced to \$30.

Note that the total available funds for the organization do not change when the commitment reservation is created. Instead, the commitment reservation replaces a portion of the project reservation.

| | Activity | Organization Spending Limits | Available Funds | Project Reservation | Commitment Reservation |
|---|--|------------------------------|-----------------|---------------------|------------------------|
| A | Funding budget is created and sets spending limit | \$100 | \$100 | | |
| B | Integrated project commitment budget creates project reservation | \$100 | \$60 | \$40 | |
| C | Commitment transaction creates commitment reservation | \$100 | \$60 | \$30 | \$10 |

Table 4 – 9 Project Encumbrance Creation and Liquidation (Page 1 of 1)

Top-Down Budget Integration Example

The following example uses Fremont Corporation to demonstrate how General Ledger budgeting features are enhanced when budget integration is defined for project budgets. The encumbrance entries generated from budget amounts interfaced from Oracle Projects reduce the funding budget available funds. This allows for more accurate reporting and gives management more information for evaluating future costs and future projects.

Fremont Corporation Cost Controls

Fremont Corporation has decided to reduce their use of outside resources. Upper management contends that most projects can be completed on schedule using internal resources and improved project management. For the last quarter of the current fiscal year, each organization is required to reduce the cost of outside resources by 20% of last quarter's usage. In addition, a member of top management must now approve the cost budget for any new project that is scheduled to use outside resources.

To enforce this cost reduction, the financial managers are using Oracle General Ledger budgetary controls and encumbrance accounting features. They define funding budgets for each organization to establish their spending limits for the next quarter. Weekly outside resource cost reports are provided to the vice presidents of each organization. The cost reports are distributed to assist vice presidents in evaluating future requests for outside resources. The reports show the following information:

- Budgeted Funds: spending limit established by the financial managers
- Actual Costs: cost for outside resources used to date
- Committed Costs: anticipated costs for approved future usage of outside resources
- Available Funds: budgeted funds that are unused and uncommitted

Payroll Enhancement Project

The Fremont payroll system needs to be enhanced to handle expense reports in foreign currencies. As the company grows, employees frequently travel outside the United States. The accounting

department wants employees to enter expense receipts in the currencies of the countries where expenses are incurred.

The Fremont Services organization will make the necessary payroll enhancements. All costs for the project will be charged to their organization. Mr. Smith is assigned as the project manager. After preliminary analysis, he estimates the project will last 3 months. He plans to use internal resources from the Information Services department to perform the majority of the work. However, he knows that he will need to contract a consultant to provide some expertise that he currently does not have in house.

Mr. Smith is using Oracle Projects to manage the project. Because he plans to use outside resources, he submits the cost budget shown in the following table to his vice president for approval.

| Expenditure Organization | Expenditure Category | Oct-01 | Nov-01 | Dec-01 |
|--------------------------|----------------------|--------|--------|--------|
| Information Services | Labor | 4,000 | 4,000 | 4,000 |
| Administration | Labor | 500 | 500 | 500 |
| Consulting | Labor | 1,000 | 1,000 | 1,000 |
| Consulting | Expenses | 1,000 | 1,000 | 1,000 |

Table 4 – 10 Payroll Enhancement Cost Budget (Page 1 of 1)

The vice president of the Services organization receives the budget. To evaluate the request for outside resources, he reviews his latest outside resource cost report. The following table shows the report information.

| GL Period | Account / Description | Budgeted Funds | Actual Costs | Committed Costs | Available Funds |
|-----------|---------------------------------------|----------------|--------------|-----------------|-----------------|
| Oct-01 | 04-420-7580-000 / Consulting Labor | 5,000 | 2,000 | 1,000 | 3,000 |
| Oct-01 | 04-420-7640-000 / Consulting Expenses | 5,000 | 2,000 | 1,000 | 3,000 |
| Nov-01 | 04-420-7580-000 / Consulting Labor | 5,000 | 0 | 3,000 | 2,000 |
| Nov-01 | 04-420-7640-000 / Consulting Expenses | 5,000 | 0 | 3,000 | 2,000 |

Table 4 – 11 Outside Resource Cost Report (Page 1 of 2)

| GL Period | Account / Description | Budgeted Funds | Actual Costs | Committed Costs | Available Funds |
|-----------|---------------------------------------|----------------|--------------|-----------------|-----------------|
| Dec-01 | 04-420-7580-000 / Consulting Labor | 5,000 | 0 | 1,000 | 4,000 |
| Dec-01 | 04-420-7640-000 / Consulting Expenses | 5,000 | 0 | 1,000 | 4,000 |

Table 4 – 11 Outside Resource Cost Report (Page 2 of 2)

After evaluating the report, the vice president approves the budget for the payroll enhancements. He asks Mr. Smith to reduce the General Ledger funding budget available funds to reflect the outside resource costs included in the payroll project budget.

To reduce the available funds in the funding budget, Mr. Smith defines top-down integration for the payroll enhancement project. He integrates the project commitment budget with the General Ledger funding budget. Mr. Smith then defines the commitment budget shown in the following table for the payroll project.

| Expenditure Organization | Expenditure Category | Oct-01 | Nov-01 | Dec-01 |
|--------------------------|----------------------|--------|--------|--------|
| Consulting | Labor | 1,000 | 1,000 | 1,000 |
| Consulting | Expenses | 1,000 | 1,000 | 1,000 |

Table 4 – 12 Payroll Enhancement Commitment Budget (Page 1 of 1)

Mr. Smith submits the commitment budget to create a baseline. The following table shows the GL accounts that the system assigns to the budget lines.

| Expenditure Organization | Expenditure Category | GL Period | Budget Amount | Account |
|--------------------------|----------------------|-----------|---------------|-----------------|
| Consulting | Labor | Oct-01 | 1,000 | 04-420-7580-000 |
| Consulting | Labor | Nov-01 | 1,000 | 04-420-7580-000 |
| Consulting | Labor | Dec-01 | 1,000 | 04-420-7580-000 |
| Consulting | Expenses | Oct-01 | 1,000 | 04-420-7640-000 |
| Consulting | Expenses | Nov-01 | 1,000 | 04-420-7640-000 |
| Consulting | Expenses | Dec-01 | 1,000 | 04-420-7640-000 |

Table 4 – 13 GL Accounts Assigned to Budget Lines (Page 1 of 1)

Mr. Smith creates a baseline for the commitment budget. The Finance Department submits the Program: Create Journals process in General Ledger to generate encumbrance journal entries for approved

commitments. The following table shows the journals that the system creates from the budget amounts interfaced by the payroll project.

| GL Period | Account | Debit | Credit |
|-----------|-----------------|-------|--------|
| Oct-01 | 04-420-7580-000 | 1,000 | |
| Oct-01 | 04-420-7640-000 | 1,000 | |
| Oct-01 | 04-000-1250-000 | | 2,000 |
| Nov-01 | 04-420-7580-000 | 1,000 | |
| Nov-01 | 04-420-7640-000 | 1,000 | |
| Nov-01 | 04-000-1250-000 | | 2,000 |
| Dec-01 | 04-420-7580-000 | 1,000 | |
| Dec-01 | 04-420-7640-000 | 1,000 | |
| Dec-01 | 04-000-1250-000 | | 2,000 |

Table 4 – 14 Journals From Project Commitment Budget Amounts (Page 1 of 1)

Note: The 04-000-1250-000 account is defined as the reserve for encumbrance account in Oracle General Ledger.

When the vice president of the Services organization receives his next outside resource cost report, the totals show the costs he approved for the payroll project. The new report, shown in the following table, reflects the funds remaining for future requests.

| GL Period | Account / Description | Budgeted Funds | Actual Costs | Committed Costs | Available Funds |
|-----------|---------------------------------------|----------------|--------------|-----------------|-----------------|
| Oct-01 | 04-420-7580-000 / Consulting Labor | 5,000 | 2,000 | 2,000 | 2,000 |
| Oct-01 | 04-420-7640-000 / Consulting Expenses | 5,000 | 2,000 | 2,000 | 2,000 |
| Nov-01 | 04-420-7580-000 / Consulting Labor | 5,000 | 0 | 4,000 | 1,000 |
| Nov-01 | 04-420-7640-000 / Consulting Expenses | 5,000 | 0 | 4,000 | 1,000 |

Table 4 – 15 New Outside Resource Cost Report (Page 1 of 2)

| GL Period | Account / Description | Budgeted Funds | Actual Costs | Committed Costs | Available Funds |
|-----------|---------------------------------------|----------------|--------------|-----------------|-----------------|
| Dec-01 | 04-420-7580-000 / Consulting Labor | 5,000 | 0 | 2,000 | 3,000 |
| Dec-01 | 04-420-7640-000 / Consulting Expenses | 5,000 | 0 | 2,000 | 3,000 |

Table 4 – 15 New Outside Resource Cost Report (Page 2 of 2)

Creating Project Budgets for Top-Down Budget Integration

When you define top-down budget integration for a project, it is recommended that you create a commitment budget for tracking and controlling the project's expense commitment transactions. When you enter the budget amounts for the commitment budget, keep in mind the following considerations:

- Budgetary Controls are automatically enabled when top-down integration is defined. See: Budgetary Controls in Top-Down Budget Integration: page 4 – 111.
- General Ledger accounts must be assigned to all budget lines for integrated budget types.
- When you create a budget for an integrated budget type, you must use a budget entry method that is time phased by GL period.
- You must create a budget line for each budget category and budget period for which commitment transactions are expected.
- The baseline process for all integrated project budgets types uses a deferred workflow.
- Additional validations occur when you create a baseline for an integrated project budget.

Budgetary Controls in Top-Down Budget Integration

When you define top-down budget integration, the system automatically enables budgetary controls for the integrated budget type. When you enter amounts for budgets with budgetary controls enabled, additional consideration is required if you use a resource list for budget entry, or if you have enabled burdening for your project.

For more details, see: Entering Budget Amounts for Controlled Budgets: page 4 – 83.

Budget Entry Method and Budget Line Accounts

When you define top–down budget integration for a project, you integrate a project budget type with a funding budget defined in Oracle General Ledger. Funding budgets are maintained by account and GL period. To enable Oracle Projects to interface the project budget amounts to Oracle General Ledger, you must create the project budget using an entry method that is time phased by GL Period and you must generate an account for each project budget line. For more information on account generation, see: Budget Integration Procedures: page 4 – 98.

Enter Budget Lines for All Budget Periods

When you create a baseline for a top–down integrated project budget and interface the budget to General Ledger, Oracle General Ledger uses the interface amounts to create project encumbrances against the funding budget. When expense commitment transactions related to the integrated project are entered and approved, the project encumbrances are liquidated and commitment encumbrances are created. To obtain accounts for the liquidation entries, Oracle Projects maps each commitment transaction line to a project budget line using the project resource mapping rules and the transaction GL date. If a budget line is not defined for a transaction line resource category and GL period, then an account for the liquidation entry cannot be obtained. When an account liquidation entry cannot be obtained, the transaction cannot be approved.

Therefore, when you enter budget amounts for a top–down integrated budget type, you must enter a budget amount for each budget category and GL period. If you are using a budgetary control time interval that allows budget amounts for one period to be used in another, ensure that your project has a defined start and end date. When your project has a defined start and end date, the budget baseline process generates budget lines with a zero amount for all missing budget category and budget period combinations. The baseline process then activates the Project Budget Account workflow process to generate an account for each new budget line.

Deferred Workflow Process

When top-down budget integration is defined for a project, the project budget baseline process launches a deferred workflow process. The deferred process performs the following tasks:

- validates the submitted budget version
- creates budget lines for missing budget category / budget period combinations
- optionally activates the budget workflow for controlling budget status changes
- interfaces the budget amounts for baseline versions to Oracle General Ledger

When the deferred workflow is activated, the budget version status is set to In Process. When the workflow ends, a workflow notification is generated. When the workflow completes without errors, a baseline version and a new draft version with a Working status is created. If the workflow terminates as a result of an error, the baseline is not created, and the budget status is changed to Rejected.

For additional information about viewing workflow notifications, see the *Oracle Workflow Guide*.

Baseline Validations

When you create a baseline for a top-down integrated project budget, the budget line amounts are interfaced to Oracle General Ledger. Encumbrance journal entries are created from the interface amounts.

For details about creating a baseline for a top-down integrated project budget, see: *Creating a Baseline for an Integrated Budget*: page 4 – 74.

For information about troubleshooting baseline failures, see: *Troubleshooting Baseline Failures for Integrated Budgets*: page 4 – 78.

Transaction Processing

When an expense commitment transaction related to a top-down integrated project is submitted for approval, the Oracle Projects funds check process is activated. The funds check verifies the available funds in the project commitment budget. If funds are available for the transaction, the project encumbrance against the General Ledger funding budget is reduced, and a new commitment encumbrance is created. When an actual transaction is created from the commitment

transaction, the commitment encumbrance is liquidated and the actual costs are accounted.

Commitment Transaction Example

As commitment transactions are processed, the reservation against the funding budget changes from one encumbrance type to another. This example illustrates the process flow steps.

The following table lists the steps in the example.

| Step in Process Flow: | Project Encumbrance Balance | Commitment Encumbrance | Obligation Encumbrance | Invoice Encumbrance | Actual Costs |
|---------------------------------------|------------------------------------|-------------------------------|-------------------------------|----------------------------|---------------------|
| Beginning Project Encumbrance Balance | \$1,000 | | | | |
| 1. Approve \$100 Purchase Requisition | \$900 | \$100 | | | |
| 2. Create Purchase Order | | 0 | \$100 | | |
| 3. Approve Supplier Invoice | | | 0 | \$100 | |
| 4. Account Supplier Invoice | | | | 0 | \$100 |

Table 4 – 16 Commitment Transaction Process Flow (Page 1 of 1)

In this example, the following steps occur:

1. A purchase requisition is approved. A portion of the Project encumbrance is replaced by a Commitment encumbrance. If the Project encumbrance balance is \$1,000 and the requisition total is \$100, then the Project encumbrance is reduced to \$900 and a Commitment encumbrance is created for \$100.
2. When a purchase order is created from the purchase requisition and approved, the Commitment encumbrance is liquidated and an Obligation encumbrance is created.
3. When a supplier invoice is matched to the purchase order and approved, the Obligation encumbrance is liquidated and an Invoice encumbrance is created.
4. When the supplier invoice is accounted, the Invoice encumbrance is liquidated and actual costs are recorded.

Burden Cost Encumbrance Accounting

If a project has top-down integration defined and burdening is also enabled, then the encumbrance liquidation process varies from the above example. When a commitment transaction is not burdened, all costs for the transaction are interfaced to General Ledger by Oracle Payables. However, when a commitment transaction is burdened, the raw transaction costs are interfaced to General Ledger from Oracle Payables and burden costs are interfaced to General Ledger from Oracle Projects.

Oracle Projects provides the following two options for accounting for burden costs:

- Burden costs can be accounted on the same expenditure item as raw costs.
- Burden costs can be accounted as separate expenditure items.

The encumbrance liquidation process differs depending on the accounting option enabled. The liquidation process for each option is described below and examples are provided that illustrate the encumbrance entries generated by each processing step.

Same Line Burden Cost Encumbrance Accounting

When burden costs are accounted on the same expenditure item as raw costs, the project commitment budget lines amounts must be entered using burdened cost amounts. The Project Budget Account workflow process, used to assign accounts to each budget line, must be defined to generate accounts using the same business rules as the Total Burdened Cost AutoAccounting rules. This ensures that the project encumbrance creation entries generated when the project budget baseline is created, and the project encumbrance liquidation entries created when commitment transactions are processed use the same accounts.

When an expense commitment transaction is approved, the following encumbrance entries are generated for each transaction line:

- An entry is generated to create a commitment encumbrance using the transaction line amount and account.
- An entry is generated to create a commitment encumbrance using the calculated burdened cost amount for the line and an account derived from the project commitment budget.

- An entry is generated to liquidate the project encumbrance using the calculated burdened cost amount for the line and an account derived from the project commitment budget.

Note: The accounts and amounts for the last two entries described above are always the same. The account is derived by mapping the transaction line to a budget line using the standard resource mapping rules and selecting the account from the budget line.

The commitment encumbrances are liquidated when the actual costs are interfaced to General Ledger. The transaction raw costs are interfaced from Oracle Payables, and the commitment encumbrance created from the transaction line account and amount are liquidated. Oracle Projects interfaces the burdened costs and liquidates the commitment encumbrance created from the burdened cost amount and the budget line account.

Same Line Burden Cost Encumbrance Accounting Example

In this example, a baseline is created for the project budget shown in the following table:

| Task | Resource Group | Resource | Budget Amount | Account |
|------|----------------|-------------------|---------------|---------|
| T1.0 | Suppliers | Capp Construction | 1,000 | A1 |

Table 4 – 17 Same Line Burden Cost: Project Budget (Page 1 of 1)

The baseline process generates the encumbrance line shown in the following table:

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|------------------|---------|---------------------------------------|-------|--------|
| 1 | PA Encumbrance | A1 | Capp Construction Budget Line Account | 1,000 | |

Table 4 – 18 Same Line Burden Cost: Budget Encumbrance Line (Page 1 of 1)

A project-related supplier invoice is entered and approved for Capp Construction. The invoice has one line for \$50. Two burden cost components apply to the invoiced line:

- Material Handling with a rate of 5%, and
- R&D with a rate of 10%

The invoice approval process creates the encumbrance lines shown in the following table:

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|---------------------|---------|---------------------------------------|-------|--------|
| 1 | PA Encumbrance | A1 | Capp Construction Budget Line Account | | 57.50 |
| 2 | Invoice Encumbrance | A1 | Capp Construction Budget Line Account | 57.50 | |
| 3 | Invoice Encumbrance | B1 | Invoice Line Account | 50.00 | |

Table 4 – 19 Same Line Burden Cost: Invoice Encumbrance Lines (Page 1 of 1)

Raw costs are interfaced from Oracle Payables to Oracle General Ledger. The encumbrance line shown in the following table is created.

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|---------------------|---------|----------------------|-------|--------|
| 1 | Invoice Encumbrance | B1 | Invoice Line Account | | 50.00 |

Table 4 – 20 Same Line Burden Cost: Raw Cost Encumbrance Line (Page 1 of 1)

Burdened costs are interfaced from Oracle Projects to Oracle General Ledger. The encumbrance line shown in the following table is created.

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|---------------------|---------|---------------------------------------|-------|--------|
| 1 | Invoice Encumbrance | A1 | Capp Construction Budget Line Account | | 57.50 |

Table 4 – 21 Same Line Burden Cost: Burdened Cost Encumbrance Line (Page 1 of 1)

Separate Line Burden Cost Encumbrance Accounting

When burden costs are accounted as separate expenditure items, you must include the following in the project commitment budget

- budget amounts for raw transaction costs
- budget amounts for burden transaction costs

If a resource list is not used when budget amounts are entered, then you can enter the raw cost amounts and the burden cost amounts on the same budget line using the burdened amount type. If a resource list is used when budget amounts are entered, then the resource list must

include a resource for each burden cost component. Budget lines must be entered for the transaction raw costs and for the burden costs associated with each burden component.

When an expense commitment transaction is approved, the following encumbrance entries are generated for each transaction line:

- An entry is generated to create a commitment encumbrance for the raw cost using the transaction line amount and account.
- For each burden cost component, an entry is generated to create a commitment encumbrance using the calculated burden cost amount and an account derived from the project commitment budget.
- An entry is generated to liquidate the project encumbrance using the transaction line amount and account.
- For each burden cost component, an entry is generated to liquidate the project encumbrance using the calculated burden cost amount and an account derived from the project commitment budget.

Note: The account for the burden cost entries is derived by mapping the burden cost component to a budget line using the standard resource mapping rules and selecting the account from the budget line.

The commitment encumbrances are liquidated when the actual costs are interfaced to General Ledger. In Oracle Payables, you interface the transaction raw costs which liquidates the commitment encumbrance created from the transaction line account and amount. In Oracle Projects, you interface the burden costs which liquidates the commitment encumbrances created from the burden cost amounts and the budget line accounts. Therefore, the Project Budget Account workflow and the Burden Cost Account AutoAccounting rules must use the same business rules when generating accounts for burden costs.

Separate Line Burden Cost Encumbrance Accounting Example

In this example, a baseline is created for the project budget shown in the following table:

| Task | Resource Group | Resource | Budget Amount | Account |
|------|----------------|-------------------|---------------|---------|
| T1.0 | Suppliers | Capp Construction | 1,000 | A1 |
| T1.0 | Overhead | Material Handling | 50 | A2 |
| T1.0 | Overhead | R&D | 100 | A3 |

Table 4 – 22 Separate Line Burden Cost: Project Budget (Page 1 of 1)

The baseline process generates the encumbrance lines shown in the following table:

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|------------------|---------|---|-------|--------|
| 1 | PA Encumbrance | A1 | Capp Construction Budget Line Account | 1,000 | |
| 2 | PA Encumbrance | A2 | Budget Line Account for Resource: Material Handling | 50 | |
| 3 | PA Encumbrance | A3 | Budget Line Account for Resource: R&D | 100 | |

Table 4 – 23 Separate Line Burden Cost: Budget Encumbrance Lines (Page 1 of 1)

A project-related supplier invoice is entered and approved for Capp Construction. The invoice has one line for \$50. Two burden cost components apply to the invoiced line:

- Material Handling with a rate of 5%, and
- R&D with a rate of 10%

The invoice approval process creates the encumbrance lines shown in the following table:

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|------------------|---------|---------------------------------------|-------|--------|
| 1 | PA Encumbrance | A1 | Budget Line and Invoice Line Account | | 50.00 |
| 2 | PA Encumbrance | A2 | Material Handling Budget Line Account | | 2.50 |
| 3 | PA Encumbrance | A3 | R&D Budget Line Account | | 5.00 |

Table 4 – 24 Separate Line Burden Cost: Invoice Encumbrance Lines (Page 1 of 2)

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|---------------------|---------|---------------------------------------|-------|--------|
| 4 | Invoice Encumbrance | A1 | Budget Line and Invoice Line Account | 50.00 | |
| 5 | Invoice Encumbrance | A2 | Material Handling Budget Line Account | 2.50 | |
| 6 | Invoice Encumbrance | A3 | R&D Budget Line Account | 5.00 | |

Table 4 – 24 Separate Line Burden Cost: Invoice Encumbrance Lines (Page 2 of 2)

The invoice is interfaced to Oracle General Ledger. The encumbrance line shown in the following table is created.

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|---------------------|---------|--------------------------------------|-------|--------|
| 1 | Invoice Encumbrance | A1 | Budget Line and Invoice Line Account | | 50.00 |

Table 4 – 25 Separate Line Burden Cost: Raw Cost Encumbrance Lines (Page 1 of 1)

Burden costs are interfaced from Oracle Projects to Oracle General Ledger. The encumbrance lines shown in the following table are created.

| Line | Encumbrance Type | Account | Account Description | Debit | Credit |
|------|---------------------|---------|---------------------------------------|-------|--------|
| 1 | Invoice Encumbrance | A2 | Material Handling Budget Line Account | | 2.50 |
| 2 | Invoice Encumbrance | A3 | R&D Budget Line Account | | 5.00 |

Table 4 – 26 Separate Line Burden Cost: Burden Encumbrance Lines (Page 1 of 1)

Budgetary Control Balances

Oracle Projects uses budgetary controls to ensure that the project commitment total for expense transactions never exceeds the project commitment budget and the amounts reserved in the General Ledger funding budget. In the Budget Funds Check Results window, invoiced commitment amounts are displayed as invoice commitments or project actuals. The invoiced amounts are displayed as actuals after the invoices are interfaced from Oracle Payables to Projects.

See Also

Maintaining Budgetary Control Balances: page 4 – 90

Budget Funds Check Results Window: page 4 – 90

Commitment Amounts Window: page 4 – 91

Maintaining the Project Budget

When you modify a top–down integrated budget, the baseline process performs the following tasks for the new budget version:

- Validates the budgetary controls defined for the project budget
- Validates the budgetary controls defined for the funding budget
- Validates the General Ledger period statuses
- Updates the project encumbrance against the funding budget

Project Budgetary Controls

The system validates budgetary controls when budget amounts are deleted or decreased or when the budget entry method is changed. When budget amounts are reduced, the baseline process performs funds checks to ensure that existing transaction totals do not exceed available funds calculated using the new budget amounts. When the budget entry method is changed and a budget version is created using new budget categories, the baseline process maps all existing transactions in open GL periods to a budget line in the new budget version. Funds checks are then performed for each transaction that uses budgetary controls defined for the new budget lines. If any transaction generates a funds check failure, the baseline process fails.

If the baseline process fails, you can troubleshoot by viewing the rejected budget version in the Budget Funds Check Results window. All budget lines with a negative amount in Funds Available and an Absolute control level must be adjusted before the baseline can be created. You can either increase the budget amount or lower the control level.

For more information on defining budgetary controls, the funds check process, and the Budget Funds Check Results window, see: Using Budgetary Controls: page 4 – 79.

Funding Budget Controls

When budget amounts are increased or new budget lines are entered, additional funds must be reserved in the funding budget. Therefore, the baseline process performs a funds check against the funding budget to ensure that funds are available for the additional project budget amounts. If any funds check failures are returned, the baseline process fails.

For information on viewing and troubleshooting baseline failures, see: *Reviewing and Overriding Budget Account Details for Integrated Budgets*: page 4 – 77 and *Troubleshooting Baseline Failures for Integrated Budgets*: page 4 – 78.

General Ledger Period Statuses

When the project budget is modified, all changes are interfaced to General Ledger to adjust the project reservation against the funding budget. Oracle General Ledger does not allow adjustments to closed periods. Therefore, the budget baseline process ensures that no adjustments are made to periods that are closed in General Ledger. Changes to closed periods generate funds check failures. For troubleshooting tips, see: *Troubleshooting Baseline Failures for Integrated Budgets*: page 4 – 78.

Project Encumbrance Maintenance

When a baseline is successfully created for a revised budget, the project encumbrance against the funding budget is adjusted. If new budget lines are added or existing budget line amounts are increased, then additional funds are reserved in the funding budget. If budget lines are decreased or deleted, then project encumbrances are liquidated, reducing the project reservation. The Accounted Amount column on the By Account tab of the Budget Accounts Details window displays the encumbrance adjustment amounts. Positive values reserve additional funds and negative values reduce the current reservation. See: *Reviewing and Overriding Budget Account Details for Integrated Budgets*: page 4 – 77.

Year-End Processing

When budgeted funds for a fiscal year are not used by the end of the year, many businesses move the available amounts to the next year. Organizations that operate under budget do not lose the budgeted amounts. Instead, their spending limits for the next year are increased.

Year End Budget Rollover Process

The concurrent process PRC: Year End Budget Rollover performs budget rollover functions for all selected top-down integrated budgets.

When a baseline is created for the new project budget version, the project encumbrances against the funding budget are adjusted. Liquidation entries are generated to remove the project reservation against the funding budget for the closing fiscal year. All liquidation entries are posted to the last non-adjusting period of the closing fiscal year. New encumbrance entries are generated to reserve funds for the new year. An entry is generated for each transferred amount and is posted to the first period of the next fiscal year.

The baseline process includes a funds check of 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 available funds for the funding budget are exceeded.

For more information on submitting and using the year-end rollover process, see: *Year End Budget Rollover, Oracle Projects Fundamentals*.

Year-End Rollover Example

In this example, the project budget balances shown in the following table exist as of December 31, 2001.

| Account | Budget Amounts | Actual Balance | Commitment Balance |
|-----------------|----------------|----------------|--------------------|
| 01-422-7550-000 | 60,000 | 0 | 55,000 |
| 01-422-7760-000 | 60,000 | 0 | 58,000 |

Table 4 – 27 Year-End Project Budget Balances (Page 1 of 1)

The following table shows the encumbrance entries generated by the PRC: Year End Budget Rollover process to adjust the reservations against the General Ledger funding budget. All of the entries are encumbrance type *PA Encumbrance*.

| Period | Budget | Account | Debit | Credit |
|--------|------------|-----------------|-------|--------|
| Dec-01 | GL Funding | 01-422-7550-000 | | 5,000 |
| Dec-01 | GL Funding | 01-422-7760-000 | | 2,000 |
| Jan-02 | GL Funding | 01-422-7550-000 | 5,000 | |
| Jan-02 | GL Funding | 01-422-7760-000 | 2,000 | |

Table 4 – 28 Year-End General Ledger Encumbrance Entries (Page 1 of 1)

Using Top–Down Budget Integration with Oracle Contract Commitments

This section describes the budget integration features in Oracle Projects that enable top–down budget integration with Oracle Contract Commitments.

In this section, we assume that you have an understanding of the Contract Commitments application. For more information about Oracle Contract Commitments, see the *Oracle Contract Commitments User's Guide*.

Oracle Contract Commitments

The Oracle Contract Commitments application enables organizations to manage their business using dual budgetary control. With dual budgetary control, you use a commitment budget and a standard budget to manage and control costs:

- **Commitment Budget.** The commitment budget defines the amount of commitments an organization is willing to enter into in a given time period.
- **Standard Budget.** The standard budget defines the amount an organization is willing to spend in a given time period.

All organization expenditures must originate as contract commitment transactions. Contract commitment transactions can consist of multiple commitment lines. Each line can have a different payment schedule. The commitment transaction lines are subject to the budgetary controls defined for the commitment budget. The commitment line payment schedules are subject to the budgetary controls defined for the standard budget.

Integrating with Oracle Contract Commitments

Oracle Projects enables you to define top–down budget integration for both a commitment budget and a standard budget. In Projects, you define a commitment budget and a standard budget using two different cost budget types.

- The commitment budget encumbers the Oracle Contract Commitments funding budget.
- The standard budget encumbers the Oracle General Ledger funding budget.

When project–related contract commitments are approved, the project encumbrances against both funding budgets are liquidated.

Contract Commitments Integration Procedures

The procedures for using top-down budget integration with Oracle Contract Commitments include:

- Prerequisites for Budget Integration With Oracle Contract Commitments: page 4 – 126
- Defining Funding Budgets: page 4 – 126
- Defining Budget Integration: page 4 – 127
- Creating Project Encumbrances: page 4 – 127
- Liquidating Project Encumbrances: page 4 – 128

See Also

Implementing Budget Integration, *Oracle Projects Implementation Guide*

Prerequisites for Budget Integration With Oracle Contract Commitments

You define contract commitments integration to perform top-down budgeting. See: Prerequisites for Top-Down Budget Integration: page 4 – 104.

Defining Funding Budgets

When you use the Contract Commitments application, all cost transactions must start as commitment transactions. A payment schedule is associated with each commitment transaction line. A Contract Commitments funding budget defines the amount of funds that can be committed by an organization during a specified time period. A General Ledger funding budget, often referred to as the standard budget, defines the amount of funds that an organization can spend during a specified time period.

Before you define project budget integration, you must define a Contract Commitments funding budget and a standard budget. For more information, see the *Oracle Contract Commitments User's Guide*.

Defining Budget Integration

To reserve funds in funding budgets for anticipated project costs, define budget integration using the Budgetary Controls option in the Projects, Templates window. You must define budget integration before you create a baseline for the project budget and before any project transactions are entered.

When you integrate Oracle Projects with Oracle Contract Commitments, you associate one project cost budget type with the General Ledger funding budget and another project cost budget type with the Contract Commitments funding budget. The project budget associated with the General Ledger funding budget controls the project's actual costs. The project budget associated with the Contract Commitments funding budget controls the project's commitment costs.

To specify top-down integration, select a balance type of Encumbrance. When you define the project budget and create a baseline, the system generates encumbrance entries to create project encumbrances against each funding budget. The project encumbrances reserve funds for the anticipated and committed project costs. When project-related contract commitment transactions are approved, the project encumbrances are reduced and new commitment encumbrances are created.

When you define integration using a balance type of Encumbrance, the system automatically enables budgetary controls. The Project control level is automatically set to Absolute and cannot be changed. Oracle Projects uses budgetary controls to ensure that the project commitment total and the project actual total do not exceed the amounts defined in each project budget. The project cost totals can never exceed the amounts reserved in the funding budgets.

For information on Budgetary Controls, see *Using Budgetary Controls*: page 4 – 79.

Creating Project Encumbrances

To reserve funds for anticipated project costs, you must define a project commitment budget and a project standard budget. When a baseline is created for each budget, Oracle Projects verifies that funds are available in each funding budget for the budgeted project costs. If funds are available in both funding budgets, Projects interfaces the project commitment budget line amounts to Oracle Contract Commitments to reserve funds in the funding budget for the anticipated project commitment costs. Projects interfaces the project standard budget amounts to Oracle General Ledger. The General Ledger Create

Journals process generates encumbrance entries from the interfaced amounts to reserve funds in the General Ledger funding budget for the anticipated actual project costs.

For information on creating project commitment and standard budgets, see: *Creating Project Budgets for Top-Down Budget Integration with Oracle Contract Commitments*: page 4 – 133.

Liquidating Project Encumbrances

When a project-related contract commitment transaction is approved, a funds check is performed. The contract commitment line amounts are checked against the project commitment budget. The payment schedule for each commitment line is checked against the project standard budget. If funds are available for all lines and payment schedules and the transaction is approved, then commitment encumbrance entries are created against the funding budgets. The commitment transaction line amounts encumber the Contract Commitments funding budget and the transaction line payment schedules encumber the General Ledger funding budget. Encumbrance liquidation entries are created to reduce the project reservations against each funding budget.

When supplier invoices are matched to the commitment transactions and paid, encumbrances against the General Ledger funding budget are liquidated and actual costs are accounted.

Contract Commitment Transaction Example

When commitment transactions are processed, the reservation against the funding budgets changes from one encumbrance type to another.

The following example illustrates the process flows for a project commitment that originates as a provisional contract commitment.

Contract Commitments Funding Budget Encumbrances

The following table shows the effect of a transaction on the contract commitments funding budget encumbrances.

- In line A, the provisional commitment is approved. A portion of the Project encumbrance against the contract commitment funding budget is replaced by a Commitment encumbrance. If the Project encumbrance balance is \$1,000 and the provisional

commitment total is \$100, the Project encumbrance is reduced to \$900 and a Commitment encumbrance of \$100 is created.

- In line B, the provisional commitment is confirmed. The Commitment encumbrance is liquidated and an Actual encumbrance is created. The Contract Commitments funding budget shows confirmed commitments as actual costs.

| Activity | | Project Encumbrance | Commitment Encumbrance | Actual Encumbrance |
|----------|--|---------------------|------------------------|--------------------|
| | Previous Project Encumbrance Balance | \$1,000 | | |
| A | Provisional commitment (\$100) is approved | \$900 | \$100 | |
| B | Provisional commitment (\$100) is confirmed. | | 0 | \$100 |

Table 4 – 29 Contract Commitments Funding Budget Encumbrances (Page 1 of 1)

General Ledger Funding Budget Encumbrances

The following table shows how the transaction affects the General Ledger funding budget encumbrances.

- Line A: This line is identical to Line A for the Contract Commitments funding budget changes above.
- Line B: When the provisional commitment is confirmed, the Commitment encumbrance is liquidated and an Obligation encumbrance is created.
- Line C: When a supplier invoice is matched to the confirmed commitment, the Obligation encumbrance is liquidated and an invoice encumbrance is created.
- Line D: When the supplier invoice is accounted, the Invoice encumbrance is liquidated and actual costs are recorded.

| Activity | Project Encumbrance | Commitment Encumbrance | Obligation Encumbrance | Invoice Encumbrance | Actual |
|---|---------------------|------------------------|------------------------|---------------------|--------|
| Previous Project Encumbrance Balance | \$1,000 | | | | |
| A Provisional commitment (\$100) is approved | \$900 | \$100 | | | |
| B Provisional commitment (\$100) is confirmed. | | 0 | \$100 | | |
| C Supplier invoice is matched to the confirmed commitment | | | 0 | \$100 | |
| D Supplier invoice is accounted | | | | 0 | \$100 |

Table 4 – 30 General Ledger Funding Budget Encumbrances (Page 1 of 1)

Project Encumbrance Example

The following example illustrates the creation and liquidation of project encumbrances.

Funding Budget Balances

The beginning balances for the Chemical Research organization commitment and standard funding budgets are shown below:

Contract Commitments Funding Budget

The commitment budget defined in Oracle Contract Commitments is shown in the following table:

| GL Period | Account | Budget Amount | Project Encumbrance | Commitment Amount | Actual Amount | Available Funds |
|-----------|-----------------|---------------|---------------------|-------------------|---------------|-----------------|
| Jan-01 | 01-422-7550-000 | 300,000 | 0 | 0 | 0 | 300,000 |

Table 4 – 31 Contract Commitments Funding Budget (Page 1 of 1)

General Ledger Funding Budget

The standard budget defined in Oracle General Ledger is shown in the following table:

| GL Period | Account | Budget Amount | Project Encumbrance | Commitment Amount | Actual Amount | Available Funds |
|-----------|-----------------|---------------|---------------------|-------------------|---------------|-----------------|
| Jan-01 | 01-422-7550-000 | 100,000 | 0 | 0 | 0 | 100,000 |
| Jan-02 | 01-422-7550-000 | 100,000 | 0 | 0 | 0 | 100,000 |
| Jan-03 | 01-422-7550-000 | 100,000 | 0 | 0 | 0 | 100,000 |

Table 4 – 32 General Ledger Funding Budget (Page 1 of 1)

Project Budgets

The Chemical Research organization is awarded a 3-year research grant. The grant provides \$15,000 the first year, \$10,000 the second year, and \$5,000 the third year.

A project is created to track research activities and costs. A commitment budget and a standard budget are defined for the project. Both project budgets are integrated with the organization funding budgets.

Project Commitment Budget

The following table shows the project commitment budget.

| Budget Category | GL Period | Amount | Account |
|-----------------|-----------|--------|-----------------|
| Project | Jan-01 | 30,000 | 01-422-7550-000 |

Table 4 – 33 Project Commitment Budget (Page 1 of 1)

Project Standard Budget

The following table shows the project standard budget.

| Budget Category | GL Period | Amount | Account |
|-----------------|-----------|--------|-----------------|
| Project | Jan-01 | 15,000 | 01-422-7550-000 |
| Project | Jan-02 | 10,000 | 01-422-7550-000 |
| Project | Jan-03 | 5,000 | 01-422-7550-000 |

Table 4 – 34 Project Standard Budget (Page 1 of 1)

Project Reservations

When baselines are created for each project budget, encumbrance accounting entries are generated to reserve funds in the funding budgets. The new funding budget balances are shown below.

Contract Commitments Funding Budget

The balances for the commitment budget defined in Oracle Contract Commitments are shown in the following table:

| GL Period | Account | Budget Amount | Project Encumbrance | Commitment Amount | Actual Amount | Available Funds |
|-----------|-----------------|---------------|---------------------|-------------------|---------------|-----------------|
| Jan-01 | 01-422-7550-000 | 300,000 | 30,000 | 0 | 0 | 270,000 |

Table 4 – 35 Contract Commitments Funding Budget: After Project Reservation (Page 1 of 1)

General Ledger Funding Budget

The balances for the standard budget defined in Oracle General Ledger are shown in the following table:

| GL Period | Account | Budget Amount | Project Encumbrance | Commitment Amount | Actual Amount | Available Funds |
|-----------|-----------------|---------------|---------------------|-------------------|---------------|-----------------|
| Jan-01 | 01-422-7550-000 | 100,000 | 15,000 | 0 | 0 | 85,000 |
| Jan-02 | 01-422-7550-000 | 100,000 | 10,000 | 0 | 0 | 90,000 |
| Jan-03 | 01-422-7550-000 | 100,000 | 5,000 | 0 | 0 | 95,000 |

Table 4 – 36 General Ledger Funding Budget: After Project Reservation (Page 1 of 1)

Commitment Transaction Encumbrance

A project-related contract commitment transaction is approved in January, 2001 for research assistance costs. The organization contract commitment and standard funding budgets are adjusted for the transaction.

Confirmed Contract Commitment Transaction

The project-related contract commitment transaction is shown in the following table:

| Item | Account | Amount | Payment Date |
|-------------------|-----------------|--------|--------------|
| Commitment Line 1 | 01-422-7550-000 | 1,800 | |
| Payment Line 1 | | 900 | 01-Jan-01 |

Table 4 – 37 Contract Commitment Transaction (Page 1 of 2)

| Item | Account | Amount | Payment Date |
|----------------|---------|--------|--------------|
| Payment Line 2 | | 600 | 01-Jan-02 |
| Payment Line 3 | | 300 | 01-Jan-03 |

Table 4 – 37 Contract Commitment Transaction (Page 2 of 2)

The contract commitments funding budget balances are adjusted as shown in the following table:

Contract Commitments Funding Budget

| GL Period | Account | Budget Amount | Project Encumbrance | Commitment Amount | Actual Amount | Available Funds |
|-----------|-----------------|---------------|---------------------|-------------------|---------------|-----------------|
| Jan-01 | 01-422-7550-000 | 300,000 | 28,200 | 1,800 | 0 | 270,000 |

Table 4 – 38 Contract Commitments Funding Budget: Adjusted Balances (Page 1 of 1)

The General Ledger funding budget balances are adjusted as shown in the following table:

General Ledger Funding Budget

| GL Period | Account | Budget Amount | Project Encumbrance | Commitment Amount | Actual Amount | Available Funds |
|-----------|-----------------|---------------|---------------------|-------------------|---------------|-----------------|
| Jan-01 | 01-422-7550-000 | 100,000 | 14,100 | 900 | 0 | 85,000 |
| Jan-02 | 01-422-7550-000 | 100,000 | 9,400 | 600 | 0 | 90,000 |
| Jan-03 | 01-422-7550-000 | 100,000 | 4,700 | 300 | 0 | 95,000 |

Table 4 – 39 General Ledger Funding Budget: Adjusted Balances (Page 1 of 1)

Creating Project Budgets for Top-Down Budget Integration with Oracle Contract Commitments

When Oracle Projects is integrated with Oracle Contract Commitments, you define a project commitment budget and a project standard budget for tracking commitment activities and controlling costs. When you create each of these budgets, keep in mind the considerations listed under Creating Project Budgets for Top-Down Budget Integration: page 4 – 111.

In addition, there is another factor to consider:

- The baseline process for the project standard budget creates baselines for both the standard budget and the commitment budget.

Budget Entry Method and Budget Line Accounts

When Oracle Projects is integrated with Oracle Contract Commitments, top-down budgeting is enabled. Project commitment and standard budgets encumber commitment and standard funding budgets. The funding budgets are maintained by account and GL period. To enable Oracle Projects to interface the project budget amounts for encumbrance creation, you must create the project budget using an entry method that is time phased by GL Period and you must generate an account for each project budget line.

For more information on account generation, see: Budget Integration Procedures: page 4 – 98.

Enter Budget Lines for all Budget Periods

When project budgets are integrated to General Ledger and Contract Commitments funding budgets, the project budgets encumber the funding budgets. When contract commitment transactions are entered and approved, the project encumbrances are liquidated and commitment encumbrances are created. The accounts for the project liquidation entries are obtained by mapping the transaction lines and payment schedule lines to project budget lines. For additional information about entering budget amounts for a top-down integrated budget, see: Using Top-Down Budget Integration: Enter Budget Lines for All Budget Periods: page 4 – 103.

Deferred Workflow Process

When integration with Oracle Contract Commitments is defined, you must create a project commitment budget and a project standard budget in Oracle Projects. When a baseline is created for the project standard budget, a baseline is also created for the project commitment budget. When you create the two budgets, the following steps are recommended:

1. Enter the project commitment budget amounts.
2. Submit the project commitment budget.
3. Enter the project standard budget amounts.

4. Submit the project standard budget.
5. Create a baseline for the project standard budget.

The baseline process for the project standard budget launches a deferred workflow process. The deferred process performs the following tasks:

- Validates the submitted project standard budget version
- Creates budget lines in the standard budget for missing budget category and budget period combinations
- Validates the submitted project commitment budget version
- Creates budget lines in the commitment budget for missing budget category and budget period combinations
- Optionally, activates the budget workflow for controlling budget status changes
- Interfaces budget amounts for commitment budget baselines to Oracle Contract Commitments
- Interfaces budget amounts for standard budget baselines to Oracle General Ledger

When the deferred workflow is activated, the standard budget version status is set to In Process. When the workflow ends, a workflow notification is generated. When the workflow completes without errors, baselines are created for the commitment and standard budget versions, and new draft versions with a Working status are created. If the workflow terminates as a result of an error, baselines are not created, and the budget statuses are changed to Rejected.

For additional information about viewing workflow notifications, see the *Oracle Workflow Guide*.

Baseline Validations

Additional validations are performed during the project baseline process when you define budget integration with Oracle Contract Commitments.

Budget Total Amount Validation

When you define budget integration with Contract Commitments, the total budget amounts for the project standard budget and the project commitment budget must equal. However, the budget time periods can differ. For example, you can create a project commitment budget

that covers a 1-year period and has a total budget amount of \$10,000. You can create a corresponding project standard budget that covers a 5-year period as long as the total budget amount equals \$10,000.

The baseline process compares the total amount for the submitted standard budget version with the total amount for the submitted commitment budget version. If a submitted commitment budget version does not exist, but a baseline exists, then the system uses the baseline for comparison. If the total amounts for the standard and commitment budget versions are different, or if a submitted commitment budget version or baseline does not exist, then the deferred workflow completes with errors and no baselines are created for the project budgets.

Budget Amount Validation

When a baseline is created for a budget that is integrated with the General Ledger funding budget, the budget line amounts are interfaced to Oracle General Ledger. When a baseline is created for a budget that is integrated with the Contract Commitments, the budget line amounts are interfaced to Oracle Contract Commitments. Encumbrance journal entries are created from the interfaced amounts to reserve funds in the funding budgets for the anticipated project costs.

Oracle Projects validates the amounts for interface during the budget baseline process. If the interface amounts will result in encumbrance entries that cannot be posted, then the baseline process fails and no amounts are interfaced. For details about creating a baseline for a top-down integrated project budget, see: *Creating a Baseline for an Integrated Budget*: page 4 – 74.

For information about troubleshooting baseline failures, see: *Troubleshooting Baseline Failures for Integrated Budgets*: page 4 – 78.

Budgetary Control Balances

Oracle Projects maintains budgetary control balances for both the project commitment budget and the project standard budget. You can view the balances in the Budget Funds Check Results window.

Commitment Budgetary Control Balances

The budgetary control balances for the commitment budget reflect project-to-date approved commitments.

Cost Budgetary Control Balances

Like the commitment budget, the budgetary control balances for the cost budget reflect project-to-date approved commitments. However, invoiced commitment amounts are displayed as invoice commitments or project actuals. The invoiced amounts appear as actuals when the invoices are interfaced from Oracle Payables to Projects. Therefore, the cost budgetary control balances display the total commitment amount invoiced, the total commitment amount outstanding, and the uncommitted budget amounts (available funds).

See Also

Maintaining Budgetary Control Balances: page 4 – 90

Budget Funds Check Results Window: page 4 – 90

Commitment Amounts Window: page 4 – 91

Maintaining the Project Budget

When you maintain project budgets, you must ensure that the total amounts for the project commitment budget and the project standard budget remain the same. If you increase or decrease the budget amounts for one budget, you must change the budget amounts for the other budget. If you make a change to the project standard budget that does not affect the budget total, you do not need to modify the project commitment budget. However, if you make any change to the project commitment budget, you must create a new baseline for the project standard budget. You cannot create a new baseline for the commitment budget without creating a new baseline for the standard budget. When you create a new baseline for the standard budget, it is not necessary to make any changes. You can just query and submit the budget, and create a new baseline.

The baseline process performs the following actions for the new budget versions:

- Validates the budgetary controls defined for the project standard budget
- Validates the budgetary controls defined for the project commitment budget

- Validates the budgetary controls defined for the General Ledger funding budget
- Validates the budgetary controls defined for the Contract Commitments funding budget
- Validates the status of GL periods
- Updates the project encumbrance for the General Ledger funding budget
- Updates the project encumbrance for the Contract Commitments funding budget

Project Budgetary Controls

For information about project budgetary controls for top-down budget integration, see: *Using Top-Down Budget Integration: Project Budgetary Controls*: page 4 – 121.

Funding Budget Controls

For information about funding budget controls for top-down budget integration, see: *Using Top-Down Budget Integration: Funding Budget Controls*: page 4 – 103.

General Ledger Period Statuses

When the project budget is modified, all changes are interfaced to General Ledger and Oracle Contract Commitments to adjust the project reservations against the funding budgets. Oracle General Ledger does not allow adjustments to closed periods. Therefore, the budget baseline process ensures that no adjustments are made to periods that are closed in General Ledger. Changes to closed periods generate funds check failures. For troubleshooting tips, see: *Troubleshooting Baseline Failures for Integrated Budgets*: page 4 – 78.

Project Encumbrance Maintenance

For information about project encumbrance maintenance for top-down budget integration, see: *Using Top-Down Budget Integration: Project Encumbrance Maintenance*: page 4 – 103.

Year-End Processing

For a description of year-end processing when top-down budget integration is employed, see: Using Top-Down Budget Integration: Year-End Processing: page 4 – 103.

Year-End Rollover Example

In this example, balances exist as of December 31, 2001 for a project commitment budget and a project cost budget.

The following table shows the year-end project commitment budget balances.

| Account | Budget Amounts | Actual Balance | Commitment Balance |
|-----------------|----------------|----------------|--------------------|
| 01-422-7550-000 | 60,000 | 0 | 55,000 |
| 01-422-7760-000 | 60,000 | 0 | 58,000 |

Table 4 – 40 Year-End Commitment Budget Balances (Page 1 of 1)

The following table shows the year-end project cost budget balances.

| Account | Budget Amounts | Actual Balance | Commitment Balance |
|-----------------|----------------|----------------|--------------------|
| 01-422-7550-000 | 60,000 | 50,000 | 5,000 |
| 01-422-7760-000 | 60,000 | 40,000 | 18,000 |

Table 4 – 41 Year-End Cost Budget Balances (Page 1 of 1)

The following table shows the encumbrance entries generated by the PRC: Year End Budget Rollover process to adjust the reservations against the General Ledger funding budget. All of the entries are encumbrance type *PA Encumbrance*.

| Period | Budget | Account | Debit | Credit |
|--------|------------|-----------------|-------|--------|
| Dec-01 | GL Funding | 01-422-7550-000 | | 5,000 |
| Dec-01 | GL Funding | 01-422-7760-000 | | 2,000 |

Table 4 – 42 Year-End General Ledger Funding Budget Entries (Page 1 of 2)

| Period | Budget | Account | Debit | Credit |
|--------|------------|-----------------|-------|--------|
| Jan-02 | GL Funding | 01-422-7550-000 | 5,000 | |
| Jan-02 | GL Funding | 01-422-7760-000 | 2,000 | |

Table 4 – 42 Year-End General Ledger Funding Budget Entries (Page 2 of 2)

The following table shows the encumbrance entries generated by the PRC: Year End Budget Rollover process to adjust the reservations against the Contract Commitments funding budget. All of the entries are encumbrance type *PA Encumbrance*.

Contract Commitment Year-End Rollover Encumbrance Entries

| Period | Budget | Account | Debit | Credit |
|--------|------------|-----------------|-------|--------|
| Dec-01 | CC Funding | 01-422-7550-000 | | 5,000 |
| Dec-01 | CC Funding | 01-422-7760-000 | | 2,000 |
| Jan-02 | CC Funding | 01-422-7550-000 | 5,000 | |
| Jan-02 | CC Funding | 01-422-7760-000 | 2,000 | |

Table 4 – 43 Year-End Contract Commitments Funding Budget Entries (Page 1 of 1)

CHAPTER

5



Project Status Reporting

This chapter describes how to set up and use project status reports.

Overview of Project Status Reporting

Project status reporting enables you to provide a timely and consistent view of project status information to all project stakeholders, from internal management to customers. With this functionality, you can control the report publishing frequency, content, and format based on the audience of each report. You can also control who can view and edit the reports.

This chapter discusses the setup and usage of status reports for projects. For information on implementing project status report functionality, see: *Project Status Reporting, Oracle Projects Implementation Guide*.

The following sections describe components that Oracle Projects uses to administer status reporting for your projects. For more information on how to define report types, reporting cycles, and reminder rules, see: *Report Types, Oracle Projects Implementation Guide* , and *Project Status Report Reminder Rules, Oracle Projects Implementation Guide* .

Report Types

Report types provide a mechanism for the communication of project status to different audiences. For example, you can provide a monthly internal management report for your project steering committee, and also provide weekly team project status reports for your project.

Each report type is associated with a project status report page layout. The page layout determines the format and contents of the project status reports that use that report type. The report type also controls whether or not you can change the page layout of a project status report once you have created it.

When you associate a report type with your project, you define the reporting cycle, set up the report's approval options, and choose a reminder rule for the report.

Note: You can associate multiple report types with a single project. You cannot associate the same report type with a project more than once, however.

Reporting Cycles

Reporting cycles define the default start and end dates for the reporting period. New status reports are typically created when a reporting cycle ends and another one begins. However, you can change the start and end dates to create reports for any time period.

Reporting cycles can fall on absolute time intervals or be relative to the publishing dates of previous reports.

For more information about defining project status reporting cycles, see *Defining Status Reporting Options*: page 5 – 6.

Status Report Security

You can use access lists to define separate audiences for each report type associated with a project. Audiences can be comprised of project roles, project team members, or project non-team members.

Access lists enable you to grant status report view and update access to team members and people with project roles. They also enable you to specify whether or not people can receive emails notifying them when reports are published. You define access lists at the report type level of a project.

The three possible audiences for project status reports are defined as follows:

- **Role:** Defines an equivalent level of access for project members who play the same project role. For example, you could set up an access list for an *Internal Management* report type that gives all Project Administrators on the project team view access only to reports of that report type.
- **Team Member:** Defines levels of access for specific project team members on a person by person basis.
- **Non-Team Member:** Enables you to grant email access to individuals who do not need to be project team members, on a person by person basis. You can use this field to provide report access to anyone in your system.

Note: Non-team members cannot get update or view access to reports. They can only receive email notifications when reports are published.

For more information about defining project status report security, see *Defining Status Reporting Options*: page 5 – 6.

Reminder Rules

You can set up reminder rules for your reports that automatically send reminder and escalation notifications over time.

You can have the system send reminder notifications a set number of days before the report is due. Reminder notifications are sent to all people with edit access to the report.

You can also have the system send escalation notifications to a specific supervisor when a new report has not been created. Escalation notifications are typically sent for overdue reports a set number of days after the start of a new reporting cycle.

Reminder rules can perform multiple actions to send notifications. For example, you could create a reminder rule that sends out an initial reminder five days before a report is due, a secondary reminder one day before a report is due, and then an escalation notification two days after a report is due, if the report has not yet been created.

For more information about defining reminder rules, see *Defining Status Reporting Options*: page 5 – 6.

Project Status Report Statuses

The approval status of a project status report indicates the overall development of the report as it moves from working to published status. It also determines its visibility and whether or not you can update it.

The following table lists the possible report statuses and defines their place in the project status report lifecycle.

| Report Status | Description |
|---------------|--|
| Working | Working reports are only visible to people with update privileges in the access list for the report type. |
| Submitted | The report has been submitted for approval. At this point it can no longer be modified. If you want to make changes to a submitted report, you must rework it. |
| Approved | The report has been approved by its designated approver. Approved reports are ready to be published. |
| Rejected | <p>The report has been rejected by its designated approver. Rejected reports must be reworked and resubmitted until they are approved.</p> <p>If you choose not to rework a rejected report you can delete it.</p> |
| Published | The report has been published and is now visible to anyone on the access list for the report type. |
| Obsolete | The report has been designated as being obsolete. Obsolete reports cannot be updated or deleted. |

Table 5 – 1 (Page 1 of 1) Project Status Report Statuses

Defining Status Reporting Options

Before you can create project status reports for your project, you must ensure that prerequisite setup is complete. First, you need to associate report types with your project. Then you can set up the reporting cycle and select the report page layout, approval settings, and manner in which reminders are handled. When you create your project, many of these status reporting attributes default from its project template.

To set up a status report for your project:

1. Navigate to the Status Report Setup page. This page contains a list of all project status report types currently associated with the project.

2. Select a report type you want to use for your project.

For more information about report types, see [Overview of Project Status Reporting](#): page 5 – 2.

3. Enter the details of the status report such as effective dates, reporting cycle, approval options, and reminder rule.
4. Define the access list for each report type you use in your project using the Status Report Access List page. The access list for a specific report type applies to all reports made for that report type.

Access lists dictate who on the project team has access to view or update the project status report and determine which team members are notified when reports are published.

For more information about defining access lists, see [Overview of Project Status Reporting](#): page 5 – 2.

Creating and Updating Status Reports

To create a status report for a project:

1. Navigate to the Maintain Status Reports page. From here you can create a new report or update an unpublished report.
2. Enter or update the general progress, status, issues, or other project information on which you want to report.
3. Fill out additional sections for your report, as appropriate. You can attach related documents to these reports, such as text, URLs, and files.

Additional status report sections are defined by your implementation team.

See Also

Overview of Document Management: page 8 – 2.

Project Status Reports, *Oracle Projects Implementation Guide*

Setting Up Project Status Report Sections, *Oracle Projects Implementation Guide*

Submitting and Approving Reports

When approval functionality is enabled for a report type, you must submit the status reports for approval and gain approval before publishing them. Approvers are specified at the report type level. If no approver is specified, the system sends approval notification to the HR manager of the person who created the report.

Note: If report approval is not enabled for your report type, you can publish its reports immediately without submitting them for approval.

If you want to make changes to a report after you have submitted it, you must use the rework functionality.

For more information about defining approval functionality for reports and designating report approvers, see *Setting Up Status Reports*: page 5 – 6.

Routing Reports for Approval

When you submit a status report for approval, the system sends a notification to the approver that you specified for the report on the Status Report Setup Details page. This notification enables the approver to immediately approve or reject the status report after they complete their review. The system can deliver notifications through the Oracle Projects workflow notifications or send them as email.

If the report is approved, you can publish it. If it is rejected, you must rework it and resubmit it until it gains approval for publication.

The system calls the Project Status Report Workflow extension when you submit a report. This extension enables you to customize the workflow processes for approving the status report.

For more information about the Project Status Report Workflow extension, see *Project Status Report Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Publishing Status Reports

You publish reports to notify team members of the current project status. You can arrange for the system to automatically publish the status report once it is approved. For more information, see *Setting Up Status Reports*: page 5 – 6.

When your status report is published, the system sends a notification to all team members in the access list for the report type. The notification includes the contents of the report and is for information purposes only.

All published reports are available for viewing in the status report history of the project. The reports are grouped by report type. Users with access privileges for the report type can view the published report at any time.

Making Status Reports Obsolete

After a report has been published, you cannot change or delete it. However, you can make the report obsolete and build a new report with corrected information.

When you make a report obsolete, you must provide a reason for its obsolescence.

CHAPTER

6

Issue Management

This chapter describes how to manage your issues related to projects or tasks through Oracle Projects.

Overview of Issue Management

An issue is a concern, problem, or outstanding question on a project or task. Issue management is the process of recording, tracking, and resolving issues. This process often requires the collection of input from various people associated with the project, and other interested parties. Oracle Projects provides you with a centralized issue management system that enables you to manage this process and communicate issues in a consistent and timely manner.

Issue management offers many features, such as the ability to:

- Use a predefined set of issue types
- Create issues with assigned actions
- Associate related documents with an issue
- Enable team members to comment on an issue
- Copy existing issues to expedite the creation of new issues
- Export a list of issues into a Microsoft Excel spreadsheet to perform further analysis or reporting
- Automatically route issue approvals using Oracle Workflow

Issues can detract attention and resources from project completion. Therefore, you want to resolve and close issues quickly. To achieve this goal, you can create and assign actions on issues to project team members or others enabling all participants of an issue to collaborate and share information. This centralized system enables you to track comments and actions performed by action assignees, providing you and all interested parties visibility of the entire issue resolution process.

Setup is required in order to use issue management. For information on implementing issue management, see: *Issue and Change Management, Oracle Projects Implementation Guide*.

Issue Participation

Both project team members and non-team members can participate in the resolution of an issue. These participants can have different levels of access to the issue and related actions based on both the status of the issue and the type of assigned actions.

The following table lists the possible participants and their level of participation.

| Participant | Description |
|-------------|--|
| Creator | An issue creator is a project team member who creates the issue and designates the owner. Only the creator and users with proper project security access such as super users, users with project authority for an organization, and project managers have access to an issue while it is in Draft status. |
| Owner | An issue owner is a project team member who has been assigned the responsibility of overseeing the progress, resolution, and closure of an issue. This person creates and assigns actions to both team members and non-team members, as appropriate. In addition, users who have proper project security access can change the status and ownership of items. The owner of the issue can be changed only while the issue is in either Draft or Working status. |
| Assignee | An assignee is a person who has been assigned an action. The assignee can respond, close, or reassign the action. |
| Approver | An approver reviews and approves an issue. Project managers are the default issue approvers. If the person that submits the issue for approval is the project manager, the issue is automatically approved once it is submitted. |

Table 6 – 1 Issue Participants (Page 1 of 1)

Issue Statuses

The status of an issue determines its visibility and whether or not you can update it. Only the issue owner and a user who has proper project security access can change the status of an issue.

The following table lists the possible issue statuses and describes the business rules associated with each status.

| Status | Description | Next Allowable Statuses |
|-----------|--|--|
| Draft | An issue in Draft status and its assigned actions are visible only to the person who created the issue and persons who have proper project security access. You can delete issues that are in Draft status only. | Working |
| Working | The issue is visible to action assignees and team members. You can update an issue while it is in Working status. | Submitted (only if approval enabled) Canceled Closed (only if approval disabled) |
| Submitted | The issue is awaiting approval. You cannot modify an issue with this status. You can only update, progress and comments. If you want to make other changes, you must rework the issue. | Approved Rejected Canceled |
| Approved | The approver has approved the issue resolution and the issue can now be closed. You cannot modify an issue with this status, however, you can update progress and comments. | Closed Canceled |
| Rejected | The approver has rejected the issue. You cannot modify an issue with this status, however, you can update progress and comments. You must rework the rejected issue to make corrections before resubmitting it, or you can cancel it. Reworking the issue automatically changes the status back to Working. | Working Canceled |
| Closed | At this point, the issue is considered resolved and no additional work is necessary. You cannot modify an issue with this status. If approval is enabled, you can close an issue any time after it has been approved. If approval is not enabled, you can close the issue from Working status. | Working |
| Canceled | An issue can be canceled if it is no longer a concern and does not require further work. You cannot modify an issue with this status. | None |

Table 6 – 2 Issue Statuses (Page 1 of 1)

Note: You cannot add statuses. Also, you cannot make changes to the existing statuses.

Issue Attributes

When you create an issue, the information you provide assists in its tracking and resolution. This section describes some of the attributes of an issue.

Classification

You must select a classification for each issue. This classification provides further categorization of the issue. For example, you have defined classifications of Resource, Knowledge Gap, and Dependencies. You can create a personalized view of all the Resource issues. The classification enables you to categorize your issues into meaningful groups for identifying high problem areas.

Required by Date

You can specify a date by which the issue should be resolved. This attribute is used to calculate the value for Days Until Due, which indicates to team members the urgency of the issue by showing how much time is left to resolve and close an issue.

Owner

You must assign ownership either to yourself or another project team member. Ownership defaults to the person creating the issue.

Task

You can associate the issue to a particular task on either the currently published workplan or financial structure.

Source

If source information is enabled for the issue type, you can specify the originating source of the issue and its related information.

System Number and Issue Number

Each issue is assigned a system-generated number that is unique across all projects. In addition, each issue has a number to identify it within the project. Depending on your implementation, this number is either generated automatically or must be entered manually.

The issue numbers must be unique for each issue type within each project. You can have duplicate numbers for the same issue types across different projects. However, you cannot have two issues with the same issue type with the same number within a project. For example, if you have issue types of Internal Issues, Client Issues, and Environments Issues, then the numbering of the issues for each of these types will begin with 1 for each project.

The following table lists example issues for projects A and B and their respective numbering.

| Project | Issue Summary | Issue Type | Issue Number | System Number |
|---------|--|----------------|--------------|---------------|
| A | Missing documents for signoff | Client Issue | 1 | 1 |
| A | Completion of task dependent on test results | Client Issue | 2 | 2 |
| A | Delivery of test product delayed | Internal Issue | 1 | 3 |
| B | Need documented signoff process | Internal Issue | 1 | 4 |
| B | Assessment of expanded scope | Client Issue | 1 | 5 |
| B | Need budget for another staff consultant | Client Issue | 2 | 6 |

Table 6 – 3 Issue Numbering Example (Page 1 of 1)

Note: This example assumes that the issues have been created in the order presented.

If automatic numbering is enabled for the issue type, then the number appears when the issue status is changed to Working. By default, Oracle Projects generates issue numbers sequentially. However, you can optionally use the Control Item Document Numbering Extension to define your own numbering logic. See: *Control Item Document Numbering Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

If manual numbering is enabled for the issue type, then you must enter a unique number for the issue prior to changing the status from Draft to Working.

Using Issue Management

Issue management consists of the following stages:

- **Creating and assigning issues**

When you identify an issue for a project or task, you can record the issue details through Oracle Projects, and then assign ownership of the issue. The owner creates and assigns actions in an effort to resolve the issue. For more information, see: *Creating Issues*: page 6 – 7.

- **Managing issues**

You can view issues for one or more projects for which you are responsible for resolving. These lists provide information to help you determine which issues need immediate attention. You can also update the progress of issues and respond to actions to help resolve issues in a timely manner. For more information, see: *Managing Issues*: page 6 – 9.

- **Resolving and closing issues**

After an issue has been resolved and all actions have been closed, the issue owner may be required to submit the issue for approval. In this case, the issue owner can close an issue only after the approver has approved it. If approval is not required, you can close the issue immediately. For more information, see *Resolving Issues*: page 6 – 11.

The following sections explain these stages for the issue management process.

Creating Issues

You create an issue to record and track problems, questions, or concerns relating to a particular project or task. Each issue is based on a predefined issue type. The issue type determines who can create an issue of that type and the general behavior of an issue such as how the issues are numbered and if a resolution is required. Issue types are associated with project types. This association provides the list of issue types available for a given project. For more information on issue types, see: *Issue and Change Management, Oracle Projects Implementation Guide*.

► **To create an issue:**

1. Navigate to Issues.
2. Select the desired issue type.
3. Enter the issue details and initial action, as appropriate.

Note: If you are not ready for the project team to begin working on the issue and assigned action, then you must change the status to Draft before you save the issue for the first time. You cannot change the status of a working issue back to Draft once it has been saved.

4. Save the issue.
5. Define additional actions.
6. If the issue status was originally set to Draft, change the status of the issue to Working when you are ready for the project team members and other action assignees to begin working on their actions and the resolution of the issue.

Each issue has a log tracking the interaction between team members and action assignees. All comments and responses to actions are recorded in this log and can be viewed through the Interaction History page.

Copying Existing Issues

To quickly create an issue, you can copy an existing issue from any project to which you have access. You can also create an issue from an existing change request or change order. For information on creating change documents, see: *Overview of Change Management: page 7 – 2.*

Attaching Documents and Relating Other Items to Issues

To provide additional information for an issue, you can attach documents. These documents can be plain text, URL addresses, or external documents. You can also reference related issues, change requests, and change orders to an issue from any project to which you have access. For information on attaching documents, see: *Attaching and Editing Documents: page 8 – 3.*

Creating and Assigning Actions to Issues

An action is an assigned question or unit of work related to the issue. The action consists of the request and related information, and all responses to the request. Actions enable project team members and other interested parties to collaborate on an issue, and can help in the resolution of the issue. For example, if you want someone to comment on a proposed resolution for the issue, then you can create an action to request a response.

You can create actions for an issue that is in either Draft or Working status, and assign these actions to any person. However, these actions are visible to the assignees only when the issue is in Working status.

You can create two types of actions: Review or Update. A review action allows the assignee to review the issue and enter a response. An update action allows the assignee to update the issue for as long as the action is open. Only the issue owner or project manager can create update actions. However, persons assigned to open review and update actions can create new review actions for other people.

When you define an action, you can specify a due date for the response in the Required by Date field. This date assists the issue owner in managing outstanding actions on the issue. You can also request signoff from the action assignee in order to confirm the action response. The issue owner can submit the issue for approval or close it only after all the actions are closed.

Managing Issues

You can drill down into the details of an issue from any list of issues. As a project manager, you can track issues and actions related to your project on issue pages. As a project team member, you can track the issues you own and the open actions assigned to you through the Team Member Home page. This section describes how to manage your issues through personalized views, updating progress on issues, and resolving and closing related actions.

Viewing Issues and Progress

You can view issues and add comments for any active project on which you are a team member or have proper project security access. To help you manage your issues, Oracle Projects provides the following two views of the Issues list for a given project:

- **All Draft and Open Issues:** This view includes all issues in Working, Submitted, Rejected, and Approved statuses. Any issues in Draft status that you created are also displayed in this view.
- **Overdue Open Issues:** This view includes all issues that have a past due required-by date, but have not been closed or canceled.

You can create additional personalized views based on any of the issue attributes. The following columns are available in these views to provide additional information to help you manage issues:

- **Days Since Updated:** This column indicates the number of days since the issue was updated. The value of this column is updated each time an issue attribute or action is modified.
- **Days Until Due:** This column indicates the number of days until the issue is due. If the value of this column is negative, the issue or action is overdue.

From either of these issues lists, you can select to see the progress, status, actions, and any related documents. You can also export the issue list to Microsoft Excel for further reporting and analysis. The exported list will expand to include all attributes available in the personalized view.

Updating Issue Progress

Issue owners can periodically update the progress towards resolving the issue. The progress includes an as of date, progress status, and a textual description of the progress being made on the issue. The progress status is reflected in both of the predefined views of open issues and provides the project manager a quick indicator for identifying the issues that need attention.

Resolving and Closing Actions for Issues

You can respond to and close only those actions assigned to you. You can access these actions for working issues through the Team Member Home page. Only the issue owner or project manager can cancel open actions and must enter a reason for the cancellation.

You can reassign an action to another person. If you reassign an action, a copy of it is created with you identified as the requestor, and the original action is closed. For the reassigned action, you must specify a new Required by Date, but you cannot change the action type and whether or not the action requires signoff.

The following table lists action activities and specifies whether or not the identified persons can perform each activity.

| Activity | Issue Owner | Project Team Member | Action Assignee |
|---|-------------|---------------------|-----------------|
| Create a review action | Yes | No | Yes |
| Create an update action | Yes | No | No |
| Add a response to an action | No | No | Yes |
| Close an action | No | No | Yes |
| Sign off on an action | No | No | Yes |
| Reassign an action (Review or Update actions) | No | No | Yes |
| Cancel an action | Yes | No | No |
| View an action | Yes | Yes | Yes |
| Add a comment to the issue | Yes | Yes | Yes |

Table 6 – 4 Action Activities (Page 1 of 1)

Note: Users who have project security access such as super users, users with project authority for an organization, and project managers can perform the same action activities as an issue owner.

Resolving Issues

The issue owner, project manager, or an assignee of an update action can enter the resolution of an issue. If a resolution is required for an issue, you must enter it before you can close the issue or submit it for approval.

Approval of an issue indicates that the approver has reviewed the issue and agrees with the resolution. The issue type determines whether or not an issue requires approval. The approver for your issues is the

project manager, by default, but your implementation team may have the approver defined differently.

If approval is required, the approver must review and approve the issue before you can close it. If approval is not required, you can close the issue at any time. After the issue is approved, the issue owner receives a notification, and can then change the status to Closed. If the approver rejects the issue resolution, the status is changed to Rejected and the issue must be reworked in order to resubmit it for approval.

Note: An issue with open actions cannot be closed or submitted for approval.

Reworking and Canceling Issues

The issue owner can rework a submitted, approved, or rejected issue. When you click on the Rework button, it changes the issue status back to Working so that the issue can be modified.

The issue owner can also rework an issue that has been closed. You may need to do this if an issue recurs or if it is determined that the issue resolution is not satisfactory.

If you cancel an issue, all open actions and pending workflows are canceled, and the status of the issue is changed to Canceled.

CHAPTER

7



Change Management

This chapter describes how to manage change requests and change orders in Oracle Projects.

Overview of Change Management

A change is an event, action, or condition that affects the scope, value, or duration of a project or task. Change management is the process of creating, managing, resolving, implementing, and communicating changes.

Change management encompasses both *change requests* and *change orders*.

- **Change requests** enable you to document potential changes to the scope of a project and to facilitate the approval process. Examples of change requests include a request for information (RFI) and a request for quote (RFQ). A change request can optionally have workplan, staffing, financial, contract, supplier, and other impacts. Impacts enable you to define and quantify the effect of a change to the scope of a project. Once approved, you must include a change request in a change order to implement the impacts.
- **Change orders** enable you to track and implement the impacts of changes to a project. Like change requests, a change order can optionally have workplan, staffing, financial, contract, supplier, and other impacts. You can merge the impacts of multiple change requests into a single change order. Once approved, you can implement the impact of a change order.

Change requests and change orders are sometimes referred to collectively in Oracle Projects as *change documents*.

The change management process often requires the collection of input from various people associated with the project, and other interested parties. Oracle Projects provides you with a centralized change management system that enables you to manage this process and communicate change in a consistent and timely manner.

Change management offers many features, such as the ability to:

- Use a predefined set of change document types
- Associate related issues and documents with a change document
- Define the impacts of change requests and change orders
- Include change requests in change orders
- Enable team members to comment on a change document
- Copy existing issues and change documents to expedite the creation of new change documents

- Evaluate the financial impact of change documents in project budgets and forecasts
- Implement the financial impact of change orders in the approved budget for a project
- Export a list of change documents into a Microsoft Excel spreadsheet to perform further analysis or reporting
- Automatically route change document approvals using Oracle Workflow

Setup is required in order to use change management. For information on implementing change management, see: *Issue and Change Management, Oracle Projects Implementation Guide*.

Change Document Participation

Both project team members and non-team members can participate in the resolution and implementation of a change document. These participants can have different levels of access to the change document and related actions based on both the status of the change document and the type of assigned actions.

The following table lists the possible participants and their level of participation.

| Participant | Description |
|-------------|--|
| Creator | A change document creator is a project team member who creates the change document and designates the owner. Only the creator and users with proper project security access such as super users, users with project authority for an organization, and project managers have access to a change document while it is in Draft status. |
| Owner | A change document owner is a project team member who has been assigned the responsibility of overseeing the progress, resolution, implementation, and closure of a change document. This person creates and assigns actions to both team members and non-team members, as appropriate. In addition, users who have proper project security access can change the status and ownership of items. The owner of the change document can be changed only while the change document is in either Draft or Working status. |

Table 7 – 1 Change Document Participants (Page 1 of 2)

| Participant | Description |
|-------------|---|
| Assignee | An assignee is a person who has been assigned an action. The assignee can respond, close, or reassign the action. |
| Approver | An approver reviews and approves a change document. Project managers are the default change document approvers. If the person that submits the change document for approval is the project manager, the change document is automatically approved once it is submitted. |

Table 7 – 1 Change Document Participants (Page 2 of 2)

Change Document Statuses

The status of a change document determines its visibility and whether or not you can update it. Only the change document owner and a user who has proper project security access can change the status of a change document.

The following table lists the possible change document statuses and describes the business rules associated with each status.

| Status | Description | Next Allowable Statuses |
|-----------|---|----------------------------------|
| Draft | A change document in Draft status and its assigned actions are visible only to the person who created the change document and persons who have proper project security access. You can delete change documents that are in Draft status only. | Working |
| Working | The change document is visible to action assignees and team members. You can update a change document while it is in Working status. | Submitted Canceled Closed |
| Submitted | The change document is awaiting approval. You cannot modify a change document with this status. You can only update progress and comments. If you want to make other changes, you must rework the change document. | Approved Rejected Canceled |

Table 7 – 2 Change Document Statuses (Page 1 of 2)

| Status | Description | Next Allowable Statuses |
|----------|--|-------------------------|
| Approved | The approver has approved the change document resolution and the change document impacts can now be implemented. You cannot modify a change document with this status, however, you can update progress and comments. | Closed Canceled |
| Rejected | The approver has rejected the change document. You must rework to make corrections and resubmit it for approval. You must rework the rejected change document to make corrections before resubmitting it, or you can cancel it. Reworking the change document automatically changes the status back to Working. | Working Canceled |
| Closed | At this point, the change document is considered resolved and no additional work is necessary. You cannot modify a change document with this status. You cannot close a change order until you implement all impacts. | None |
| Canceled | A change document can be canceled if it is no longer a concern and does not require further work. You cannot modify a change document with this status. If you cancel a change order with included change requests, the change requests are automatically reset to Approved status. | None |

Table 7 – 2 Change Document Statuses (Page 2 of 2)

Change Document Attributes

When you create a change document, the information you provide assists in its management, resolution, and implementation. This section describes some of the attributes of a change document.

Classification

You must select a classification for each change document. This classification provides further categorization of the change document. For example, you have defined classifications of Resource, Knowledge Gap, and Dependencies. You can create a personalized view of all the Resource change documents. The classification enables you to

categorize your change documents into meaningful groups for identifying high problem areas.

Required by Date

You can specify a date by which the change document should be resolved and implemented. This attribute is used to calculate the value for Days Until Due, which indicates to team members the urgency of the change document by showing how much time is left to resolve and close a change document.

Task

You can associate the change document to a particular task on either the currently published workplan or financial structure.

Source

If source information is enabled for the change document type, you can specify the originating source of the change document and its related information.

System Number and Change Document Number

Each change document is assigned a system-generated number that is unique across all projects. In addition, each change document has a number to identify it within the project. Depending on your implementation, this number is either generated automatically or must be entered manually.

The change document numbers must be unique for each change document type within each project. You can have duplicate numbers for the same change document types across different projects. However, you cannot have two change documents with the same change document type with the same number within a project. For example, if you have change document types of Internal Change Requests, Client Change Requests, and Environment Change Requests, then the numbering of the change documents for each of these types will begin with 1 for each project.

The following table lists example change documents for projects A and B and their respective numbering.

| Project | Change Document Summary | Change Document Type | Change Document Number | System Number |
|---------|--|--------------------------|------------------------|---------------|
| A | Re-imaging of mainframe computer | Client Change Requests | 1 | 1 |
| A | Additional software licenses required | Client Change Requests | 2 | 2 |
| A | Need new development environment | Internal Change Requests | 1 | 3 |
| B | Need documented signoff process | Internal Change Requests | 1 | 4 |
| B | Need budget for another staff consultant | Client Change Requests | 2 | 6 |

Table 7 – 3 Change Document Numbering Example (Page 1 of 1)

Note: This example assumes that the change documents have been created in the order presented.

If automatic numbering is enabled for the change document type, then the number appears when the change document status is changed to Working. By default, Oracle Projects generates change document numbers sequentially. However, you can optionally use the Control Item Document Numbering Extension to define your own numbering logic. See: *Control Item Document Numbering Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

If manual numbering is enabled for the change document type, then you must enter a unique number for the change document prior to changing the status from Draft to Working.

Impacts

You can optionally define impacts for a change document to specify and quantify how a project is affected by the change document. A change document can have workplan, staffing, financial, contract, supplier, and other impacts. You can merge the impacts of multiple change requests into a single change order.

Oracle Projects enables you to implement the financial impact of change orders in the current working version of the approved budget

plan type for a project. You can also manually implement the supplier impacts associated with a change order in purchase orders. In addition, when you use Oracle Projects budget and forecasting features, you can manually include the financial impact of a change document in any budget or forecast to perform analysis of the potential change.

Using Change Management

The change management process consists of the following stages:

- **Creating change documents**

When you identify a change for a project or task, you can record the change details in Oracle Projects and assign ownership of the resulting change document. The owner creates and assigns actions in an effort to resolve the change document, and defines the change document impacts. You can also create a change document by copying an existing issue or change document. For more information, see: *Creating Change Documents: page 7 – 10.*

- **Managing change documents**

You can view change documents for one or more projects for which you are responsible for resolving. These lists provide information to help you determine which change documents need immediate attention. You can also update the progress being made to resolve change documents. For more information, see: *Managing Change Documents: page 7 – 10.*

- **Resolving change documents**

After change document impacts have been defined and all actions have been closed, the change document owner is required to submit the change document for approval.

After a change request is approved, you can include it in a change order and submit it for approval. After the change order is approved, you can:

- implement the financial impact in the approved budget for the project
- implement and track the supplier impact in purchase orders
- track the implementation details for workplan, contract, staffing, and other impacts

You can close the change order after the impacts have been implemented. For more information, see *Resolving Change Documents: page 7 – 15.* For more information on implementing the financial impact of change orders, see: *Including and Viewing Change Documents: page 4 – 38.*

The following sections explain these three stages for the change management process.

Creating Change Documents

You create a change document to manage the resolution and implementation of changes associated with a particular project or task. Each change document is based on a predefined change request or change order type. The change document type determines who can create a change document of that type and the general behavior of a change document such as how the change documents are numbered and if a resolution is required. Change document types are associated with project types. This association determines the list of change document types available for a given project. For more information on defining change request and change order types, see: *Issue and Change Management, Oracle Projects Implementation Guide*.

► **To create a change document:**

1. Navigate to Change Requests or Change Orders.
2. Select the desired change request or change order type.
3. Enter the change document details and initial action, as appropriate.

Note: If you are not ready for the project team to begin working on the change document and assigned action, then you must change the status to Draft before you save the change document for the first time. You cannot change the status of a working change document back to Draft once it has been saved.

4. Save the change document.
5. Define impacts for the change document.
6. Define additional actions.
7. If the change document status was originally set to Draft, change the status to Working when you are ready for the project team members and other action assignees to begin working on their actions and the resolution of the change document.

Each change document has a log tracking the interaction between team members and action assignees. All comments and responses to actions are recorded in this log and can be viewed through the Interaction History page.

Copying Existing Issues and Change Documents

To quickly create a change document, you can copy an existing change request or change order from any project to which you have access. When you copy a change request to a change order, you can copy and include the change request at the same time. You can also create a change document from an existing issue. For information on creating issues, see: [Overview of Issue Management: page 6 – 2](#).

When copying change documents, Oracle Projects applies the following rules:

- When creating a change order by copying an existing change order that has included change requests, Oracle Projects does not copy the included change requests.
- When copying a change request or change order from a different project, Oracle Projects copies all impacts except the financial impact.
- If a change document being copied contains an impact that is not defined in the target change document type, then the impact is not copied to the target change document.

When you create a change document by copying an existing issue or change document, Oracle Projects automatically sets the change document status to Draft.

Attaching Documents to Change Documents

To provide additional information for a change document, you can attach documents. These documents can be plain text, URL addresses, or external documents. You can also reference related issues and other change documents to a change document from any project to which you have access. For information on attaching documents, see [Overview of Document Management: page 8 – 2](#).

Creating and Assigning Actions to Change Documents

An action is an assigned question or unit of work related to the change document. The action consists of the request and related information, and all responses to the request. Actions enable project team members and other interested parties to collaborate on a change document, and can help in the resolution of the change document. For example, if you want someone to comment on a proposed resolution for the change document, then you can create an action to request a response.

You can create actions for a change document that is in either draft or working status, and assign these actions to any person. However, these actions are visible to the assignees only when the change document is in working status.

You can create two types of actions: Review or Update. A review action allows the assignee to review the change document and enter a response. An update action allows the assignee to update the change document for as long as the action is open. Only the change document owner or project manager can create update actions. However, persons assigned to open review and update actions can create new review actions for other people.

When you define an action, you can specify a due date for the response in the Required by Date field. This date assists the change document owner in managing outstanding actions on the change document. You can also request signoff from the action assignee in order to confirm the action response. The change document owner can submit the change document for approval only after all the actions are closed.

Defining Change Document Impacts

When you create a change request or a change order, you can define impacts to specify the effect that the change document will have on the project. The types of impacts that are available for you to define for a specific change request or change order are based on the impacts that are enabled for the change document type. Impacts can be of the following types:

- Workplan
- Staffing
- Financial
- Supplier
- Contract
- Other

You define workplan, staffing, contract, and other impacts by entering descriptive text. When you define a supplier impact, you can enter descriptive text, as well as an impact amount by purchase order. You can use the supplier impact amount information to manually update purchase orders at any time.

Defining Financial Impact

When you define financial impact for a change document, you can enter descriptive text, estimate amounts, and detail plan lines.

Amounts can include quantities, cost amounts, and revenue amounts, as appropriate, based on the planning options defined in the approved budget plan type for a project. Oracle Projects uses the plan setup for the approved budget plan type for a project to determine whether you can enter cost impacts only, revenue impacts only, or both cost and revenue impacts.

Oracle Projects defines default planning options for the financial impact of a change document based on the planning options for the current working plan version of the approved budget plan type. You can optionally edit the default planning options of a change document from the pages used to edit the cost and revenue amounts. For more information on creating an approved budget plan version and including the financial impact of change documents in budgets and forecasts, see: *Using Budgeting and Forecasting*: page 4 – 16.

Before you can enter financial impact amounts for a change document, a current working plan version must exist for the approved budget plan type for the project. In addition, once a financial impact has been defined for a change document, you must have at least one current working plan version for the approved budget plan type.

Note: When the *Baseline Funding Without Budget* option is enabled for a project, Oracle Projects automatically creates an approved revenue budget when you create a baseline from the project funding. When defining the financial impact of a change order on a project with this option enabled, you must select the agreement name from which the project funding was created. If you want to increase the total amount for the agreement by the amount of the change order financial impact, select the Update Agreement Amount option on the Impact Details page.

Managing Change Documents

You can drill down into the details of a change document from any list of change requests or change documents. As a project manager, you can track change documents and actions related to your project on change document pages. As a project team member, you can track the change documents you own and the open actions assigned to you through the Team Member Home page.

This section describes how to manage your change documents through personalized views, and how to update progress on change documents.

Viewing Change Documents and Progress

To help you manage your change documents, Oracle Projects provides predefined personalization views for both the Change Request and Change Order lists for a given project. Oracle Projects provides the following two views for change requests:

- **All Draft and Open Change Requests:** This view includes all change requests in Working, Submitted, Rejected, and Approved statuses. Any change requests in Draft status that you created are also displayed in this view.
- **Overdue Open Change Requests:** This view includes all change requests that have a past due required-by date, but have not been closed or canceled.

Oracle Projects provides the following two personalization views for change orders:

- **All Draft and Open Change Orders:** This view includes all change orders in Working, Submitted, Rejected, and Approved statuses. Any change orders in Draft status that you created are also displayed in this view.
- **Overdue Open Change Orders:** This view includes all change orders that have a past due required-by date, but have not been closed or canceled.

You can create additional personalized views based on any of the change document attributes. The following columns are available in each of these views to provide additional information to help you manage change documents:

- **Days Since Updated:** This column indicates the number of days since the change document was updated. The value of this column is updated each time a change document attribute, impact, or action is modified.
- **Days Until Due:** This column indicates the number of days until the change document is due. If the value of this column is negative, the change document is overdue.

From any of these change document lists, you can select to see the progress, status, actions, impacts, and any related issues and change documents. You can also export the change document list to Microsoft

Excel for further reporting and analysis. The exported list will expand to include all attributes available in the personalized view.

Updating Change Document Progress

Change document owners can periodically update the progress towards resolving the change document. The progress includes an as of date, progress status, and a textual description of the progress being made on the change document. The progress status is reflected in both of the predefined views for open change documents, and provides the project manager a quick indicator for identifying the change documents that need attention.

Resolving Change Documents

The change document owner, project manager, or an assignee of an update action can enter the resolution of a change document. If a resolution is required for a change document, you must enter it before you can submit the change document for approval.

All change documents must be approved. Approval of a change document indicates that the approver has reviewed the change document and agrees with the defined impacts and the resolution. The approver for your change documents is the project manager, by default, but your implementation team may have the approver defined differently. If the approver rejects the change document resolution, the status is changed to Rejected and the change document must be reworked in order to be resubmitted it for approval.

A change document with open actions cannot be submitted for approval. In addition, change requests must be included in a change order before they can be closed. Once approved, you can implement the impacts of a change order and close the change order.

This section describes how to resolve and close your change documents through resolving and closing actions, including change requests in change orders, reworking change documents, canceling change documents, and implementing and closing change orders.

Resolving and Closing Actions for Change Documents

You can respond to and close only those actions assigned to you. You can access these actions for working change documents through the Team Member Home page. Only the change document owner or

project manager can cancel open actions and must enter a reason for the cancellation.

You can reassign an action to another person. If you reassign an action, a copy of it is created with you identified as the requestor, and the original action is closed. For the reassigned action, you must specify a new Required by Date, but you cannot change the action type and whether or not the action requires signoff.

The following table lists action activities and specifies whether or not the identified persons can perform each activity.

| Activity | Change Document Owner | Project Team Member | Action Assignee |
|---|-----------------------|---------------------|-----------------|
| Create a review action | Yes | No | Yes |
| Create an update action | Yes | No | No |
| Add a response to an action | No | No | Yes |
| Close an action | No | No | Yes |
| Sign off on an action | No | No | Yes |
| Reassign an action (Review or Update actions) | No | No | Yes |
| Cancel an action | Yes | No | No |
| View an action | Yes | Yes | Yes |
| Add a comment to the change document | Yes | Yes | Yes |

Table 7 – 4 Action Activities (Page 1 of 1)

Note: Users who have project security access such as super users, users with project authority for an organization, and project managers can perform the same action activities as a change document owner.

Including Change Requests in Change Orders

A change request is closed after it is approved and then, included in a change order. You must include a change request in a change order to implement the impacts that are associated with the change request.

When you include a change request in a change order, Oracle Projects automatically combines the impacts from the change request with those in the change order to create a single consolidated list of impacts. However, the attributes, documents, related items, and actions of the change request are not copied to the change order. You can include change requests that have only valid impacts for the change order. Therefore, if a change request has a financial impact and you want to include it in a change order, the change order must use a change document type that accepts financial impacts.

You can include change requests in change orders using the Update Change Order page. You can include multiple change requests in a change order. However, you can include a change request in only one change order and only on the same project.

Reworking Change Documents

The change document owner can rework a submitted, approved, or rejected change document. When you click on the Rework button, it changes the change document status back to Working so that the change document can be modified.

Canceling Change Documents

If you cancel a change document, all open actions and pending workflows are canceled, and the status of the change document is changed to Canceled. If the canceled change document included change requests, the status of those requests revert to Approved.

Note: You cannot cancel a change order after any of its impacts are implemented or closed.

Implementing and Closing Change Orders

You can only implement impacts that are associated with a change order. You cannot implement impacts that are associated with a change request. To implement impacts associated with a change request, you must first include the change request in a change order. For more

information, see: Including Change Requests in Change Orders: page 7 – 17.

Once a change order is approved, you can implement the financial impact in the current working version of the approved budget plan type for a project. After the financial impact of a change order is implemented in the approved budget for a project, you can view the included change order information in the View Included Change Documents page, and in View Plan pages for budgeting and forecasting. For more information on implementing and viewing change documents, see: Including and Viewing Change Documents: page 4 – 38, and View Plan Pages: page 4 – 40.

To implement the supplier impact for a change order, you must manually post the impact details in the corresponding purchase order in Oracle Purchasing. The details of workplan, staffing, contract, and other impacts are not integrated with any other application. However, you can use the change order to manually track the implementation of these impacts.

Note: Supplier impact is the only impact for which you can modify the impact details after a change order is set to Approved status.

Only the change order owner or a person with the appropriate project security access can implement a change order. After all of the impacts have been implemented, you can close the change order. You cannot rework or cancel a change order after it is closed.

CHAPTER

8

Document Management

This chapter describes how to attach and manage documents for projects and tasks.

Overview of Document Management

Oracle Projects enables you to attach, store, and associate documents with a project on which you are a team member. To attach documents, you must have authority to access the corresponding project, task, or function. If you have access to a project, task, or function, then you automatically have access to all attached documents. A document can be in the form of a file, URL, or a plain text box.

You can attach documents to:

- Agreements
- Budget and forecast versions
- Change documents
- Draft invoices
- Expenditures
- Issues
- Project assets
- Project fundings
- Projects
- Resource requirements
- Status reports
- Summary of fundings
- Tasks

You can attach the following types of documents:

- **Files:** A file is a computer file of any type such as a word processing file, text file, spreadsheet, or an image.
- **URLs:** The URL is a Web page address such as `http://www.oracle.com`.
- **Text:** You can also enter comments in a plain text format. For example, you can add a text note to a project explaining why a project was placed on hold until further notice.

Using Document Management

This section describes the process of attaching documents, editing documents that are already attached to a project, task, or function, using attachment categories, and working with document repositories. For additional information on working with attachments, see: *Oracle Applications User's Guide*.

Attaching and Editing Documents

This section describes how to attach different types of documents.

Attaching a File

You can upload multiple documents to make them available for other users working on a project. You can also upload an update for an existing document.

When you attach a file, you browse your desktop to locate the file you want to attach. Once the file has been selected, you can select an attachment category. Attachment categories enable you to classify attachments. You can optionally rename the file to make it more descriptive for other team members. When you update an existing document, you can decide whether to overwrite the file if it already exists.

Attaching a URL

You can attach a URL to a project, task, or other function. When attaching a URL, you enter a name and description for the URL. You can then select an attachment category and enter the full URL.

Attaching Text

You can enter plain text to add notation to a project, task, or function. You can attach a text box by giving the attachment a name and entering a description, if required. You can select an attachment category and enter the text that you want to attach.

Defining Attachment Categories

Attachment categories enable you to define the types of documents that can be attached to a project, task, or function. You can define attachment categories based on the common characteristics that a class of documents can have, and to improve search results and enforce business processes. For example, you can define an attachment category called *Mechanical Specifications* for documents that are related to mechanical specifications.

To define attachment categories, you must have the Application Developer responsibility. For information on defining attachment categories, refer to the *Oracle Applications Developer's Guide*.

Integrating with Document Repositories

Oracle Projects enables you to upload files to a document repository such as Oracle Files. For example, integrating Oracle Projects Document Management with Oracle Files enables you to attach both files and folders, and workspaces. You can also upload a file from your desktop to Oracle Files before you attach the file to a project, task, or function.

For information on enabling integration Oracle Files, see: *Implementing Oracle Files with Oracle E-Business Suite* (Note 229337.1) on *OracleMetaLink*. For additional information on using integration features, refer to Online Help.

Project Status Inquiry

This chapter describes the project summary amounts that Oracle Projects maintains for project status tracking. In addition, it describes how you can use Project Status Inquiry (PSI) to review summary amounts and calculations by project, task, and resource. For example, you can review project summary amounts, or budget amounts by budget type. You can also drill down to commitments, actuals, and events detail for tasks and resources.

Project Status Inquiry Overview

Project Status (**US** Vision Services US: USD)

Current Period: JUL-W1-97

| Project | Project Name | Ovr Bgt | PTD Revenue | ITD Revenue | PTD Cost | ITD Cost |
|------------------|----------------|---------|-------------|-------------|------------|----------|
| Time & Materials | Time & Materi: | | 506,250.00 | 108,187.00 | 367,500.00 | 123,7 |

Task Status (**US** Vision Services US: USD) - Time & Materials

All Project Status Inquiry (PSI) Information

| Task | Task Name | Ovr Bgt | ITD - Act Cost | Commit Amt | Tot Cst - ITD | PTD - Act Cost | Est |
|-------|------------------|---------|----------------|------------|---------------|----------------|-----|
| + 1.0 | Planning | * | 80186 | 100 | 80286 | 2041 | |
| 2.0 | Operations Analy | | 12391 | 0 | 12391 | 927 | |
| 3.0 | Solution Design | | 24098 | 0 | 24098 | 0 | |
| 4.0 | Build | | 2812 | 0 | 2812 | 0 | |
| 5.0 | Documentation | | 1749 | 0 | 1749 | 0 | |
| 6.0 | Transition | | 2551 | 0 | 2551 | 0 | |
| 7.0 | Production | | 0 | 0 | 0 | 0 | |

Events Commitments Actuals Task Resource Status

With Project Status Inquiry (PSI), you can review the current status of your projects and then drill down for more detailed review of a project and its tasks. Oracle Projects provides you with several features that allow you to control your search for project status information. For example, you can do the following:

- Limit your search for projects by entering search criteria
- Control the type of information that Oracle Projects displays by using custom folder definitions
- View summary information by project, task, and resource
- View summary information totals based on your search criteria
- Drill down from lowest tasks and resources to commitments and expenditure item details

- Drill down from projects, top tasks and lowest resources to events for contract projects

For transactions that involve foreign currencies, all amounts displayed in Project Status Inquiry are shown in the project currency.

See Also

Project Status Inquiry Setup, *Oracle Projects Implementation Guide*

Project Summary Amounts: page 9 – 11

Reviewing Project, Task, and Resource Summary Amounts

You can review project summary amounts to quickly determine the status of your projects. After you review project summary amounts, you can drill down to see the summary amounts for the tasks of a project.

You also can drill down to see the summary amounts for the resources of the project or the selected task. You select the resource list by which you want to view actuals and budgets. By default, you drill down using the drilldown default resource list defined for the project. You can choose to drilldown by other resource lists assigned to the project.

In addition, you can export PSI data into a spreadsheet for further analysis. Choose Action, Export from any of the Project Status windows (Project, Task, or Resource) to export the data into a spreadsheet file. See: Export *Oracle Applications User's Guide*.

Note: You can customize this folder form to show the Project Status information that you need. See: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

Prerequisite

- Run the Update Project Summary Amounts process for your projects. The Project Status window uses the data that is summarized by this process. If you do not run this process, you will not be able to see any numbers in the Project Status window. See: Updating Project Summary Amounts: page 9 – 17.

► **To review project summary amounts:**

1. Navigate to the Project Status window.
2. Enter the search criteria to find the project(s) you want to review.
3. Choose the Find button.
4. To view totals for the project rows returned based on your search criteria, choose Totals.

Oracle Projects displays only the projects with a current budget that is summarized or with summarized actuals and commitments. A project's status also determines whether it will be displayed. See: *Project Statuses, Oracle Projects Implementation Guide*.

This window displays the Current Period as the current reporting period by which Oracle Projects calculates the values for projects. Amounts for all summarization brackets (period-to-date, prior period, year-to-date, and inception-to-date) are calculated as of the current reporting period. See: *Maintaining To-Date Amounts*: page 9 – 15.

► **To review task summary amounts:**

1. From the Project Status window, select the project you want and then choose the Task Status button to review top tasks and their summarized amounts. Choose the Task button to review details for a selected task.
2. To drill down to review subtasks, select a top task, and then double-click on the selected task number to review the subtasks that are one level below the top task. Continue this for subsequent task levels.

► **To review resource summary amounts:**

- To review **project** resources, select a project in the Project Status window and choose the Resource Status button.
- To review **task** resources, select a task in the Task Status window, and then choose either the drilldown indicator or the Resource Status button.

Oracle Projects displays the resource groups and resources in the resource list that are budgeted or have summarized actuals or commitments.

- To review resources below a resource group, select a resource group, and then double-click on the resource name.

- ▶ **To view actuals and commitments using a different resource list:**
 - Choose a different resource list that is assigned to the project from the Resource Drilldown List menu item on the Tools Menu.

Summarization Error Messages

The Summarization Exception column in the Project Status window displays messages describing errors that occurred during the summarization process.

Examples of these errors are:

- currency conversion errors were encountered while summarizing commitments
- the summarization period type has changed
- the project's tasks have been restructured by an AMG API
- the current reporting period has been rolled back to a date earlier than the last period accumulated for the project
- the project is closed

See Also

Project Summary Amounts: page 9 – 11

Resources and Resource Lists, *Oracle Projects Implementation Guide*

Resource List Assignments, *Oracle Projects Fundamentals*

Summarizing Actuals and Commitments by Resource: page 9 – 20

Using Factoring to Control Currency Display

Factoring enables you to control the multiples factor used to display the amounts.

You can use the factoring feature in PSI to make very large amounts easier to read. Factoring can be used for all PSI columns marked as enabled for factoring in the Project Status Column Setup window.

► **To change the factor in a PSI window:**

1. Navigate to the PSI Project, Task, or Resources window.
2. From the Tools menu, choose Factor By.
3. From the Factor By list of values, select a factor. For example :
 - **Units.** Displays amounts as calculated.
 - **Tens.** Displays amounts as multiples of ten (10 = 1.00).
 - **Ten Thousands.** Displays amounts as multiples of ten thousand (10,000 = 1.00).
 - **Millions.** Displays amounts as multiples of one million (1,000,000 = 1.00).

This factor applies to all status folders during your current session, and is active until you exit Project Status Inquiry. The factor is not saved in the PSI folders.

► **To change the factor of a PSI column defined by the PSI client extension:**

- A function named PA_STATUS.Get_Factor can be called by the PSI client extension to enable factoring for amounts calculated by the PSI client extension. See: *PSI Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Comparing Budget to Actual and Commitment Amounts

You can review current and original budgeted amounts and compare them to actuals and commitment amounts.

You review the budgeted amounts for one cost budget type and one revenue budget type at a time.

The default cost budget type is the predefined Approved Cost Budget. The default revenue budget type is the predefined Approved Revenue Budget.

Prerequisite

- Enter and baseline a budget for the project. See: *Entering a Draft: page 4 – 51* and *Baselining a Draft: page 4 – 71*.

- ❑ Run the Update Project Summary Amounts process for your projects. See: Updating Project Summary Amounts: page 9 – 17.

► **To review a different cost or revenue budget type:**

- Choose Cost or Revenue Budget Type from the Tools Menu.

You can choose a different cost or revenue budget type from all budget types from the Project Status window, regardless of active dates of the budget types. If you choose a budget type from the Task Status window, you can only select from the budget types assigned to the project.

See Also

Overview of Project Budgets: page 4 – 2

Define Budget Types, *Oracle Projects Implementation Guide*

Drilling Down to Actuals, Commitments, and Events Detail

The following drilldown options are available for actuals, commitments, and events detail in the Task and Resource Status windows:

- You can drill down to see supporting actuals details for the project summary amounts as of the project's last summarized reporting period.
- You can drill down to see supporting commitment details for the commitment summary amounts as of the project's last summarized reporting period.
- You can drill down to see supporting revenue details, including expenditure items and events, for the project revenue summary amounts as of the project's last summarized reporting period.
- You can drill down from the Task Status window to the Oracle Payables Invoice Overview form.

The following table illustrates from which status windows you can drill down to actuals, commitments, and events detail, and any drilldown restrictions imposed by each window. The drilldown to events is only available for contract projects with Oracle Project Billing.

| Window Name | Commitments | Actuals | Events | Restrictions |
|-----------------|-------------|---------|--------|---|
| Project Status | X | | X | |
| Task Status | X | X | X | You must select a lowest task before choosing the Commitments or Actuals button, or a top task before choosing the Events button. |
| Resource Status | X | X | X | You must select a lowest task before choosing the Commitments or Actuals button or a top task before choosing the Events button. |

Table 9 – 1 (Page 1 of 1)

Prerequisite

- If you want to view budget summarization information, enter and baseline a budget for the project. See: Entering a Draft: page 4 – 51 and Baseline a Draft: page 4 – 71.
- Run the Update Project Summary Amounts for your projects. See: Updating Project Summary Amounts: page 9 – 17.

► **To review actuals details for a task or resource:**

1. Navigate to the Project Status window.
2. Find the project(s) you want in the Find Project Status window.
3. Choose the **Actuals** button from either the Task Status or Resource Status window.

Use the Find Expenditure Items window to reduce the number of expenditure items that appear in the Expenditure Item Details window.

By default, Project Status Inquiry displays expenditure items incurred in the last period that was summarized for the project. To view expenditure items from prior periods in the Expenditure Items window, change the default date range using the Find Expenditure Items window. You can set the start date to the earliest possible date by choosing the Clear button.

► **To drill down to the Oracle Payables Invoice Overview window:**

1. Navigate to the Project Status window.
2. Find the project(s) you want in the Find Project Status window.
3. Choose the **Actuals** button from the Task Status window.

Use the Find Expenditure Items window to reduce the number of expenditure items that appear in the Expenditure Item Details window.

4. Choose the **AP Invoice** button to view the related invoice in the Oracle Payables Invoice Overview form.

Note: The AP Invoice button is only enabled (1) for expenditure items whose expenditure type class is either Supplier Invoices or Expense Reports, and (2) if function security is implemented in such a way that the user is able to see the button.

► **To review commitment details:**

1. Navigate to the Project Status window.
2. Find the project(s) you want in the Find Project Status window.
3. Choose the **Commitments** button from either the Project Status, Task Status, or Resource Status window.

Use the Find Commitments window to reduce the number of commitments that appear in the Commitment Details window.

If you choose Commitments from the Project Status window, both project-level and task-level commitments are displayed.

► **To review event revenue details for a project, task, or resource:**

- Choose the **Events** button from the Project Status, Task Status, or Resource Status window.

See Also

Expenditure Type Classes, *Oracle Projects Implementation Guide*

Function Security, *Oracle Projects Implementation Guide*

Reviewing Customer Invoices for a Contract Project

In the Project Status window, you can drill down to view either summary or detail information about customer invoices for contract projects.

- ▶ **To review customer invoices for a contract project:**
 1. Navigate to the Project Status window.
 2. Find the contract project(s) you want in the Find Project Status window.
 3. Choose a contract project in the Project Status window.
 4. Choose the Invoices button.

See Also

Invoicing a Project, *Oracle Project Billing User Guide*

Project Summary Amounts

To facilitate fast and easy status reporting and inquiries, Oracle Projects maintains various levels of project summary amounts for cost, commitment, revenue, and budget amounts by project, task, and resource.

Oracle Projects maintains to–date amounts as follows:

- Period–to–Date Amounts (PTD)
- Prior Period Amounts (PP)
- Year–to–Date Amounts (YTD)
- Project or Inception–to–Date Amounts (ITD)

You can update project summary amounts anytime after you distribute costs, independent of when you interface costs and revenue to Oracle General Ledger. This allows you to have up–to–date information for project status reporting, independent of the accounting flow.

See Also

Maintaining To–Date Amounts: page 9 – 15

Resources and Resource Lists, *Oracle Projects Implementation Guide*

Maintaining Summary Amounts

Oracle Projects maintains amounts for each of the to–date values of Period–to–Date (PTD), Prior Period (PP), Year–to–Date (YTD), and Inception–to–Date (ITD), in addition to total (at project completion) budget amounts.

All amounts are held at the project, task, and resource levels except for non–labor quantities. Labor hours are summarized to the project and task levels based on the labor resource amounts. All other quantities that are not labor hours are summarized only to the resource level.

Actual Cost Amounts

Oracle Projects summarizes the following cost amounts for expenditure items after the items are costed:

- Raw Cost
- Billable Raw Cost (for contract projects only)
- Capitalizable Raw Cost (for capital projects only)
- Burdened Cost
- Billable Burdened Cost (for contract projects only)
- Capitalizable Burdened Cost (for capital projects only)
- Actuals Labor Hours
- Billable Labor Hours (for contract projects only)
- Actuals Quantity (for resources only)
- Billable Quantity (for resources only; for contract projects only)

Actual Revenue Amounts

Oracle Projects summarizes the following revenue amounts for billable expenditure items and events on contract projects after the revenue is released:

- Revenue

Budget Amounts

Oracle Projects summarizes budget amounts for the to–date values, in addition to total (at project completion) budget amounts, using the current and original budget versions of each budget type. When you run the Update Project Summary Amounts process, Oracle Projects deletes all previously summarized cost and revenue budget amounts and recreates the new budget to–date and total amounts.

Cost Budget Amounts

- Current Budget Raw Cost
- Original Budget Raw Cost
- Current Budget Burdened Cost
- Original Budget Burdened Cost
- Current Budget Cost Labor Hours
- Original Budget Cost Labor Hours
- Current Budget Cost Quantity (for resources only)
- Original Budget Cost Quantity (for resources only)

Revenue Budget Amounts

- Current Budget Revenue
- Original Budget Revenue
- Current Budget Revenue Labor Hours
- Original Budget Revenue Labor Hours
- Current Budget Revenue Quantity (for resources only)
- Original Budget Revenue Quantity (for resources only)

Reconciling Budget Periods to Summarization Periods

If a budget period does not match the summarization period or the budget is not time-phased, the summarization process must apportion the budget amounts into the summarization periods.

If a budget is not time-phased, Oracle Projects determines the budget start and end dates based on the project or task start and end dates, as illustrated in the following table:

| Budget Entry Level | How the Budget Period is Determined |
|---|-------------------------------------|
| Project | Project Start and End Dates |
| Task (where start and end dates have been entered for the task) | Task Start and End Dates |
| Task (where start and end dates have not been entered for the task) | Project Start and End Dates |

Table 9 – 2 (Page 1 of 1)

Reconciling Summarization by PA Period

If summarization is by PA period, the summarization process divides the amounts into PA periods. If a budget period spans PA periods, the process prorates the amounts by day.

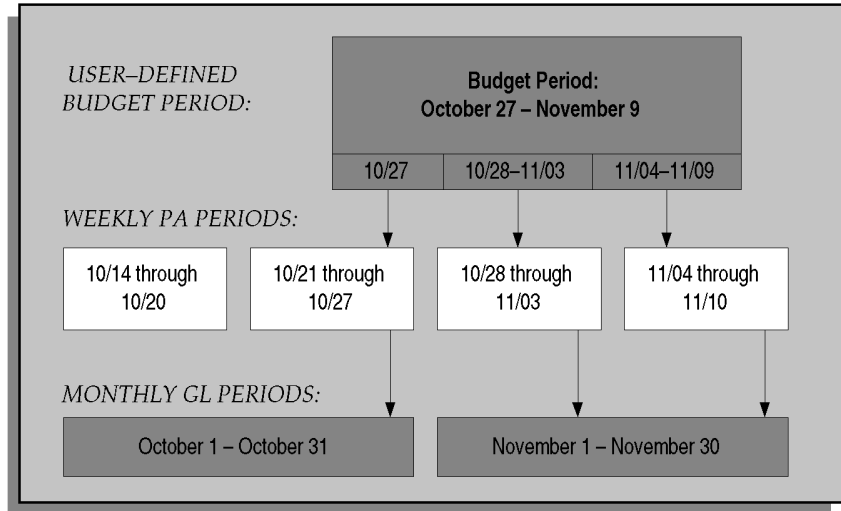
Reconciling Summarization by GL Period

If summarization is by GL period, the summarization process uses the following logic:

1. Divide the amounts into PA periods, prorating the amounts by day if a budget period spans PA periods.

2. Summarize the amounts in the GL period that includes the ending date of the PA period determined in step 1.

Figure 9 – 1 Summarization by GL Periods



Commitment Amounts

The summarization process updates the following commitment amounts:

- Commitment Raw Cost
- Commitment Burdened Cost

When you run the summarization process, Oracle Projects checks the commitments for each project to see if any of the following changes have occurred:

- new commitments have been added
- a commitment has been fully or partially converted to cost (for example, a purchase order has been matched by a supplier invoice)
- the status of a commitment has changed from Unapproved to Approved

If any of these changes have occurred, the commitment summary amounts are deleted and recreated.

If you have modified the Oracle Projects commitments view, PA_COMMITMENT_TXNS_V, you must also modify the Commitment Changes client extension to test for changes in commitments.

See Also

Drilling Down to Commitment Details: page 9 – 7

Define Budget Types, *Oracle Projects Implementation Guide*

Integrating Commitments from External Systems, *Oracle Projects Fundamentals*

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

Maintaining To-Date Amounts

Oracle Projects maintains to-date summary amounts as follows:

- Period-to-Date Amounts (PTD)
- Prior Period Amounts (PP)
- Year-to-Date Amounts (YTD)
- Project or Inception-to-Date Amounts (ITD)

You also specify the current reporting period through which the to-date values are maintained.

The prior-period summary amounts are the period-to-date summary amounts for the previous reporting period. The period-to-date, year-to-date, and inception-to-date amounts are summarized in relation to the current reporting period.

Oracle Projects derives the year-to-date values using the accounting year of the GL period associated to the current reporting period.

Summarization Period Type

During implementation, you define whether to maintain these to-date amounts by PA period or GL period. You specify this in the

Current Reporting Period

The current reporting period defines the period through which the amounts are summarized for all projects in your system. A common reporting period facilitates cross-project reporting.

Setting the Current Reporting Period

You set the current reporting period used in maintaining project summary amounts in the PA Periods window. You can select any PA period that is later than the current reporting period.

Typically, you set the current reporting period in one of two ways:

- Use the closed PA period before the current open period for new transactions. This method provides a static view of the project summary amounts and gives a historical view through the last period.
- Use the current PA Period open for transactions. This provides a dynamic view of the project summary amounts, because you can update the values for all new transactions entered each day.

Prerequisite

Define PA Periods.

▶ **To query the current reporting period:**

- Navigate to the PA Periods window. Query the PA Period with the Reporting Period box checked. This is the current reporting period.

▶ **To change the current reporting period:**

1. Navigate to the PA Periods window.
2. Choose the Set Reporting Period button.
3. Accept the default or change the Next Reporting period to another future period.

4. Choose OK. Oracle Projects uses the New Reporting Period you specify for subsequent project summary amount processing and reporting.

Optionally, submit the Update Project Summary Amounts process for all projects in your system to update the project summary amounts using the new current reporting period. See: Updating Project Summary Amounts: page 9 – 17.

Updating Project Summary Amounts

You run the Update Project Summary Amounts process to update 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.

If you maintain to-date amounts by GL period, select the PA period in the PA Periods window that is the first PA period of the GL period that you are selecting as the current reporting period.

You run the Update Project Summary Amounts After a Resource List Change process when you have changed the resource list and want to map historical transactions to resources using the new resource list.

Prerequisites

- Enter expenditure items and distribute costs (optional).
- Accrue and release revenue (optional).
- Create new commitments (optional).
- Create a new current budget (optional).
- Set the current reporting period.

► **To update project summary amounts:**

1. Navigate to the Submit Request window.
2. Choose the PRC: Update Project Summary Amounts process or the PRC:Update Project Summary Amounts After a Resource Change process.
3. Enter the project range or project number for which you want to update summary amounts. You may choose to submit this process many times for different project ranges.

4. Optionally, enter other options to control what Oracle Projects updates.
5. Choose Submit.

► **To update project summary amounts after changing a resource list:**

1. Choose PRC: Update Project Summary Amounts After a Resource List Change process in the Submit Request window.
2. Enter the From/To Project Number and Resource List Name. You may choose to submit this process many times for different project ranges.
3. Choose Submit.

See Also

Update Project Summary Amounts, *Oracle Projects Fundamentals*

Summarizing Actuals and Commitments by Resource: page 9 – 20

Setting the Current Reporting Period: page 9 – 16

Creating Project Summary Amounts After Conversion

After you have converted detail transactions from your legacy system to Oracle Projects, you can create project summary amounts using these processes:

- Update Project Summary Amounts

Use this process to create the project summary amounts from the detail transactions that you have converted.

- Refresh Transaction Summary Amounts

Use this process if you are converting large numbers of detail transactions for projects and want to build the summary amounts in smaller processing units. You first run the Refresh Transaction Summary Amounts process to create transaction summary amounts upon which project summary amounts are created. You then run the Update Project Summary Amounts process to create the project summary amounts.

- ▶ **To create project summary amounts after conversion:**
 1. Navigate to the Submit Request window and choose PRC: Update Project Summary Amounts.
 2. Enter the project range parameter. You may submit many requests for different project ranges.
 3. Choose Submit.

- ▶ **To create project summary amounts after conversion by first creating transaction summary amounts from a project's detail transactions:**
 1. Navigate to the Submit Request window and choose PRC: Refresh Transaction Summary Amounts.
 2. Enter the project range, period range, and expenditure type class parameters. You may submit many requests for different project ranges, period ranges, or expenditure type classes.
 3. Choose Submit.
 4. After you have built all the transaction summary amounts, run the PRC: Update Project Summary Amounts process to create the project summary amounts. See: Updating Project Summary Amounts: page 9 – 17.

Troubleshooting Project Summary Amounts

Summarization Log

If you suspect that the project summary amounts do not properly reflect the source detail, a good way for you to start troubleshooting is to examine the log file produced by the Update Project Summary Amounts process. The summarization log shows the following information related to a project-level summarization:

- The submission parameters for the process
- Before and after numbers for actuals
- Before and after numbers for each budget type

Careful examination of the summarization log can provide evidence as to whether the problem originated in the summarization process or some other aspect of the Oracle Projects application.

Update Project Summary Amounts Report

The Update Project Summary Amounts Report, which is produced by the Update Project Summary Amounts process, 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 Summary 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. Setting the PA Reporting Period, *Oracle Projects Implementation Guide*

Summarizing Actuals and Commitments by Resource

Oracle Projects summarizes actuals and commitments by resource when you update project summary amounts.

Oracle Projects automatically maps each transaction to one resource in each resource list assigned to the project to which the transaction is charged. This mapping is based on the following: employee or supplier, expenditure organization, and expenditure type of the transaction; you do not have to specify the resource when you enter the transaction.

Oracle Projects maps each transaction to a resource based on the combination of the resource and its resource group. For example, you can enter an organization resource of Risk Analysis under both the resource groups of Labor and Other Expenses in one resource list. Timecards for the Risk Analysis organization map to the resource of Risk Analysis under the Labor resource group, and expense reports for the Risk Analysis organization map to the Risk Analysis resource under the Other Expenses resource group.

Precedence-Based Mapping of Transactions to Resources

There are cases in which one transaction could map to more than one resource in a resource list. For example, you may have entered both an employee resource for Marlin and a job resource of Senior Consultant under the Resource Group of labor. Amy Marlin, a senior consultant, charges labor to the project using this resource list. Marlin's labor transaction can be mapped to both resources. However, Oracle Projects

ensures that each transaction maps to only one resource in a resource list by utilizing a precedence-based mapping to determine which resource in the resource list is mapped to each transaction. Oracle Projects predefines the precedence of each resource type for each expenditure type class. The resource types that are more specific are ranked higher and thus are used to summarize the transaction amounts.

The precedence by resource type is as follows:

1. Employee and Supplier
2. Job
3. Organization
4. Expenditure Type and Event Type
5. Expenditure Category and Revenue Category

For example, an employee resource is used before a job resource is used.

When a Transaction Does Not Map to a Resource

It is possible that a transaction cannot be mapped to any resource defined in the resource list. Oracle Projects maps such transactions to an *Unclassified* resource.

If you discover that transactions are mapped to an Unclassified resource, and you subsequently want to change the resource list to ensure that all transactions are mapped to a resource, you can add the appropriate resource to the resource list and then update the project summary amounts after a resource list change.

Changing the Resource List After the Resource List is Used in Summarization

You may need to change your resource list after you have used it for summarization for status reporting. Some reasons for this may be due to new employees or organizations defined for your company, if you use employees and organizations as resources, or because your company has decided to classify expenses in a different way, thus disabling use of an expenditure type.

When you change a resource list, the new resource may change the way a transaction is mapped to a resource. In such a case, you need to decide how to handle the transactions that have already been summarized using the resource list precedence that existed before you made the change. You may choose to leave the historical transactions summarized as they are and have new transactions summarized using the new precedence. For more consistency in the summarization, you can

summarize all historical transactions mapped to resources in that resource list again so that they use the new resource precedence by running the PRC: Update Project Summary Amounts after a Resource List Change process.

See Also

Updating Project Summary Amounts: page 9 – 17

Resource List Assignments, *Oracle Projects Fundamentals*

Project Summary Amounts: page 9 – 11

Case Study: Summary Amounts for Reporting: page 9 – 23

Project Status Inquiry: page 9 – 2

Reviewing Resource Summary Amounts: page 9 – 3

Case Study: Summary Amounts for Reporting

This case study demonstrates summarization of project actual and budget amounts by resource lists and periods.

Background of Market Analysis Project

This case study illustrates how you can maintain project summary amounts and use them for custom reporting.

Project and Work Breakdown Structure

Fremont Corporation has been contracted to perform a market study and present the findings. It is a six week project involving several different resources. The project number is PAR01.

James Robinson is the project manager, and has planned the project work breakdown structure and resources shown in the following table:

| Task Number | Task Name | Start Date | Completion Date | Planned Resources |
|-------------|--------------------------|------------|-----------------|---------------------------------------|
| 1 | Analysis | | | |
| 1.1 | Onsite client interviews | | | Merlin, Travel, Outside Services |
| 1.2 | Computer Model | | | |
| 1.2.1 | Create model | | | Sr. Consultant, In-House Recoverables |
| 1.2.2 | Run tests | | | Sr. Consultant |
| 2 | Presentation | | | Robinson, Travel |

Table 9 – 3 Worksheet WBS Plan

Amy Marlin will lead the first phase of the analysis, which is to conduct client interviews at the client site. The client site is located in a different city than Marlin's office; therefore, she will incur some travel costs. Robinson plans to use an outside consulting firm to help with a specialized area of the interview process. He has not yet arranged for a specific outside consulting firm to help with the work, but he knows the

dates when they are needed and the amount that he can spend for outside consulting.

The second phase of the analysis is to create and run tests in a computer model based on the input from the client interviews. Robinson knows that it will take the skills of a senior consultant to create and run tests in this model, but he is still looking for an available resource. Creating and using the model requires extensive computer resources, for which Robinson is reserving one of the high powered, company-owned computers.

Robinson will present the findings to the client after the analysis is complete. He will travel to the client site to give this presentation.

The table above shows the work breakdown of this project.

Project Resource List Assignments

For employee utilization, Fremont Corporation uses these resource lists:

- Labor by Employee and Job, Non-Labor by Expenditure Type
- Labor by Organization, Non-Labor by Expenditure Type

Oracle Projects automatically assigns these lists when you use a project template to create the new project, because they are assigned to the project template.

Fremont Corporation defines the resource lists shown in the following tables. The following table shows the Labor by Employee and Job, Non-Labor by Expenditure Type resource list:

| Resource Group | Resource | Resource Type |
|------------------|--------------------|------------------|
| Labor | Risk Analysis | Organization |
| | Data Systems | Organization |
| Travel | Air Travel | Expenditure Type |
| | Automobile Rentals | Expenditure Type |
| Outside Services | Consulting | Expenditure Type |
| | Construction | Expenditure Type |
| Material | Material | Expenditure Type |

Table 9 – 4 Labor by Organization, Non-Labor by Expenditure Type (Page 1 of 2)

| Resource Group | Resource | Resource Type |
|-----------------------|------------------|------------------|
| In-House Recoverables | Computer Systems | Expenditure Type |
| | Field Equipment | Expenditure Type |
| | Vehicle | Expenditure Type |
| Other Expenses | Entertainment | Expenditure Type |
| | Equipment Rental | Expenditure Type |

Table 9 – 4 Labor by Organization, Non-Labor by Expenditure Type (Page 2 of 2)

The following table shows the Labor by Employee and Job, Non-Labor by Expenditure Type resource list:

| Resource Group | Resource | Resource Type |
|-----------------------|----------------------|------------------|
| Labor | Gray, Donald | Employee |
| | Marlin, Amy | Employee |
| Labor | Principle Consultant | Job |
| | Staff Consultant | Job |
| Travel | Air Travel | Expenditure Type |
| | Lodging | Expenditure Type |
| | Meals | Expenditure Type |
| Outside Services | Consulting | Expenditure Type |
| | Construction | Expenditure Type |
| Material | Material | Expenditure Type |
| In-House Recoverables | Computer Services | Expenditure Type |
| | Field Equipment | Expenditure Type |
| | Vehicle | Expenditure Type |

Table 9 – 5 Labor by Employee and Job, Non-Labor by Expenditure Type (Page 1 of 2)

| Resource Group | Resource | Resource Type |
|----------------|---------------|------------------|
| Other Expenses | Entertainment | Expenditure Type |
| | Supplies | Expenditure Type |

Table 9 – 5 Labor by Employee and Job, Non-Labor by Expenditure Type (Page 2 of 2)

PA Periods

Fremont Corporation set up the PA periods shown in the following table:

| PA Period | Start Date | End Date |
|-----------|------------|-----------|
| P12-01-95 | 27-NOV-95 | 03-DEC-95 |
| P12-02-95 | 04-DEC-95 | 10-DEC-95 |
| P12-02-95 | 11-DEC-96 | 17-DEC-95 |
| P12-04-95 | 18-DEC-96 | 24-DEC-96 |
| P01-01-96 | 25-DEC-95 | 31-DEC-95 |
| P01-02-96 | 01-JAN-96 | 07-JAN-96 |
| P01-03-96 | 08-JAN-96 | 14-JAN-96 |
| P01-04-96 | 15-JAN-96 | 21-JAN-96 |
| P01-05-96 | 22-JAN-96 | 28-JAN-96 |
| P02-01-96 | 29-JAN-96 | 04-FEB-96 |
| P02-02-96 | 05-FEB-96 | 11-FEB-96 |
| P02-03-96 | 12-FEB-96 | 18-FEB-96 |
| P02-04-96 | 19-FEB-96 | 25-FEB-96 |
| P03-01-96 | 26-FEB-96 | 03-MAR-96 |
| P03-02-96 | 04-MAR-96 | 10-MAR-96 |

Table 9 – 6 Fremont Corporation PA Periods (Page 1 of 2)

| PA Period | Start Date | End Date |
|-----------|------------|-----------|
| P03-03-96 | 11-MAR-96 | 17-MAR-96 |
| P03-04-96 | 18-MAR-96 | 24-MAR-96 |

Table 9 – 6 Fremont Corporation PA Periods (Page 2 of 2)

Budgets for the Project

Robinson creates the cost and revenue budget for the project with the following attributes:

| Resource List | Budget Entry Method | Notes |
|---------------------------|------------------------|-------------------|
| Labor by Employee and Job | Lowest Task, PA Period | Budet by resource |

The following cost budget worksheet shows raw and burdened cost budgets:

| Task | Resource | Period | Quantity | Unit of Measure | Raw Cost | Burdened Cost |
|-------|-----------------------|-----------|----------|-----------------|-------------------------|-------------------------|
| 1.1 | Marlin | P12-02-95 | 30 | Hours | 1,500 | 3,750 |
| | Travel | P12-02-95 | | | 1,000 | 1,200 |
| | Marlin | P12-03-95 | 30 | Hours | 1,500 | 3,750 |
| | Travel | P12-03-95 | | | 1,000 | 1,200 |
| | Outside Services | P12-04-95 | | | 5,000 | 5,000 |
| 1.2.1 | Senior Consultant | P01-01-96 | 40 | Hours | 2,000 | 5,000 |
| | In-House Recoverables | P01-01-96 | | | 500 | 750 |
| 1.2.2 | Senior Consultant | P01-02-96 | 80 | Hours | 4,000 | 10,000 |
| 2 | Robinson | P01-03-96 | 50 | Hours | 5,000 | 12,500 |
| | In-House Recoverables | P01-03-96 | | | 1,000 | 1,000 |
| | Travel | P01-03-96 | | | 1,500 | 1,800 |
| | | | | | Total: 24,000 | Total: 45,950 |

Table 9 – 7 Cost Budget (Page 1 of 1)

Transactions and Commitments

Transactions and one commitment are charged to the project. A small number of transactions are charged to different employees, across multiple Oracle Projects PA periods, for the duration of the project. The project number is PAR01. These transactions are shown in the following four tables.

Transactions Incurred by Employee Marlin

The following transactions are charged by employee Marlin to task number 1.1 and to the organization *Data Systems*.

| Expenditure Ending Date | Type | Amonut | Unit of Measure | Raw Cost | Burdened Cost | PA Period | Resource Mapping By Employee and Job | Resource Mapping By Organization |
|-------------------------|--------------|--------|-----------------|----------|---------------|-----------|--------------------------------------|----------------------------------|
| 10-Dec-95 | Professional | 30 | hours | 1,050 | 3,061 | P12-02-95 | Marlin, Amy | Data Systems |
| 10-Dec-95 | Air Travel | 800 | | 800 | 920 | P12-02-95 | Air Travel | Data Systems |
| 17-Dec-95 | Professional | 30 | hours | 1,050 | 3,061 | P12-03-95 | Marlin, Amy | Data Systems |
| 17-Dec-95 | Air Travel | 750 | | 750 | 863 | P12-03-95 | Air Travel | Data Systems |

Table 9 – 8 Actuals: Marlin (Page 1 of 1)

Transactions Incurred by Employee Prothia

The following transactions are charged by employee Prothia for task number 1.2.1, in PA Period P01-01-96. The expenditure ending date is 31-Dec-95.

| Organization | Type | Non-Labor Organization / Resource | Amonut | Unit of Measure | Raw Cost | Burdened Cost | Resource Mapping By Employee and Job | Resource Mapping By Organization |
|--------------|-------------------|-----------------------------------|--------|-----------------|----------|---------------|--------------------------------------|----------------------------------|
| Data Systems | Professional | | 40 | hours | 1,000 | 2,915 | Senior Consultant | Data Systems |
| | Computer Services | Information Services / Computer | 280 | | 280 | 280 | Computer Services | Data Systems |

Table 9 – 9 Actuals: Prothia (Page 1 of 1)

Additional Transactions Incurred by Employee Prothia

The following transactions are charged by employee Prothia in PA Period P01–02–96. The first transaction is charged to task 1.2.2, and the second transaction is charged to task 2. The expenditure ending date of the transactions is 7–Jan–95.

| Organization | Type | Non–Labor Organization / Resource | Amonut | Unit of Measure | Raw Cost | Burdened Cost | Resource Mapping By Employee and Job | Resource Mapping By Organization |
|--------------|-------------------|-----------------------------------|--------|-----------------|----------|---------------|--------------------------------------|----------------------------------|
| Data Systems | Professional | | 80 | hours | 2,000 | 5,831 | Senior Consultant | Data Systems |
| | Computer Services | Information Services / Computer | 350 | | 350 | 350 | Computer Services | Environmental |

Table 9 – 10 Additional Actuals: Prothia (Page 1 of 1)

Transactions Incurred by Employee Robinson

The following transactions are charged by employee Robinson to task number 2 and organization Environmental.

| Expenditure Ending Date | Type | Amonut | Unit of Measure | Raw Cost | Burdened Cost | PA Period | Resource Mapping By Employee and Job | Resource Mapping By Organization |
|-------------------------|--------------|--------|-----------------|----------|---------------|-----------|--------------------------------------|----------------------------------|
| 14–Jan–95 | Professional | 50 | hours | 1,500 | 4,373 | P01–03–96 | Robinson, James | Environmental |
| 14–Jan–95 | Air Travel | 1,450 | | 1,450 | 1,668 | P01–03–96 | Air Travel | Environmental |

Table 9 – 11 Actuals: Robinson (Page 1 of 1)

Commitments

Typically, open commitments are recognized in the current reporting period. To help illustrate this, an open commitment is recognized in the first period of the project. The commitment is a purchase order created for an outside interview consulting firm for the PA period P12–02–95 and interfaced from Accounts Payable to Oracle Projects in PA period P01–03–96, but posted to P12–02–95, as shown in the following table. In the last period of the project, the commitment is closed. The effect of opening and closing the commitment is reflected in the exhibits.

| Expenditure Ending Date | Type | Project Number | Task Number | Amount | Raw Cost | Burdened Cost | PA Period | Resource Mapping by Employee and Job | Resource Mapping by Organization |
|-------------------------|------------|----------------|-------------|--------|----------|---------------|-----------|--------------------------------------|----------------------------------|
| 10-Dec-95 | Consulting | PAR01 | 1.1 | 5,200 | 5,200 | 5,200 | P12-02-95 | Consulting | Administration |

Table 9 – 12 Commitments (Page 1 of 1)

The total raw cost for the project is \$15,430. The total burdened cost is \$28,522. These totals include both actuals and commitments.

Reviewing Amounts in Project Status Inquiry

Robinson reviews the transactions for project PAR01 online in the Project Status Inquiry windows, using the current reporting period of P01-02-96.

Exhibit 1: Initial Project Status View for First Reporting Period

Initially, Robinson reviews the summary amounts for the entire project in the Project Status window, using the 'Labor by Employee and Job, Non-Labor By Expenditure Type' resource list, as shown in the following table. Only one row of summary actuals and budgets display on the Project Status window. Note the open commitment amount.

| Project | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Actual Cost | ITD Cost Budget | ITD Actual Cost | Variance | Cmt Amount |
|---------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|------------|
| PAR01 | 5,750 | 3,195 | 10,000 | 6,181 | 15,750 | 9,376 | 30,650 | 17,280 | 13,370 | 5,200 |

Table 9 – 13 (Page 1 of 1) Exhibit 1

Exhibit 2: Initial Resource Status View

Then, Robinson drills down to the Resource Status window to view the major resource groups budgeted for the project, as shown in the following table.

| Resource | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Act. Cost | ITD Cost Budget | ITD Act. Cost | Variance | Cmt Amount |
|-----------------------|----------------|----------------|-----------------|-----------------|-----------------|---------------|-----------------|---------------|----------|------------|
| Labor | 5,000 | 2,915 | 10,000 | 5,831 | 15,000 | 8,746 | 22,500 | 14,868 | 7,632 | – |
| Travel | – | – | – | – | – | – | 2,400 | 1,783 | 617 | – |
| Outside Services | – | – | – | – | – | – | 5,000 | – | 5,000 | 5,200 |
| In-house Recoverables | 750 | 280 | – | 350 | 350 | 630 | 750 | 630 | 120 | – |

Table 9 – 14 (Page 1 of 1) Exhibit 2

Exhibit 3: Drilldown to Resources

For each resource group, Robinson drills down to the supporting second-level resources, actuals and budgets, as shown in the following table.

| Resource | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Act. Cost | ITD Cost Budget | ITD Act. Cost | Variance | Cmt Amount |
|-----------------------|----------------|----------------|-----------------|-----------------|-----------------|---------------|-----------------|---------------|----------|------------|
| Labor | 5,000 | 2,915 | 10,000 | 5,831 | 15,000 | 8,746 | 22,500 | 14,868 | 7,632 | – |
| Marlin, Amy | – | – | – | – | – | – | 7,500 | 6,122 | 1,378 | |
| Robinson, James | – | – | – | – | – | – | – | – | – | |
| Sr. Consultant | 5,000 | 2,915 | 10,000 | 5,831 | 15,000 | 8,746 | 15,000 | 8,746 | 6,254 | |
| Travel | – | – | – | – | – | – | 2,400 | 1,783 | 617 | – |
| Air Travel | – | – | | | – | – | – | 1,783 | (1,783) | |
| Outside Services | – | – | – | – | – | – | 5,000 | – | 5,000 | 5,200 |
| Consulting | – | – | | | – | – | – | – | – | 5,200 |
| In-house Recoverables | 750 | 280 | – | 350 | 750 | 630 | 750 | 630 | 120 | – |
| Computer Services | – | 280 | | 350 | – | 630 | – | 630 | (630) | – |

Table 9 – 15 (Page 1 of 1) Exhibit 3

Exhibit 4: Alternate Organization Drilldown to Resources

Robinson also wants to see employee utilization by organization. So, he selects an alternate resource list, 'Labor by Organization, Non-Labor by Expenditure Type'. He then drills down from the Project Status window

to the second-level resources on the Resource Status window, as shown in the following table.

| Resource | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Act. Cost | ITD Cost Budget | ITD Act. Cost | Variance | Cmt Amount |
|-----------------------|----------------|----------------|-----------------|-----------------|-----------------|---------------|-----------------|---------------|----------|------------|
| Labor | – | 2,915 | – | 5,831 | – | 8,746 | – | 14,868 | (14,868) | – |
| Data Systems | – | 2,915 | – | 5,831 | – | 8,746 | – | 14,868 | (14,868) | |
| Travel | – | – | – | – | – | – | – | 1,783 | (1,783) | – |
| Air Travel | – | – | | | – | – | – | 1,783 | (1,783) | |
| Outside Services | – | – | – | – | – | – | – | | – | 5,200 |
| Consulting | – | – | | | – | – | – | – | – | 5,200 |
| In-house Recoverables | – | 280 | – | 350 | – | 630 | – | 630 | (630) | – |
| Computer Services | – | 280 | – | 350 | – | 630 | – | 630 | (630) | – |

Table 9 – 16 (Page 1 of 1) Exhibit 4

Summary Amounts After Current Reporting Period Change

When the reporting period changes to P01–03–96, Robinson once again reviews the Project and Resource Status of project PAR01, using the ‘Labor by Employee and Job, Non-Labor by Expenditure Type resource list’, as shown in the following tables.

The prior period, period-to-date, year-to-date, and inception-to-date actuals and budgets have changed to reflect the new reporting period’s actuals and budgets. The commitment amount no longer appears on the status windows because it was closed in an earlier reporting period.

Exhibit 5: Initial Project Status View After Current Reporting Period Change

| Project | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Actual Cost | ITD Cost Budget | ITD Actual Cost | Variance | Cmt Amount |
|---------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|------------|
| PAR01 | 10,000 | 6,181 | 15,300 | 6,040 | 31,050 | 15,416 | 45,950 | 28,521 | 17,429 | – |

Table 9 – 17 (Page 1 of 1) Exhibit 5

Exhibit 6: Initial Resource Status View After Current Reporting Period Change

| Resource | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Act. Cost | ITD Cost Budget | ITD Act. Cost | Variance | Cmt Amount |
|-----------------------|----------------|----------------|-----------------|-----------------|-----------------|---------------|-----------------|---------------|----------|------------|
| Labor | 10,000 | 5,831 | 12,500 | 4,373 | 27,500 | 13,119 | 35,000 | 19,241 | 15,759 | – |
| Travel | – | – | 1,800 | 1,668 | 1,800 | 1,668 | 4,200 | 3,450 | 750 | – |
| Outside Services | – | – | – | – | – | – | 5,000 | 5,200 | (200) | – |
| In-house Recoverables | – | 350 | 1,000 | – | 1,750 | 630 | 1,750 | 630 | 1,120 | – |

Table 9 – 18 (Page 1 of 1) Exhibit 6

Exhibit 7: Drilldown to Resources After Current Reporting Period Change

| Resource | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Act. Cost | ITD Cost Budget | ITD Act. Cost | Variance | Cmt Amount |
|-----------------------|----------------|----------------|-----------------|-----------------|-----------------|---------------|-----------------|---------------|----------|------------|
| Labor | 10,000 | 5,831 | 12,500 | 4,373 | 27,500 | 13,119 | 35,000 | 19,241 | 15,759 | – |
| Marlin, Amy | – | – | – | – | – | – | 7,500 | 6,122 | 1,378 | |
| Robinson, James | – | – | 12,500 | 4,373 | 12,500 | 4,373 | 12,500 | 4,373 | 8,127 | |
| Sr. Consultant | 10,000 | 5,831 | – | – | 15,000 | 8,746 | 15,000 | 8,746 | 6,254 | |
| Travel | – | – | 1,800 | 1,668 | 1,800 | 1,668 | 4,200 | 3,450 | 750 | – |
| Air Travel | – | – | – | 1,668 | – | 1,668 | – | 3,450 | (3,450) | |
| Outside Services | – | – | – | – | – | – | 5,000 | 5,200 | (200) | – |
| Consulting | – | – | – | – | – | – | – | 5,200 | (5,200) | |
| In-house Recoverables | – | 350 | 1,000 | – | 1,750 | 630 | 1,750 | 630 | 1,120 | – |
| Computer Services | – | 350 | – | – | – | 630 | – | 630 | (630) | – |

Table 9 – 19 (Page 1 of 1) Exhibit 7

Summary Amounts After Budget Changes

During the last period of the project (P01–03–96), Robinson receives a change order from the clients based on recent negotiations for increased

scope, so he can now increase all budgets by ten percent. He baselines the new budget version, reruns the update project summary amounts process, and reviews the status of the project once more.

All prior period, period-to-date, year-to-date, and inception-to-date budgets now reflect a ten percent increase, as shown in the following table. The actuals remain unchanged.

Exhibit 8: Initial Project Status View After Budget Changes

| Project | PP Cost Budget | PP Actual Cost | PTD Cost Budget | PTD Actual Cost | YTD Cost Budget | YTD Actual Cost | ITD Cost Budget | ITD Actual Cost | Variance | Cmt Amount |
|---------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------|------------|
| PAR01 | 11,000 | 6,181 | 16,830 | 6,040 | 34,155 | 15,416 | 50,545 | 28,521 | 22,024 | - |

Table 9 – 20 (Page 1 of 1) Exhibit 8

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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