

Oracle® Projects

Implementation Guide

Release 11i

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Oracle Projects Implementation Guide Release 11i

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Preface

Welcome to Release 11*i* of the *Oracle Projects Implementation Guide*.

This guide contains the information you need to implement Oracle Projects Release 11.5.10.

- Chapter 1, *Implementation Checklist*, provides an overview of the implementation process, and includes an overview of the implementation checklists for each product in the Oracle Projects solution.
- Chapters 2 through 7 include the implementation checklists for each of the Oracle Projects products, followed by details about each step in the implementation checklists:
 - Chapter 2: *Implementing Oracle Project Foundation*
 - Chapter 3: *Implementing Oracle Project Costing*
 - Chapter 4: *Implementing Oracle Project Billing*
 - Chapter 5: *Implementing Oracle Project Resource Management*
 - Chapter 6: *Implementing Oracle Project Management*
 - Chapter 7: *Implementing Oracle Project Collaboration*
- Chapter 8, *Workflow Processes*, gives an overview of how Oracle Projects uses Workflow, and describes each workflow process that Oracle Projects uses.
- The appendixes include information about the following topics:

- Function security
- Profile options
- Implementation options
- Menus and responsibilities
- Descriptive flexfields
- Lookups
- AutoAccounting and the Account Generator

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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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 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 Management User Guide

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

Oracle Project Resource Management User Guide

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 11i.

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 server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, 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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Thank you for using Oracle Projects and this implementation guide.

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CHAPTER

1

Overview of Implementing Oracle Projects

This chapter contains an overview of the implementation process, and implementation checklists to assist you in installing the Oracle Projects solution.

Planning Your Implementation

As you plan your implementation of Oracle Projects, we recommend that you consider the implementation issues discussed in this section. Implementing a core system such as Oracle Projects is a complex and lengthy task. By carefully planning your implementation, you can save valuable time and prevent errors.

Note: If you plan to use Multiple Reporting Currencies (MRC) with Oracle Projects, additional setup steps are required. See: *Multiple Reporting Currencies in Oracle Applications*.

Your Implementation Team

Your implementation team creates and executes the implementation plan and makes most of the implementation decisions. Your implementation team makes many important decisions, from re-engineering your business procedures, to preparing for conversion, to determining your system requirements.

Your implementation team should be very broad-based, with representatives from your MIS, accounting, and project management departments. Ideally, the team is made up of staff who can dedicate a significant amount of time to implementation issues.

You should also appoint one member of your implementation team to head the implementation, facilitate resolution of issues, and act as liaison between your organization and Oracle Worldwide Customer Support and Oracle Consulting Services.

Implementation Decisions

Your implementation team should re-examine all your business procedures in light of the functionality in Oracle Projects.

Review Your Business Procedures

The terminology your business uses, your organization structure, your accounting practices, how you classify expenditures, and your reporting policies are just a few issues that will influence many decisions you make about your implementation of Oracle Projects.

Preparing Your Implementation Data

Your implementation team must determine how to configure the features in Oracle Projects.

As you determine your implementation data, you must keep AutoAccounting in mind. The AutoAccounting feature in Oracle Projects derives values for account combinations based on project information for all accounting transactions in Oracle Projects. Consequently, the way you organize your chart of accounts affects your implementation data. For example, if you charge several expense accounts for varied expenditures such as meals, travel and lodging, and airfare, then you need to implement an expenditure type that corresponds to each expense account. You can use most of the implementation data that you define for Oracle Projects as inputs to the AutoAccounting rules that you define.

See Also

Overview of Setting Up Oracle Projects: page 1 – 5

Data Conversion

Since data conversion from your existing systems is typically the most error-prone area of implementation, we recommend that your implementation team invest considerable time planning and testing it.

We recommend that you test your data conversion program carefully using sample data before you migrate to Oracle Projects. After conversion, you should verify the functionality of your data.

User Training

Plan training for all members of your company that will use Oracle Projects. You should include employees who interact directly with the software or who review the data that is reported from the system. The training may include steps in how to use the system to perform specific tasks and explanations of any new business policies that you may institute as a consequence of implementing Oracle Projects.

System Testing

Plan and execute extensive system testing of your enterprise solution – including the Oracle Applications and any systems that interface with the applications. Your system test environment should be as similar to your production system as possible. After you convert your data for testing, assign users to test the functions that they currently or will perform. Provide your testers with the appropriate hardware resources so you can accurately judge performance issues.

Overview of Setting Up Oracle Projects

This section contains a checklist that includes each task you need to perform to complete the implementation of Oracle Projects.

To further help you implement Oracle Projects, this chapter walks you through a sample implementation for Fremont Corporation, a fictitious engineering, construction, and consulting firm. For each implementation step, we explain how Fremont implements its own policy, practice, or procedure in Oracle Projects. By studying Fremont's implementation, you can learn more about how to implement your own policies, practices, and procedures using Oracle Projects. See: About Fremont Corporation: An Example of Setting Up Oracle Projects: page 1 – 11.

Note: Fremont Corporation may not have implemented all of the features available in this release of Oracle Projects.

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, you may want to use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross-product implementation dependencies and reduces redundant setup steps. The Wizard also identifies steps that can be completed independently—by several teams working in parallel—to help you manage your implementation process most efficiently.

You can use the Implementation Wizard as a resource center to see a graphical overview of setup steps, read online help for a setup activity, to open the appropriate setup window. You can also document your implementation, for further reference and review, by using the Wizard to record comments for each step.

For more information, see: *Oracle Applications Implementation Wizard User's Guide*.

Setting up Underlying Oracle Applications Technology

The setup steps in this chapter tell you how to implement the parts of Oracle Applications specific to Oracle Projects.

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you

do not use the Wizard, you need to complete several other setup steps, including:

- performing system-wide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities

For more information, see: *Oracle Applications System Administrator's Guide*.

Also, if your implementation uses Oracle Workflow to manage project or budget status changes, or to derive the Project Related Supplier Invoice Account via the Account Generator, you need to set up Oracle Workflow.

For more information, see: *Oracle Workflow User's Guide*.

Oracle Projects Implementation Checklist

The implementation checklist is made up of several checklists, one for each of the products in the Oracle Projects solution, as listed below:

- Oracle Project Foundation: page 2 – 2
- Oracle Project Costing: page 3 – 2
- Oracle Project Billing: page 4 – 2
- Oracle Project Resource Management: page 5 – 2
- Oracle Project Management: page 6 – 2
- Oracle Project Collaboration: page 7 – 2

You can combine each product checklist with others, based on your implementation.

Overview of the Oracle Projects Implementation Checklist

Following are some guidelines for using the implementation checklist.

Perform Steps in Order

Many of the implementation steps use information you define in previous steps, you should perform the steps in the order listed.

Shared Data

The implementation checklist summarizes each of the steps you follow to implement Oracle Projects. It includes setup steps for data that may be shared with other Oracle Applications but is required by Oracle Projects. If you have already defined this information when you implemented other Oracle Applications, you can skip those steps. This shared data includes:

- Set of Books
- Employees and Organizations
- Customers

AutoAccounting

As you determine your implementation data, you must keep AutoAccounting in mind. The AutoAccounting feature in Oracle Projects derives values for account combinations based on project information for all accounting transactions in Oracle Projects. Consequently, the way you organize your chart of accounts affects your implementation data. For example, if you charge several expense accounts for varied expenditures such as meals, travel and lodging, and airfare, then you need to implement an expenditure type that corresponds to each expense account. You can use most of the implementation data that you define for Oracle Projects as inputs to the AutoAccounting rules that you define.

Implementation Listings

After you complete most implementation steps, you can submit reports to review your work and confirm that you have successfully completed the step. For example, after you complete entering Agreement types, you can submit the Agreement Types Listing. See: Implementation Listings, *Oracle Projects Fundamentals*.

Checklist Sections

Each checklist is grouped first by product and second by function, so that you can implement your licensed product and the specific features that are needed for your business without having to implement the entire suite or implement unneeded functionality.

Product Setup Checklists

The product setup checklists are organized by area of functionality. The *Required* column indicates if the step is required for use of the *product*. The *Optional* column indicates if the step is optional for use of the *product*.

Feature Setup Checklists

The feature setup checklists are organized by feature within each product. The *Required* column indicates if the step is required for use of each *feature*. The *Optional* column indicates if the step is optional for use of each *feature*.

In addition, the Oracle Project Foundation checklists indicate, in the Required and Optional columns, the product or products for which the

step is either required or optional, or *All* if all products in the Oracle Projects Suite are applicable.

Steps for Integrating Oracle Projects with Other Oracle Applications

Some of the steps in the implementation checklists are performed in other Oracle Applications, and affect the integration of Oracle Projects with those applications. You should understand the implications of integration with Oracle Projects as you perform these setup steps for other Oracle Applications. See the Setup chapter of each product's User Guide for comprehensive implementation information for the product.

How to Use the Implementation Checklist

When it comes to implementing Oracle Projects, each business has different needs. Just as Oracle Projects lets you tailor project requirements to fit your business needs, the sections describing the setups of Oracle Projects are designed to be equally flexible. Here are some suggested ways to use these sections.

Use it as a Step-by-Step Implementation Guide

This guide gives you step-by-step instructions on how to implement Oracle Projects. Each step explains what other steps you should complete first, what the step accomplishes, and the mechanics of the step. After you plan your implementation, simply follow the steps and enter your business policies, procedures, and requirements using Oracle Projects forms.

Use it as a Tutorial

You can also use this guide as a learning aid by following Fremont Corporation's Oracle Projects implementation. You can learn the mechanics of implementation and get something tangible when you finish—an Oracle Projects system with which you can experiment.

Use it as a Springboard to Plan Your Implementation

If you follow Fremont Corporation's implementation, you will have a projects system that meets Fremont Corporation's requirements, which may differ from your own. To design your own implementation plan, read through the examples and look for requirements that are similar to or different from your project needs. By studying Fremont Corporation's implementation, you can learn more about how to

implement your own policies, practices, and procedures using Oracle Projects.

Effective Dates

Most setup windows have fields for effective dates, which are the dates during which the item you are defining will be active and will appear on a list of values.

The From effective date is required, and the system usually defaults the system date in that field. The To effective date is usually optional; you can leave this field blank if you want the item you are defining to be active indefinitely.

Date ranges are inclusive; an item becomes active on the From date and remains active through the end of the To date.

If you want to inactivate an item in the future, you can enter that future date in the To field.

For example, suppose you decide that you will no longer classify any projects as "Market Development" after the end of your calendar year. You set the Effective Date: To field to 31-DEC-2001, which prevents this classification code from appearing on lists of values, and prevents you from entering this classification code after December 31, 2001.

Similarly, you can prevent your employees from recording verbal payment agreements, effective tomorrow, by entering today's date in the Effective Date: To field for the agreement type "Verbal."

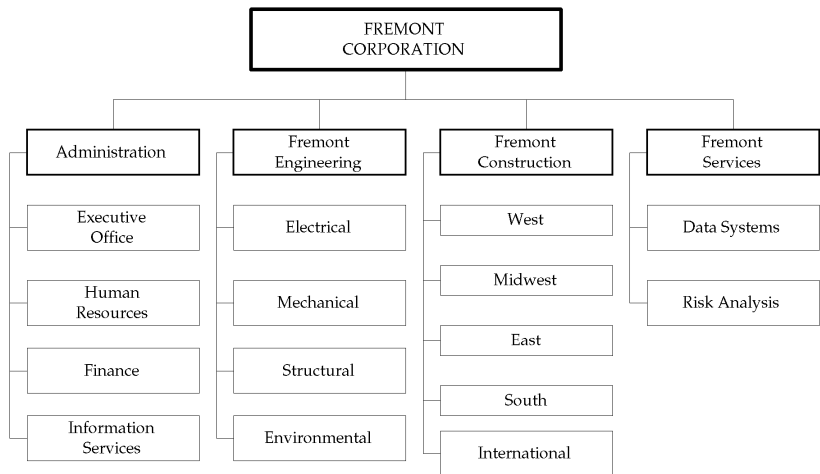
You can also use effective dates to record information that changes over time. For example, if you alter the bill rate for an employee on a specific date, you can enter the new bill rates and use the Effective Date fields to ensure that the old and the new bill rates are used as appropriate.

About Fremont Corporation: An Example of Setting Up Oracle Projects

Fremont Corporation is a fictitious company based in Bay Grove, California, that provides engineering, construction, and services contracting to a wide variety of domestic and international customers. It consists of four divisions: Administration, Engineering, Construction, and Services.

These divisions are further divided into a number of groups. For example, Administration has four groups: the Executive Office, Human Resources, Finance, and Information Services.

Figure 1 – 1 Fremont Corporation: Organization Hierarchy



To integrate its accounting needs, Fremont Corporation implements other Oracle Applications products such as Oracle General Ledger, Oracle Receivables, Oracle Purchasing, Oracle Payables, and Oracle Assets.

Fremont Corporation decides to implement Oracle Projects for each division and begins by forming an implementation team. This team, made up of managers who understand Fremont Corporation's accounting and project management practices, decides how Fremont Corporation should implement Oracle Projects to best suit the company's business needs. They also define the policies, procedures, and requirements needed to complete the implementation.

Throughout this guide, whenever we discuss a particular aspect of implementation, we discuss how Fremont Corporation's

implementation team chooses to implement Oracle Projects. Most of the examples are located at the end of an implementation step.

Note: Fremont Corporation may not have implemented all of the features available in this release of Oracle Projects.

CHAPTER

2

Implementing Oracle Project Foundation

This chapter contains instructions for implementing Oracle Project Foundation.

Oracle Project Foundation Implementation Checklists

Oracle Project Foundation provides the common foundation shared across the Oracle Projects products (Project Costing, Project Billing, Project Resource Management, Project Management and Project Collaboration).

For general information about the Oracle Projects implementation checklists, see Overview of Setting Up Oracle Projects: page 1 – 5.

Note: To find out how to access a window, refer to the Navigation Paths index, *Oracle Projects Fundamentals*.

Oracle Project Foundation Product Setup

The product setup checklist is organized by area of functionality.

Note: The *Required* column indicates if the step is required for use of the *product*. The *Optional* column indicates if the step is optional for use of the *product*.

The following table shows the abbreviations that are used in the Required and Optional columns.

Product Abbreviation	Product
All	All products in Oracle Projects Suite
PJF	Project Foundation
PJC	Project Costing
PJB	Project Billing
PJR	Project Resource Management
PJT	Project Management
PJL	Project Collaboration

Table 2 – 1 Product Abbreviations for Implementation Checklist (Page 1 of 1)

Set of Books and Currencies

Step	Description	Required	Optional
<input type="checkbox"/> PJF-1	Define set of books	All	
<input type="checkbox"/> PJF-2	Set the profile option GL: Set of Books	All	
<input type="checkbox"/> PJF-3	Enable additional currencies you plan to use		All

Table 2 – 2 Foundation Setup: Set of Books and Currencies (Page 1 of 1)

Organization Definition

Step	Description	Required	Optional
<input type="checkbox"/> PJF-4	Define locations	All	
<input type="checkbox"/> PJF-5	Define organizations	All	
<input type="checkbox"/> PJF-6	Set the profile option HR: Cross Business Group		All
<input type="checkbox"/> PJF-7	Enable Multiple Organization Architecture		All
<input type="checkbox"/> PJF-8	Define default operating unit for the project expenditure organizations	PJR	PJC
<input type="checkbox"/> PJF-9	Define organization hierarchies and/or global organization hierarchies	All	
<input type="checkbox"/> PJF-10	Assign a project burdening hierarchy for each business group		PJC, PJB

Table 2 – 3 Foundation Setup: Organization Definition (Page 1 of 1)

Period and Calendar Definition

Step	Description	Required	Optional
<input type="checkbox"/> PJF-11	Set the profile option PA: Enable Enhanced Period Processing		PJC, PJB
<input type="checkbox"/> PJF-12	Define GL and PA periods	All	
<input type="checkbox"/> PJF-13	Set the GL period status		PJC, PJB

Table 2 – 4 Foundation Setup: Period and Calendar Definition (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJF-14	Define calendar types	PJR, PJT	PJC
<input type="checkbox"/> PJF-15	Define calendar shifts and shift patterns	PJR, PJT	PJC
<input type="checkbox"/> PJF-16	Define calendar exceptions		PJR, PJT, PJC
<input type="checkbox"/> PJF-17	Define calendars	PJR, PJT	PJC
<input type="checkbox"/> PJF-18	Assign calendar shifts	PJR, PJT	PJC
<input type="checkbox"/> PJF-19	Set the following profile options: PA: Default Calendar PA: Global Week Start Day PA: Availability/Overcommitment Calculation Period PA: Percentage of Resource's Capacity PA: Availability Duration	PJC, PJR	PJC
<input type="checkbox"/> PJF-20	Define default calendar for the project expenditure organization	PJR	PJC, PJT
<input type="checkbox"/> PJF-21	Run the Generate Calendar Schedules process	PJR	PJC

Table 2 - 4 Foundation Setup: Period and Calendar Definition (Page 2 of 2)

Implementation Options

Step	Description	Required	Optional
<input type="checkbox"/> PJF-22	Define implementation options (System, Currency, Project Setup, Expend/Costing, Billing, Tax Defaults, Cross Charge).	All	

Table 2 - 5 Foundation Setup: Implementation Options (Page 1 of 1)

Resource Definition

Step	Description	Required	Optional
<input type="checkbox"/> PJF-23	Define job groups	PJR	PJC, PJB
<input type="checkbox"/> PJF-24	Define job levels and job codes	PJR	
<input type="checkbox"/> PJF-25	Define jobs	PJR	PJC, PJB

Table 2 - 6 Foundation Setup: Resource Definition (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJF-26	Define job mapping		PJR, PJC, PJB
<input type="checkbox"/> PJF-27	Set profile option PA Project Resource Job Group, or define the job group for the organization	PJR	
<input type="checkbox"/> PJF-28	Define rating scales	PJR	
<input type="checkbox"/> PJF-29	Define competencies	PJR	
<input type="checkbox"/> PJF-30	Define people, including address, assignment, job, supervisor, and competencies	PJR	All
<input type="checkbox"/> PJF-31	Run PRC: Maintain Project Resources	PJR	PJC (utilization)

Table 2 – 6 Foundation Setup: Resource Definition (Page 2 of 2)

Role Definition

Step	Description	Required	Optional
<input type="checkbox"/> PJF-32	Define roles	PJR, PJT, PJJ	PJC, PJB
<input type="checkbox"/> PJF-33	Define role lists		All
<input type="checkbox"/> PJF-34	Define project roles for organizations		All

Table 2 – 7 Foundation Setup: Role Definition (Page 1 of 1)

Project and Organization Security

Step	Description	Required	Optional
<input type="checkbox"/> PJF-35	Implement responsibility-based security		All
<input type="checkbox"/> PJF-36	Set the profile option PA: Cross-Project User - View		All
<input type="checkbox"/> PJF-37	Set the profile option PA: Cross-Project User - Update		All
<input type="checkbox"/> PJF-38	Set the profile option PA: View All Project Resources		All

Table 2 – 8 Foundation Setup: Project and Organization Security (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJF-39	Implement role-based security		PJR, PJT, PJJ
<input type="checkbox"/> PJF-40	Implement organizational authority		PJC, PJT, PJR, PJJ
<input type="checkbox"/> PJF-41	Implement project security extension		All
<input type="checkbox"/> PJF-42	Define security profiles and/or global security profiles		All
<input type="checkbox"/> PJF-43	Set the profile option HR: Security Profile	All	

Table 2 - 8 Foundation Setup: Project and Organization Security (Page 2 of 2)

Task Definition

Step	Description	Required	Optional
<input type="checkbox"/> PJF-44	Define additional task statuses		PJT
<input type="checkbox"/> PJF-45	Define additional task types		PJT
<input type="checkbox"/> PJF-46	Define additional task priorities		PJT

Table 2 - 9 Foundation Setup: Task Definition (Page 1 of 1)

Project Definition

Step	Description	Required	Optional
<input type="checkbox"/> PJF-47	Define additional statuses		All
<input type="checkbox"/> PJF-48	Define additional classifications, class categories and class codes		All
<input type="checkbox"/> PJF-49	Define service types	All	
<input type="checkbox"/> PJF-50	Define project customer relationships	PJB	
<input type="checkbox"/> PJF-51	Define contact types	PJB	
<input type="checkbox"/> PJF-52	Define probability lists		All

Table 2 - 10 Foundation Setup: Project Definition (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJF-53	Define resource lists.	All	
<input type="checkbox"/> PJF-54	Define cycles	PJB	PJT
<input type="checkbox"/> PJF-55	Define work types	PJR	PJC, PJB
<input type="checkbox"/> PJF-56	Define project types * This step should be revisited after you have defined your desired features across the suite	All	
<input type="checkbox"/> PJF-57	Define project lifecycles		All
<input type="checkbox"/> PJF-58	Define user-defined attributes		All
<input type="checkbox"/> PJF-59	Define project templates * This step should be revisited after you have defined your desired features across the suite	All	
<input type="checkbox"/> PJF-60	Implement project verification extension		All
<input type="checkbox"/> PJF-61	Implement project workflow		All
<input type="checkbox"/> PJF-62	Implement project workflow extension		All
<input type="checkbox"/> PJF-63	Implement the verify organization change extension		All
<input type="checkbox"/> PJF-64	Setup profile option PA: Home Page Highlights: Number of Weeks		All
<input type="checkbox"/> PJF-65	Implement Project Search		All

Table 2 – 10 Foundation Setup: Project Definition (Page 2 of 2)

System Administration and Maintenance

Step	Description	Required	Optional
<input type="checkbox"/> PJF-66	Define request groups for reporting and processes		All
<input type="checkbox"/> PJF-67	Define responsibilities for users		All
<input type="checkbox"/> PJF-68	Define additional users		All

Table 2 – 11 Foundation Setup: System Administration and Maintenance (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJJ-69	Initiate Deferred Workflow processes	PJR	PJF (utilization), PJT (budgetary controls)
<input type="checkbox"/> PJJ-70	Define frequently used folders		All
<input type="checkbox"/> PJJ-71	Define descriptive flexfields		All
<input type="checkbox"/> PJJ-72	Define additional page layouts		All
<input type="checkbox"/> PJJ-73	Set the profile option PA: Highlight Starting Tasks: Number of Days		All
<input type="checkbox"/> PJJ-74	Gather schema statistics		All

Table 2 – 11 Foundation Setup: System Administration and Maintenance (Page 2 of 2)

Oracle Project Foundation Feature Setup

The Oracle Project Foundation Feature Setup checklist shows the steps required to implement each Oracle Projects feature. The list is organized by feature.

Required and Optional Steps by Product

The *Required* column indicates the product or products for which the step is required to use the feature. The *Optional* column indicates the product or products for which the step is optional. Each column contains the word *All* if all products in the Oracle Projects Suite are applicable.

The following table shows the abbreviations that are used in the Required and Optional columns.

Product Abbreviation	Product
All	All products in Oracle Projects Suite
PJF	Project Foundation
PJC	Project Costing

Table 2 – 12 Product Abbreviations for Implementation Checklist (Page 1 of 2)

Product Abbreviation	Product
PJB	Project Billing
PJR	Project Resource Management
PJT	Project Management
PJL	Project Collaboration

Table 2 – 12 Product Abbreviations for Implementation Checklist (Page 2 of 2)

Organization Forecasting

Step	Description	Required	Optional
<input type="checkbox"/> PJF-75	Define an additional status for Organization Forecasting		PJC, PJR
<input type="checkbox"/> PJF-76	Update status controls to include project in Organization Forecasts	PJC, PJR	
<input type="checkbox"/> PJF-77	Define an organization project type	PJC, PJR	
<input type="checkbox"/> PJF-78	Define an organization project template	PJC, PJR	
<input type="checkbox"/> PJF-79	Define organization forecasting options	PJC, PJR	
<input type="checkbox"/> PJF-80	Define adjustment reasons	PJC, PJR	
<input type="checkbox"/> PJF-81	Calculate initial forecast amounts	PJC, PJR	

Table 2 – 13 Foundation Feature Setup: Organization Forecasting (Page 1 of 1)

Utilization

Step	Description	Required	Optional
<input type="checkbox"/> PJF-82	Define unassigned time options	PJC, PJR	
<input type="checkbox"/> PJF-83	Define utilization categories	PJC, PJR	
<input type="checkbox"/> PJF-84	Define utilization options	PJC, PJR	

Table 2 – 14 Foundation Feature Setup: Utilization (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJF-85	Define reporting time period	PJC, PJR	
<input type="checkbox"/> PJF-86	Set the following profile options for utilization: PA: Utilization Records Per Set PA: Utilization Manager Default Period Type PA: Utilization Manager Default Calculation Method PA: Resource Utilization Period Type PA: Resource Utilization Calculation Method PA: Utilization Calculation Begin Date	PJC, PJR	

Table 2 – 14 Foundation Feature Setup: Utilization (Page 2 of 2)

Oracle Sales Integration

Step	Description	Required	Optional
<input type="checkbox"/> PJF-87	Implement Sales Online opportunities with Oracle Projects	All	

Table 2 – 15 Foundation Feature Setup: (Page 1 of 1)

Oracle Advanced Product Catalog Integration

Step	Description	Required	Optional
<input type="checkbox"/> PJF-88	Implement Oracle Advanced Product Catalog Integration	All	

Table 2 – 16 Foundation Feature Setup: (Page 1 of 1)

Activity Management Gateway

Step	Description	Required	Optional
Activity Management Gateway			
<input type="checkbox"/> PJF-89	Define control actions	All	
<input type="checkbox"/> PJF-90	Define source products	All	

Table 2 – 17 Foundation Feature Setup: Activity Management Gateway (Page 1 of 1)

Set of Books and Currencies

The following instructions give details about steps PJF-1 through PJF-3 in the Oracle Project Foundation Product Implementation Checklist:
page 2 – 2.

Define an Oracle Applications Set of Books

A set of books identifies a company or fund within Oracle Applications that shares a common chart of accounts structure, calendar, and functional currency. When you set up Oracle Projects either as a standalone installation or integrated with other Oracle Applications, you need to set up one set of books for each set of products that share a common chart of accounts, calendar, and currency.

You perform the following steps to set up your Oracle Applications set of books:

- Define your chart of accounts.** See: Defining Your Chart of Accounts, *Oracle General Ledger User Guide*.
- Define accounting period types.** See: Defining Period Types, *Oracle General Ledger User Guide*.
- Define your calendar.** See: Defining Calendars, *Oracle General Ledger User Guide*.
- Define a set of books.** See: Defining Sets of Books, *Oracle General Ledger User Guide*.
- Assign set of books to a responsibility.**

If you have already implemented a set of books while setting up a different Oracle Application, you can skip these steps.



Suggestion: For a description of Fremont Corporation's set of books, see: Fremont Corporation Set of Books: page 2 – 15.

Oracle Projects Considerations when Defining your Accounting Flexfield

Consider the following features when you define accounting flexfields:

Dynamic Inserts

The Oracle Projects AutoAccounting feature requires that you allow dynamic insertion of new account combinations. You must define your

Accounting Flexfield structure with the *Allow Dynamic Inserts* options enabled. See: *Defining Key Flexfield Structures, Oracle Applications Flexfield Guide*.

Segment Qualifiers

Two Oracle Projects audit reports, the GL Cost Interface Audit Report and the GL Revenue Interface Audit Report, list account combinations and require the following flexfield segment qualifiers for your Accounting Flexfield:

- Cost Center Segment
- Natural Account Segment
- Balancing Segment

Set of Books Profile Option

To indicate the set of books in use at the site, application, or responsibility level, you set the GL: Set of Books Name profile option.

For more information, see: *General Ledger Applications Profile Options, Oracle General Ledger User Guide*.

Enabling Currencies You Want to Use

Before you can process transactions or billing in multiple currencies, you must enable the currencies that you plan to use, using the Currencies window in Oracle General Ledger. See: *Currencies Window* in the *Oracle General Ledger User Guide*.

You also need to use Oracle General Ledger to set up and maintain the exchange rate types and exchange rates.

See: *Defining Conversion Rate Types and Entering Daily Rates* in the *Oracle General Ledger User Guide*.

Multi-Currency Processing

This section describes the steps you need to take to use multiple currencies in Oracle Projects.

Setting up Multi-Currency Transactions

To set up your system to process multi-currency transactions, perform the following steps:

- **Implementation Options**

Use the Currency Implementation Options to control the default values for currency attributes at the operating unit level. Oracle Projects uses the currency attributes to calculate currency exchange rates. See: *Currency Implementation Options*: page C – 6.
- **Currency**

For each project for which you want to process multi-currency transactions, set up the Currency options in the project and task options window. This option enables you to enter default currency attributes for a project. See: *Currency, Oracle Projects Fundamentals*.
- **Cross Charge**

You can use the Cross Charge Options to specify whether the project can accept charges from other operating units. See: *Cross Charge Setup, Oracle Projects Fundamentals*.
- **Task Currency and Cross Charge Options**

You can use the Task Currency and Cross Charge Options to override the costing currency conversion attributes and cross charge options in a lowest task. See: *Currency, Oracle Projects Fundamentals* and *Cross Charge Setup, Oracle Projects Fundamentals*.
- **Transaction Entry and Transaction Import**

During Transaction Entry and Transaction Import, you can override the project and task currency attributes. See: *Entering Expenditures, Oracle Project Billing User Guide* and *Currency Conversion Attributes for Imported Transactions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Setting up Multi-Currency Billing

To set up your system to process invoices in currencies different from the project functional currency, perform the following steps:

- **Enable Multi Currency Billing**

In the Billing tab of the Implementation Options window, check the box Enable Multi Currency Billing. This option enables you to enter agreements, bill rates, and events in any currency.

- Define Currency Conversion Attributes and other attributes for Project Templates and/or Projects.

In the Billing tab of the Currency options window, do the following:

- Enable multi currency billing for the project template or the project.
- Choose if you want to invoice by the bill transaction currency
- Choose the bill transaction currency for cost based revenue
- Choose your invoice processing currency from the project functional, project, or the funding currency
- Enter the conversion attributes to convert to the project functional, project, and funding currency.

See Also

Conversion Attributes, *Oracle Projects Fundamentals*

Billing Implementation Options: page C – 15

Currency Implementation Options: page C – 6

Define Invoice Currency Attributes for Project Templates and/or Projects.

In the Customers and Contacts options window, enter the project customer invoice currency attributes if the Enable Multi Currency Billing option is enabled for the project template/project.

You can override the project template values when you set up a new project. You can also change the attributes at any time. Changes affect the processing of future project invoices only (not invoices that are already generated). In addition, changes to a project's currency attributes do not affect the currency attributes of credit memos, write-offs, or cancellations of invoices that are generated before the attributes were changed.

See: Customers and Contacts, *Oracle Projects Fundamentals*.

Reviewing Invoices

Before you release an invoice, you can use the Invoice Review windows to change the invoice currency attributes (if you are permitted under the project security to do so). The Invoice Review windows display the amounts in the invoice currency, project functional, funding, invoice processing, and project currency.

Generating Invoices

The Generate Draft Invoices process generates invoices in the invoice processing currency, then converts them to the invoice currency, based on the Project Customer setup.

Fremont Corporation Set of Books

This section describes the set of books Fremont Corporation uses. It includes Fremont's accounting periods and Accounting Flexfield, including company codes, account codes, and cost center codes.

You may want to familiarize yourself with Fremont's chart of accounts if you plan to experiment with Fremont's Oracle Projects implementation, or if you want to study the way Fremont implemented AutoAccounting.

Fremont Corporation Period Types

The following table shows the accounting period types that Fremont Corporation uses in its calendar:

Accounting Period Type	Number of Periods per Year	Year Type in Name
Month	12	Calendar
Quarter	4	Fiscal
Year	1	Fiscal

Table 2 – 18 Fremont Corporation Accounting Period Types (Page 1 of 1)

Fremont Corporation Calendar Periods

Fremont Corporation defines a calendar named Standard for their calendar periods. Fremont uses a 5-4-4 (or 13 week) calendar.

Fremont Corporation Set of Books

Fremont Corporation uses a set of books that specifies their calendar, functional currency, and account structure.

Field Name	Value
Set of Books Name	Fremont Corporation
Short Name	Fremont
Functional Currency	USD
Chart of Accounts	Fremont Corporation
Calendar	Standard
Period Type	Month
Allow Suspense Posting	No
Future Periods	2
Balance Intercompany Journals	Yes
Enable Budgetary Control	No
Require Budget Journals	No

Table 2 – 19 Fremont Corporation Set of Books (Page 1 of 1)

Fremont Corporation Chart of Accounts Structure

Fremont Corporation uses a three-segment Accounting Flexfield to represent their chart of accounts. The Accounting Flexfield is constructed as follows:

Company – Cost Center – Account

For example, the account number 02-201-5100 corresponds to the Electrical group's (02-201) expense account for private, billable labor expense (5100).

Company Codes

Fremont Corporation has four subordinate organizations within the business group; Fremont defines company segments for each organization. The Company segment is Fremont's balancing segment.

The following table shows Fremont Corporation's organizations, and the balancing Company segments.

Organization	Company
Administration	01
Fremont Engineering	02
Fremont Construction	03
Fremont Services	04

Table 2 – 20 Fremont Corporation Company Codes (Page 1 of 1)

Fremont Corporation Company and Cost Center Codes

Notice that each of the lowest level organizations (groups) in Fremont Corporation's organization hierarchy corresponds to a cost center. The following tables shows Fremont Corporation's organizations, with corresponding company codes and cost center codes.

Organization	Company	Cost Center
Fremont Corporation		000
Administration	01	100
Executive Office	01	101
Human Resources	01	102
Finance	01	103
Information Services	01	104
Fremont Engineering	02	200
Electrical	02	201
Structural	02	202
Mechanical	02	203
Environmental	02	204
Fremont Construction	03	300
West	03	301
Midwest	03	302
East	03	303
South	03	304

Table 2 – 21 Fremont Corporation Company and Cost Center Codes (Page 1 of 2)

Organization	Company	Cost Center
International	03	305
Fremont Services	04	400
Data Systems	04	401
Risk Analysis	04	402

Table 2 – 21 Fremont Corporation Company and Cost Center Codes (Page 2 of 2)

Fremont Corporation Account Codes

Fremont Corporation uses a similar set of accounts for each company and cost center, although not every company and cost center has each kind of account. The Account segment is Fremont's natural account. Fremont's account codes are shown in the following table.

Account	Description	Type
1000	Cash	Asset
1100	Accounts Receivable	Asset
1101	Unbilled Receivables	Asset
1110	Unbilled Retention	Asset
1200	Inventory	Asset
1500	Intercompany	Asset
1600	Prepayments – Employee Advances	Asset
2100	Unearned Revenue	Liability
2200	Accounts Payable, Employee	Liability
2300	Payroll Clearing	Liability
2400	Asset Usage Clearing	Liability
2500	Accounts Payable, Supplier Invoice	Liability
3100	Retained Earnings	Ownership
4100	Private Professional Fee Revenue	Revenue
4101	Public Professional Fee Revenue	Revenue
4102	Private Borrowed and Lent	Revenue
4103	Public Borrowed and Lent	Revenue
4200	Computer Fee Revenue	Revenue

Table 2 – 22 Fremont Corporation Account Codes (Page 1 of 3)

Account	Description	Type
4201	Vehicle and Equipment Revenue	Revenue
4202	Misc Asset Revenue	Revenue
4210	Usage Borrowed and Lent	Revenue
4300	Expense Report Revenue	Revenue
4400	Subcontractor Revenue	Revenue
4500	Bonus Revenue	Revenue
4520	Realized Gains	Revenue
4600	Other Misc Revenue	Revenue
5100	Private, Billable Labor Cost	Expense
5101	Public, Billable Labor Cost	Expense
5102	Private, Non-Billable Labor Cost	Expense
5103	Public, Non-Billable Labor Cost	Expense
5150	Marketing Labor Cost	Expense
5151	Government Marketing Cost	Expense
5152	Research & Development Labor Cost	Expense
5153	Administration Labor Cost	Expense
5154	Bid an Proposal Labor Cost	Expense
5170	Holiday Time	Expense
5171	Sick Time	Expense
5172	Vacation Time	Expense
5173	Overtime Labor Cost	Expense
5199	Transfer Out to Inventory	Expense
5200	Travel & Lodging Expense	Expense
5201	Meals Expense	Expense
5202	Miscellaneous Expense	Expense
5400	Computer Expense	Expense
5401	Vehicle and Equipment Expense	Expense
5402	Other Asset Expense	Expense
5500	Write-Offs	Expense
5500	Realized Losses	Expense
5600	Construction Subcontracting Expense	Expense
5610	Consulting Expense	Expense

Table 2 – 22 Fremont Corporation Account Codes (Page 2 of 3)

Account	Description	Type
5620	Miscellaneous Subcontract Expense	Expense
5630	Supplies	Expense

Table 2 – 22 Fremont Corporation Account Codes (Page 3 of 3)

Organization Definition

The following instructions give details about steps PJF-4 through PJF-10 in the Oracle Project Foundation Product Implementation Checklist:
page 2 – 2.

Overview of Organizations

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

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

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

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

See Also

Organizations in Oracle Projects, *Oracle Projects Fundamentals*

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

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

Organization Classifications

To control how an organization is used in Oracle Projects, you enable one or more of the following Organization Classifications:

- **Project/Task Owning Organization.** Project/Task Owning Organizations are organizations that can own projects and/or tasks in the operating unit.
- **Project Expenditure/Event Organization.** Expenditure/Event Organizations are organizations that can own project events (labor and non-labor) and can incur expenditures for projects in the processing operating unit.
- **Project Invoice Collection Organization.** If your business decentralizes its invoice collection within an operating unit, you must enable the Project Invoice Collection Organizations classification for each organization in which you want to process invoices.

For more information about the organization classifications used in Oracle Projects, see: Organizations in Oracle Projects, *Oracle Projects Fundamentals*.

Locations

You can define an unlimited number of locations using the Location window. Location names appear in a list of values in any field where you enter a location such as the Organization and Enter Person windows.

Although the Location window allows you to enter detailed information about a location, Oracle Projects requires only that you provide information in the *Name* field for each location.

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

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

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

See Also

Organizations: page 2 – 21

Employees: page 2 – 52

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

Fremont Corporation Locations

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

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

The location details are shown in the following table:

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

Table 2 – 23 Fremont Corporation Locations (Page 1 of 1)

Defining Organizations

After you identify your business group, you need to specify all the organizations within the business group. These organizations may be divisions, groups, or other organizational units, as well as organizations representing your external contractors.

Oracle Projects uses organizations for the following business purposes:

- Project/task managing organizations
- Employee assignments
- Expenditure entry
- Non-Labor resource ownership
- Budgeting
- Defining Resources for Project Status Reporting
- Burden cost processing
- Invoice and collections processing
- Reporting

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



Attention: When you define organizations, you need to assign Organization Classifications to each organization that you want to use in Oracle Projects. Oracle Projects recognizes only those organizations with a classification of HR Organization. See: Organization Classifications: page 2 – 22.

See Also

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

Fremont Corporation Organizations

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

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

- Project/Expenditure/Event
- Project Invoice Collection

Organization Name	Location
Administration	HQ
Data Systems	HQ
East	East
Electrical	HQ
Environmental	HQ
Executive Office	HQ
Finance	HQ
Fremont Construction	HQ
Fremont Engineering	HQ
Fremont Services	HQ
Human Resources	HQ
Information Services	HQ
International	International
Mechanical	HQ
Midwest	HQ
Risk Analysis	HQ
South	HQ
Structural	HQ
West	HQ

Table 2 – 24 Fremont Corporation Organizations (Page 1 of 1)

Setting the Cross Business Group Profile Option

In the Oracle HRMS model, the business group is at the country level and a top organization encompasses all business groups in a company

worldwide. People, projects, jobs, and organizations can be located in different business groups for different countries and all information can be shared throughout the enterprise.

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

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

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

For more information, see: HR: Cross Business Group: page B – 38.

Enabling Multiple Organization Architecture

If you intend to use multiple organization functionality, you need to enable multiple organization architecture in your system.

For details, please refer to:

- *Multiple Organizations in Oracle Applications*
- Support for Multiple Organizations in Oracle Projects, *Oracle Projects Fundamentals*

Defining a Default Operating Unit for Project Expenditure Organizations

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

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

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

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

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

Defining Organization Hierarchies

An organization hierarchy illustrates the relationships between your organizations. When you define a hierarchy, you tell Oracle Projects which organizations are subordinate to which other organizations.

To define an organization hierarchy (not a global organization hierarchy), you use the Organization Hierarchy window. The organization hierarchy you define here appears in a list of values in the Implementation Options window.

If you have enabled Cross Business Group Access, you can define global organization hierarchies that contain organizations from any business group. To define a global organization hierarchy, you use the Global Organization Hierarchy window. To access the Global Organization Hierarchy window, you must use a responsibility that is associated with a global security profile. For more information about setting up and using security profiles, see *Security, Configuring, Reporting and System Administration in Oracle HRMS*.

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

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

The following organization hierarchy versions are assigned in Oracle Projects:

- A Project/Task Owning Organization Hierarchy Version is assigned to each operating unit. See: Project/Task Owning Organization Hierarchy: page C - 10.

- An Expenditure/Event Organization Hierarchy Version is assigned to each operating unit. See: Expenditure/Event Organization Hierarchy: page C – 14.
- A Default Reporting Organization Hierarchy Version is assigned to each operating unit. The hierarchy version can be overridden at reporting time. See: Default Reporting Organization Hierarchy: page C – 5.
- A Project Burdening Hierarchy Version is assigned to each business group. See: Specifying a Project Burdening Hierarchy: page 2 – 31.

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

See Also

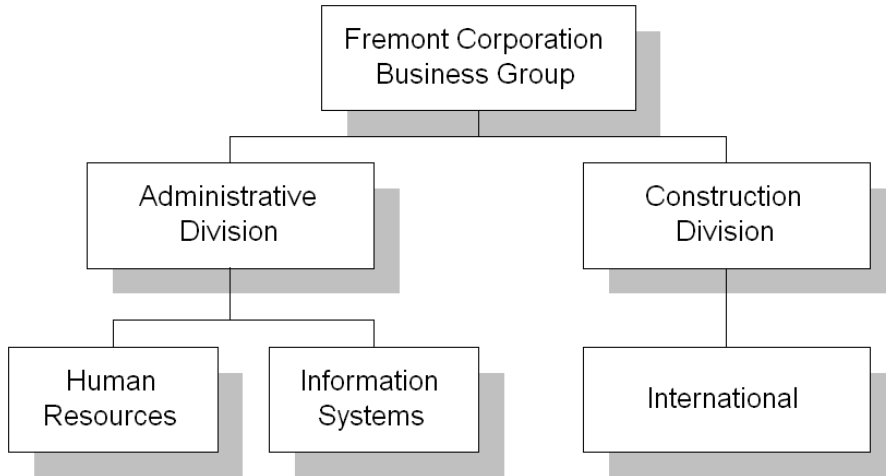
Providing Data Access Across Business Groups, *Oracle Projects Fundamentals*

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

Fremont Corporation Organization Hierarchy

Fremont Corporation organizations include the following hierarchy of divisions and groups.

Figure 2 – 1 Fremont Corporation divisions and groups



Business Groups

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

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

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

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

Oracle Projects defaults the Project Burdening Organization Hierarchy to each burden schedule you define. The Organization Hierarchy/Version is used to determine the default burden multiplier when compiling a burden schedule. See: *Burden Schedules: page 3 – 137*

You must define the organization hierarchy before you associate it with a business group. See: *Organization Hierarchy: page 2 – 27*.

See Also

Organizations, *Oracle Projects Fundamentals*

Security Groups

Security groups are a method of partitioning data. When using the standard HRMS security model, you do not use security groups. The business group is the only data partition. Responsibilities are linked to business groups. Therefore, to access different business groups, users must change responsibilities.

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

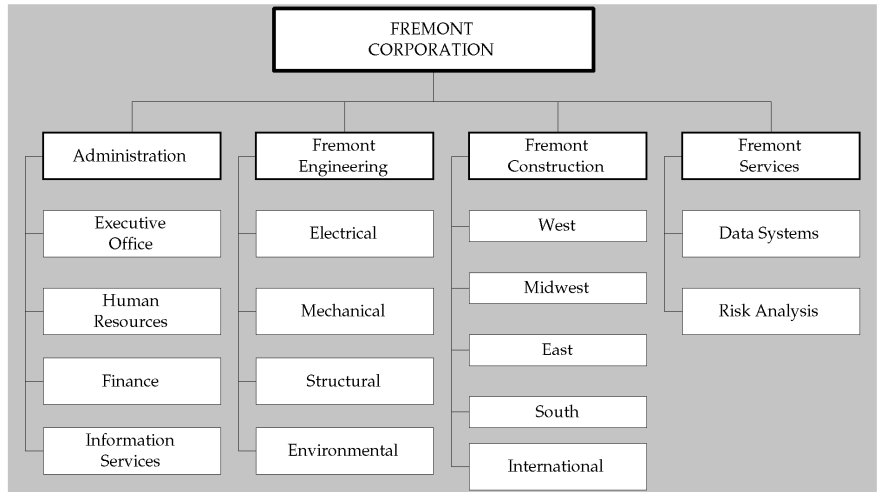
To use security groups you must set the user profile option Enable Security Groups to Yes and run the Multiple Security Groups process.

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

Fremont Corporation Organization Hierarchy

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

Figure 2 – 2 Fremont Corporation Organization Hierarchy



Assigning Project Burdening Hierarchies

Prerequisites

- Define organizations. See: Organizations: page 2 – 21.
- Define organization hierarchy. See: Organization Hierarchy: page 2 – 27.

► **To specify project burdening hierarchies:**

1. Select an Oracle Projects responsibility with access to the Organization window associated with the Business Group for which you are entering Legal Entities and Operating Units.

Note: Perform these steps in the corresponding Oracle Human Resources windows if you have installed that application.

2. Navigate to the Organizations window (Setup > Human Resources > Organizations > Define).
3. Define an organization or query organizations that you defined as a business group. You must define the hierarchy before you designate it as the project burdening hierarchy.

Note: Depending on your enterprise organization structure and business process, it is possible for the Project Burdening

Hierarchy Version to be different from the Project/Task Organization Hierarchy Version, Expenditure/Event Organization Hierarchy Version, or Default Project Reporting Organization Hierarchy Version that you defined for any operating units associated with the business group. The Cost Distribution processes will not burden expenditures for expenditure organizations that are not in the Project Burdening Hierarchy.

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

If you add a new organization to the Project Burdening Hierarchy Version, you must

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

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

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

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

Period and Calendar Definition

The following instructions give details about steps PJF-11 through PJF-21 in the Oracle Project Foundation Product Implementation Checklist: page 2 – 2.

Enhanced Period Processing Profile Option

Set the profile option PA: Enable Enhanced Period Processing: page B – 18.

Defining GL and PA Periods

Project accounting periods (PA periods) track Oracle Projects data on a periodic basis. Your PA periods may be more frequent than your GL accounting periods. You can use PA periods for budgeting and forecasting, and for accounting for cost and revenue. You set a current PA reporting period for Oracle Projects to summarize project amounts and to track project status. See: Setting the PA Reporting Period: page 2 – 36.

PA Periods and GL Periods Compared

If you want to report project information more frequently than your GL periods allow, you can define PA periods that are shorter than your GL periods. For example, you can define weekly PA periods and monthly GL periods. You can also create PA periods that match existing Oracle General Ledger accounting periods (GL periods).

For more information about financial and reporting periods, see *Financial Accounting and Date Processing, Oracle Projects Fundamentals*.

PA Period Effective Dates

You assign effective dates to each PA period. The effective dates signal the beginning and end of the PA period.

Note: After a transaction is posted to a PA period from any operating unit, the General Ledger Accounting Calendar window will not allow changes to the period date range.

PA Period Open/Closed Status

You specify a status for each PA period. The status must be of one of those described in the following table:

Status	Description	Entry Allowed	Interface Transactions	Reopen Period
Never Opened	New periods that are in the future, and in which you do not want to allow entry.	NO	NO	n/a
Future	Future periods in which you allow entry but not interfacing transactions.	YES	NO	n/a
Open	Current periods.	YES	YES	n/a
Pending Close	Use for correcting unprocessed items. You can set a period to this status without checking for unprocessed items.	NO	YES	n/a
Closed	You cannot close a period if unprocessed items exist. A closed period can be reopened at any time.	NO	NO	YES
Permanently Closed	You cannot permanently close a period if unprocessed items exist. Once a period is permanently closed, you cannot reopen it.	NO	NO	NO

Table 2 – 25 PA Period statuses (Page 1 of 1)

At least one PA period must be specified as Open or Future in order for Oracle Projects processes to process transactions. The PA Period with a status of Open or Future that includes a project transaction date is the PA Period for the transaction. However, if the transaction date falls in a period that is not Open or Future, Oracle Projects will find the next Open or Future PA Period and use it as the PA Period for the transaction. Oracle Projects will reject the transaction if it cannot find a PA Period for the transaction.

Defining Future PA Periods for Period-Phased Budgeting and Forecasting

If you plan to use period-phased budgeting and forecasting, you must define the future PA and GL periods in which you want to budget or forecast. The periods must first be defined in the calendar associated

with your GL set of books and then copied using the Maintain PA Period Statuses window.

► Defining PA Periods

Prerequisites

- Define PA periods in the calendar associated with your GL Set of Books. PA periods are automatically copied from the GL Set of Books calendar according to the PA period type you set up in the Oracle Projects Implementation Options. Additional PA periods can be copied by pressing the Copy From GL button in the PA Periods window. See: Defining Period Types and Adding Periods to a Calendar (*Oracle General Ledger User's Guide*).
- Set up implementation options. See: Implementation Options: page C – 2.

► To define PA periods:



Suggestion: Define your PA periods for a full year when you implement Oracle Projects. Keep the number of Future or Open periods to a minimum to improve system performance on costing and revenue accrual.

1. Navigate to the Maintain PA Period Statuses window.
2. Choose Copy from GL to copy a set of PA Periods from a GL Calendar according to the PA period type indicated in the Oracle Projects Implementation Options.

Fremont Corporation PA Periods

Fremont Corporation tracks all project accounting data weekly. Since Fremont begins their expenditure week on a Monday, they also start their PA periods on a Monday. Fremont's implementation team defines weekly PA periods for a full year. They assign the first two periods as having a status of Open, the next two with a status of Future, and all other future periods as Never Opened.

Changing the Status of a PA Period

► To change the status of a PA period:

Note: If you implement Multiple Reporting Currencies, open and close PA periods in your primary set of books. Oracle Projects automatically opens and closes PA periods in all of the associated reporting sets of books. You cannot close a PA period if outstanding transactions exist in your primary or associated reporting sets of books. See also: *Multiple Reporting Currencies in Oracle Applications*.

1. Navigate to the Maintain PA Period Statuses window.
2. Query the PA period for which you want to change the status.
3. Enter or select the new status.
4. Save.

Setting the PA Reporting Period

You must specify a current PA Reporting Period for Oracle Projects to summarize project amounts and to track project status.

► To set the PA Reporting Period:

1. Navigate to the Maintain PA Period Statuses (PA Periods) window.
2. Choose **Set Reporting Period**.
3. In the *Next* box, enter or select the PA period you want to set as the new current PA reporting period.
4. Choose **OK**.

Setting the PA Reporting Period to an Earlier Period

When you attempt to set the PA Reporting Period to an earlier period than the current PA Reporting Period, the system checks to see if any projects have been accumulated in a PA period later than the new PA Reporting Period. If this is the case, a message is displayed indicating that if you change the PA Reporting Period you must run the Refresh Project Summary Amounts process. You have the option to cancel the change or proceed with the change.

Note: Setting the PA reporting to a prior period may result in a large volume of additional processing if the change requires you

to refresh the project summary amounts for most of your projects.

To see which projects would be affected by a PA Reporting Period change, you can run the Summarization Period Exceptions Report. See: Summarization Period Exceptions, *Oracle Projects Fundamentals*.

If you proceed with the change to an earlier PA Reporting Period when projects have been accumulated in a later PA period, you need to run the PRC: Refresh Project Summary Amounts process before viewing information in the Project Summary Inquiry (PSI) window. See: Refresh Project Summary Amounts, *Oracle Projects Fundamentals*.

PA Periods in a Multi-Organization Environment

In a multi-organization environment, each operating unit maintains its own PA period status. You use the Maintain PA Periods Status window to maintain the period status and the current reporting period.

Note: In a single organization environment, all projects in your implementation of Oracle Projects share the same PA Reporting Period.

See Also

Date Processing in Oracle Projects, *Oracle Projects Fundamentals*

Update Project Summary Amounts, *Oracle Projects Fundamentals*

Defining Period Types, *Oracle General Ledger User Guide*

Adding Periods to a Calendar, *Oracle General Ledger User Guide*

Setting the GL Period Status

When enhanced period processing features are enabled, you must maintain the status of your GL periods for project transaction processing in Oracle Projects. A GL period can have one of the following statuses:

- **Never Opened:** The initial status of a GL period. You can post only forecast items and budgets to a period with this status. You cannot post actuals to a period with this status.

- Open: Use this status to post transactions to Projects and to enable the interface of project transactions to GL.
- Future: When Future status is specified, you can post transactions to Projects. However, transactions are not interfaced to General Ledger.
- Closed: Use this status to prevent the posting of transactions.

► **To update the status of a GL period:**

1. Navigate to the GL Periods for Projects window.
2. Select a period and click in the Period Status column to display a list of period statuses.
3. Select a status from the list.
4. Save your work.

Defining Calendar Types

Calendar types enable you to classify your calendars. For example, you can have a calendar type named *Part Time* to which you assign to all calendars that are defined with part-time shifts.

► **To create a calendar type:**

1. Navigate to the Define Calendar page.
2. Select the Define Calendar Type tab.
3. Enter a code and description for the calendar type.
4. Enter effective dates (optional).

Defining Calendar Shifts and Shift Patterns

Shifts define the daily work hours in a week and are defined for a range of dates. The effective dates of the shift or shift pattern override any other preset effective dates on a schedule.

For example, if a shift or shift pattern is not effective for the period or part of the period for which requirement or assignment schedules are created, then the schedule is not created for that period.

► **To create a shift:**

1. Navigate to the Define Calendar page.
2. Select the Define Shifts tab.
3. Enter the name, description, and effective dates of the shift.

► **To create a shift pattern:**

1. Select the desired weekdays.
2. Enter the time range.
3. Enter the effective dates.

Only the total hours for the day are considered for Oracle Project Resource Management. The time values do not have any effect.

Note: A day with zero hours specified in the shift is considered a non-working day.

Defining Calendar Exceptions

Exceptions define holidays and are considered non-working days.

► **To create a calendar exception:**

1. Navigate to the Define Calendar page.
2. Select the Calendar Exceptions tab.
3. Complete the fields for the calendar exception.

You must create calendar exceptions for public holidays and general holidays for every year that they occur. For all other types of exceptions, make administrative assignments. As described for shifts, only the total number of hours are considered for Oracle Project Resource Management, not the actual time segments.

Defining Calendars

You must create a calendar to establish the schedule work patterns of your resources. Work patterns determine the schedule of resource capacity or assignment work required.

Defined calendars are the basis of all schedules for resources, requirements, and assignments. You establish resource schedules based on the calendar assigned to the resource. You can either assign a calendar to a resource or accept the default calendar from the site profile option or the resource organization.

A calendar provides basic information such as working days (for example, Monday through Friday) and non-working days (such as holidays). When a resource is assigned to a calendar, that calendar represents the capacity of the resource. Assignments using these calendars provide information such as the scheduled hours per day for the assignment. This information is used to determine the availability of the resource to do other project assignments. This determination is made by comparing the resource calendar capacity with the project assignment schedules.

You must define at least one calendar. You can set up an unlimited number of calendars to meet your various scheduling challenges. For example, certain people may work specific days of the week. Also, different countries have different holidays. You can create a calendar for each unique work pattern arrangement.

► **To define a calendar:**

1. Navigate to the Define Calendar page.
2. Select the Define Calendar tab.
3. Complete the required information for the calendar.

After you define header calendar information, you must assign shifts to define the work pattern, and define exceptions if there are non-work days in the assigned shifts.

Assigning Calendar Shifts and Exceptions

► **To assign shifts and exceptions to a calendar:**

1. Navigate to the Calendar Shift/Exceptions page.
2. Select the desired calendar.
3. Use the Shifts tabbed region to assign shifts to the calendar.
4. Use the Exceptions tabbed region to assign exceptions to the calendar.

Changing the Calendar:

Changes to a calendar, such as assigned shift patterns or exceptions, or changes in the definitions of the shift patterns, affect only future schedule creations and updates that use that calendar.

Changes that have been made to the calendar are applied to the schedule work patterns by a concurrent process that you can schedule to run on a periodic basis. For more information about this process, see: PRC: Generate Calendar Schedules and PRC: Rebuild Resource Timeline, *Oracle Projects Fundamentals*.

Setting Calendar Profile Options

Set the following profile options:

- PA: Default Calendar: page B – 16
- PA: Global Week Start Day: page B – 21
- PA: Availability/Overcommitment Calculation Period: page B – 11
- PA: Percentage of Resource Capacity: page B – 26
- PA: Availability Duration: page B – 11

Defining Default Calendars for Organizations

You can define default calendars at two levels:

- Site
- Project expenditure organization

The calendar assignment at the project expenditure organization level is the default calendar for all resources and projects in the organization. This calendar overrides the calendar assigned at the site level.

You define the site level default calendar when you set the profile option PA: Default Calendar in PJR: page B – 16.

- ▶ **To define the default calendar for the project expenditure organization:**
 1. Navigate to the Define Organization window in the Additional Information section for the Project Expenditure/Event organization classification.
 2. Enter the default calendar for the project expenditure organization.

Generating Calendar Schedules

After you create calendars, you must run the PRC: Generate Calendar Schedules process before the calendars can be assigned to resources.

For more information, see: Generate Calendar Schedules, *Oracle Projects Fundamentals*.

Defining Implementation Options

The following instructions give details about step PJF-22 in the Oracle Project Foundation Product Implementation Checklist: page 2 – 2.

Note: In a multiple organization environment, each operating unit has its own implementation options. Oracle Projects implementation options determine how data is interfaced with other Oracle Applications.

Prerequisites:

- Define your set of books. See: Setting Up Oracle Applications Set of Books: page 2 – 11.
- Define a business group. See: Identify Your Business Group: page 2 – 29.
- Define organization hierarchies. See: Organization Hierarchy: page 2 – 27.

► To define implementation options:

1. Navigate to the Implementation Options window.
2. Select the tabbed region that contains the option or options you want to set.
3. Enter the desired settings, and save your work.

For a complete list and descriptions of each implementation option, see: Implementation Options in Oracle Projects: page C – 2.

Resource Definition

The following instructions give details about steps PJF-23 through PJF-31 in the Oracle Project Foundation Product Implementation Checklist: page 2 – 2.

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

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

- Defining organizations and organization hierarchies
- Defining jobs and job groups
- Entering employee information

If you have already implemented Oracle Human Resources, you can skip many of the steps included in this section. Ensure that the jobs, job groups, and organizations that you defined in Oracle Human Resources correspond to the data you want to use with Oracle Projects.

Job Groups

In Oracle HR, jobs are linked to employees through employee assignments defined in HRMS. For some companies, HRMS jobs and Project Jobs are the same. However, many companies use a different set of jobs for projects from the set that they use for HRMS:

- HRMS jobs are often more granular than project jobs.
- HRMS jobs do not always match one-to-one with Project job definitions for Billing and Transfer Pricing.

The Job Groups and Job Mapping functionality include the following major features:

- Job Groups enable you to group like jobs for specific purposes.
- When you create a resource list, you can specify a job group to associate with the resource list. The job group controls which jobs can be selected for the resource. See: Defining Resource Lists: page 2 – 102.

- Project Jobs are used for:
 - Billing Rates (for Revenue, Invoicing and Transfer Pricing amounts)
 - Project Invoicing Line definitions
 - Resource List definition for Budgets
 - Resource summarization in PSI (Project Status Inquiry)
- Job Mapping enables you to map HR jobs to project jobs.

Defining Job Groups

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

Prerequisites

- Define business groups. See: Organizations: page 2 – 21.
- Define job flexfield structures. See: Key Flexfields, *Implementing Oracle HRMS*

► **To define a job group:**

1. Navigate to the Job Groups window.
2. Enter a unique Job Group name.
3. Select a Job Flexfield Structure.
4. Select a Business Group.
5. If the job group is the master job group, check the Master Job Group check box.
6. Save your work.

See Also

Define Jobs, *Implementing Oracle HRMS*

Job Levels and Job Codes

You can use job levels and job codes to identify and rank jobs.

Job Levels

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

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

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

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

► **To define job levels:**

1. Navigate to the Oracle Projects Lookups window.
2. Query the PROJECT_JOB_LEVEL lookup type.
3. In the detail section of the Oracle Projects Lookups window, enter the Code and Meaning for the job level. The Code must be numeric.
Note: The Code referred to here is a separate entity from the job codes described below.
4. Save your work.

Job Codes

You can optionally associate a job code with each job.

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

Jobs

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

Oracle Projects allows you to budget and bill based on jobs. You can also include job titles on your invoices.

To define jobs, you must complete the following steps:

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

See Also

Define Jobs, *Implementing Oracle HRMS*

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

Job Flexfield Value Sets

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

Job Flexfield Segments

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

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

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

See Also

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Job Flexfield Segment Values

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

See Also

Defining Key Flexfield Segment Values, *Oracle Applications Flexfields Guide*

Job Titles

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

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

See Also

Define Jobs, *Implementing Oracle HRMS*

Extra Information

The Extra Information window contains additional job information.

Job Level and Job Code

Use the Extra Information window to enter a job level and job code for the job. See: Job Levels and Job Codes: page 2 – 46.

Schedulable Jobs

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

If you include a job in scheduling (enable the Include in Scheduling box) you must include it in utilization (Include in Utilization box). For more information, see: Implementing Utilization: page 2 – 182.

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

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

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

See Also

Defining Jobs, *Implementing Oracle HRMS*

Job Mapping

The Job Mapping feature allows you to map resource's HR job assignment to a different job title for use in Oracle Projects.

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

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

Table 2 – 26 Job mapping steps (Page 1 of 1)

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

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

Table 2 – 27 Separate mapping for bidirectionality (Page 1 of 1)

Rules for Mapping From a Job to a Master Job:

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

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

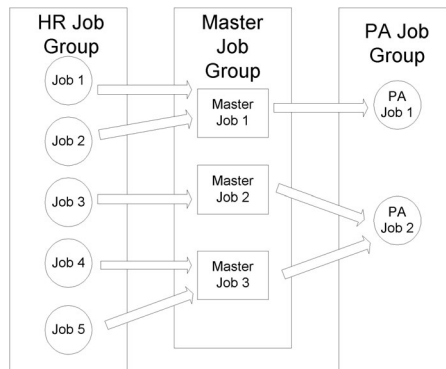
Rules for Mapping From a Master Job to a Non-Master Job:

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

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

The following diagram illustrates these rules:

Figure 2 – 3 Mapping from a master job to a non-master job



► To define job mapping:

1. Navigate to the Job Mapping window.

2. In the Job Group region, select a *From* Job Group and a *To* Job Group.

If the *From* Job Group you select is the Master Job Group, the *To* Job Group can be any job group except the Master Job Group.

If the *From* Job Group you select is not the Master Job Group, the system automatically selects the Master Job Group as the *To* Job Group.

3. In the Job Mappings region:

Select *From* Jobs and corresponding *To* Jobs. When you have finished entering the jobs, choose *Map It*.

or, to map multiple jobs to a single job:

Choose *Advanced* to display the Advanced Job Mapping window. Select multiple *From* Jobs and a single *To* Job, and choose the *Map It* button.

Project Resource Job Group Profile Option

Define the profile option PA: Project Resource Job Group: page B – 27.

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

If your system is set up for cross business group access, you set this profile option once for the site. If you are using single business group access, set this profile option for each business group. See: Cross Business Group Profile Option: page 2 – 25.

Rating Scales

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

Defining Competencies

You define competencies in Oracle HRMS using descriptive flexfields.

Proficiency Levels

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

Aliases

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

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

Table 2 – 28 Sample competencies (Page 1 of 1)

For information on setting up competencies, refer to the following sources:

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

Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Setting Up Competencies, *Oracle Project Resource Management User Guide*

Defining People

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

- Last name
- First name
- Employee number
- Start date
- Organization

- Job
- Supervisor (for online expenditure approval)
- Billing title
- Expense address flag (home or office) for interfacing expense reports to Oracle Payables



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

Use API to Load People Information

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

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

See Also

Integrating with Oracle Human Resources, *Oracle Projects Fundamentals*

Interface Expense Reports to Payables, *Oracle Projects Fundamentals*

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

Future-Dated Employees

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

- Staff future-dated employees on projects
- Search for future-dated employees
- Include future-dated employees in utilization reporting. You can:

Future to Active Status

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

Calendar for Future-Dated Employees

When you create a future-dated employee, the employee is assigned the default calendar for their organization assignment. This calendar provides the basis of their schedule, capacity, and availability. You cannot change the calendar for an employee until the employee becomes active. As a result, future-dated employees are not visible in the Calendar Assign Resources window until their respective start dates are current.

Use and Restrictions of Future-Dated Employees

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

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

Table 2 - 29 Using future-dated employees (Page 1 of 1)

Running the Maintain Project Resources Process

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

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

For more information, see:

- PRC: Maintain Project Resources, Processes chapter, *Oracle Projects Fundamentals*
- Understanding the Impact of Changes to HRMS-Based Information in the Maintaining Your Data, *Oracle Project Resource Management User Guide*
- Initiating Deferred Workflow Processes, *Oracle Project Resource Management User Guide*

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

Role Definition

The following instructions give details about steps PJF-32 through PJF-34 in the Oracle Project Foundation Product Implementation Checklist: page 2 – 2.

Project Roles

Project roles are a part of the project-based security features that are used to control user access to project-level information. Project roles serve two purposes:

- You use roles when you define project-based security.
You use project roles to define the relationship of users, who have been defined as project members, to projects. A project role provides a description of the user's relationship (for example, project manager) and grants view and/or update access to project information.
For more information on project-based security, please see: *Establishing Security in Oracle Projects, Oracle Projects Fundamentals*.
- In Project Resource Management, you use roles to define competencies and job information.

Oracle Projects comes seeded with a Project Manager role. To give a project Active status, you must define one team member as Project Manager on the project.

Defining Project Roles

If you are using Project Resource Management, project roles are the templates for creating resource requirements. For each project role, you enter the default for competencies and job information for resource requirements created based on the role. Competencies and job levels are used for requirements search, and job groups and jobs drive forecasting.

- ▶ **To define a project role:**
 1. Navigate to the Roles window.
 2. Enter the information shown on the following table. You can also assign role controls. At a minimum, you must assign the role control Allow as a Project Member.

You use project roles to grant team members view access to project labor cost details. By default, a project team member can access all project-level information with the exception of labor cost details. To grant view access to labor cost details, you must select the Allow Labor Cost Query role control.

Note: If you change processing from single business group access to cross business group access, you must recreate the job defaults for each role so that the roles can be used in each business group and will have appropriate default values for job information by business group and job group. See: HR: Cross Business Group: page B – 38.

Field	Description
Role Lists	The role lists to which you want the role assigned
Access Menu	A security menu that the role can perform on a project
Default Competencies	All default competencies required for the role. These competencies are used for requirement definition.
Default Job and Job Group	The default job and job group for the role. Calculations for costing, billing, and transfer pricing use the default job to forecast project resource requirements. The default job can be overridden by a Project Cost Job, Project Billing, and Project Transfer Price Job. If you are using Cross Business Group Access, you can use job mapping logic to map the default job of the role to the master job if they are in different job groups.
Default Minimum and Maximum Job Levels	The minimum and maximum job levels for the role. The job levels of a requirement are compared to these levels when you perform resource searches.
Effective Dates	The date range the specified role is effective. In some cases, you may not know the ending effective date because it has not been determined. Therefore, only a start date is required.

Table 2 – 30 Role attributes (Page 1 of 1)

See Also

Effective Dates: page 1 – 10

Role Lists

You use role lists to categorize your roles into logical groupings. Role lists enable enhances control and ease of use when you assign team members to a project.

For example, you may have a role list called Consulting to which all roles relating to consulting are assigned.

► **To add, modify, or delete role lists:**

1. Navigate to the Role Lists window.
2. Specify the name, description, and effective dates for the role list.
3. Select the roles you want assigned to the role list.

Note: You cannot delete a role list after it has been associated with a project.

Implementing Project Organization Roles

There are two predefined project organization roles: Customer Organization and Partner Organization. You can create additional organization roles.

For example, if you are a real estate developer, you may want to create partner organization roles to reflect the type of role the organization will play on a project, such as Designer, Safety, or General Contractor. When you add an external organization to a project and the external organization is a partner in a new venture, you can assign the organization a role on the project that is more descriptive than just *partner*.

► **To create additional organization roles:**

When you are logged in under the Projects Super User responsibility, create additional organization roles using the Organization Role Setup page.

Note: All external organizations are defined as parties in the Trading Community Architecture (TCA). For more information on setting up your customers, see: *Oracle Receivables User Guide*.

Project and Organization Security

The following instructions give details about steps PJF-35 through PJF-43 in the Oracle Projects Foundation Product Implementation Checklist: page 2 – 2.

Oracle Projects enables you to set up a responsibility-based enterprise security architecture that provides all users function security access at the application level that is based on their responsibility.

With Oracle Projects, you can also implement an extended project security mechanism based on project and organization roles. You can use role-based security to grant users function security over project and resource information, depending upon the role they have on a project or in an organization. Role-based security also enables you to give users different amounts of function security access on different projects, based on the roles they play on those projects.

For further information about security in Oracle Projects, please see *Security In Oracle Projects: Oracle Projects Fundamentals*.

Responsibility-Based Security

In the responsibility-based security mechanism, a users login responsibility determines which functions the user can perform. Each responsibility limits user access to information within the operating unit with which it is associated.

You assign functions to menus and the menus to responsibilities. Therefore, the responsibility of a user determines what functions the user can perform.

For further information and instruction, refer to the following sources:

- Security in Oracle Projects, *Oracle Projects Fundamentals*
- *Implementing Oracle HRMS*
- Security, *Configuring, Reporting and System Administration in Oracle HRMS*

Defining Additional User-Level Security for Responsibilities

Oracle Projects supports three levels of security access for users whose responsibilities grant them cross-project or cross-resource information access. Cross-project users are users who can view and/or update

information in all projects. Cross-resource users are users with the ability to view and/or update all resource information.

You can assign user-level security on top of responsibility-specific security. Here are the three types of user-level security access that you can provide to individual users:

- View All Projects access
- Update All Projects access
- View All Resources access

Note: Users who are associated with a cross business group access security profile can view and update project and resource information across all business groups in your enterprise. For more information, see Security Profiles: page 2 – 70.

View All Projects Access

Cross-project users with *view all projects* access can view all projects across multiple operating units whether or not they are defined as a project member or have project authority.

Note: Users associated with a cross business group access security profile can view projects across all business groups in your enterprise. For more information, see Security Profiles: page 2 – 70.

You can provide view all projects access by setting the PA: Cross-Project User – View profile option to *Yes* at the responsibility or user levels. You can customize the default cross-project view privileges by changing the site-level value or by setting values at the responsibility and user levels.

By default the PA: Cross-Project User – View profile option value is set to *Yes* at the site level. For more information about this profile option, see PA: Cross-Project User – View: page B – 15.

Update All Projects Access

Cross-project users with *update all projects* access can update any project. However, users can only update information on the project if the project belongs to the same operating unit as the responsibility the user has used to log in.

Note: Users associated with a cross business group access security profile can update projects across all business groups in your enterprise. For more information, see Security Profiles: page 2 – 70.

You can provide *update all projects* access by setting the PA: Cross-Project User - Update profile option to *Yes* at the responsibility or user levels. For more information about this profile option, see PA: Cross-Project User - Update: page B - 14.

By default, users with *view all projects* and *update all projects* access can view summary labor cost information.

View All Resources Access

Users with *view all resources* access can view the resource information for all resources across multiple operating units whether or not they are the resource manager of the resource or have organization resource authority.

Note: Users associated with a cross business group access security profile can update resource information across all business groups in your enterprise. For more information, see Security Profiles: page 2 - 70.

You can provide view access by setting the PA: View All Project Resources profile option to *Yes* at the responsibility or user level. Setting this profile to *Yes* enables users to view all resources in Oracle Projects and perform resource-related functions, as granted by their responsibilities.

The default value for this profile option is *Yes* for the Project Super User responsibility. This profile option is generally reserved for super users who need cross-project and cross-organization access. For more information, see: PA: View All Project Resources: page B - 35.

Predefined Responsibilities

The following classes of users typically need access to project and resource information.

- Operations Manager (Business Manager)
- Project Administrator
- Project Manager
- Resource Manager
- Staffing Manager
- Team Member (Resource)
- Project Super User

The following classes of users have access to the non-HTML architecture within Oracle Projects.

- Project Costing Super User
- Project Billing Super User
- MRC Project Billing Super User
- MRC Project Costing Super User
- Projects Implementation Super User
- Project Manager (non-HTML architecture)

These responsibilities have the following high-level default functions:

Operations Manager (Business Manager)

The operations manager is responsible for managing the operations of projects within an organization or a group of organizations.

- Performs project reviews
- Performs team reviews
- Generates and reviews project forecasts
- Generates and reviews resource utilization

Project Manager

The project manager is responsible for the overall successful execution and completion of a project.

- Creates and maintains projects
- Creates and maintains the project workplan
- Creates and maintains project schedules
- Creates and maintains the project budget
- Creates and maintains project forecasts
- Searches for resources and interviews candidates
- Accesses notifications
- Manages issue and change management documents

Project Administrator

The project administrator assists the project manager in executing the administrative functions of a project, particularly related to collecting and inputting information into the project system.

- Sets up project workplans and project schedules
- Funds projects
- Administrates customer purchase orders and requisitions
- Approves contracts
- Manages project budget

Resource Manager

The resource manager is responsible for one or more resources.

- Manages resource schedules
- Creates administrative assignments for resources
- Performs requirement searches and nominates candidates.
- Reviews resource details
- Accesses notifications

Staffing Manager

The staffing manager coordinates staffing for a group of resources and/or projects, typically for a given set of organizations.

- Creates and maintains project team roles for a project manager
- Performs resource searches and nominates candidates
- Reviews resource schedules
- Searches for requirements
- Accesses notifications

Team Member (Resource)

A team member is assigned to a project team to perform specific functions on that project.

- Views assigned projects, issue and change documents, and tasks, and takes action upon these items as required
- Enters own administrative assignments

- Searches for requirements and nominates self as candidate
- Views own resource details
- Accesses notifications

Project Super User

The Project Super User can view and update everything on all projects and everything related to all resources.

Project Costing Super User

The Project Costing Super User has the ability to view and update costing information for all projects. This responsibility enables use of the non-HTML architecture within Oracle Projects.

Project Billing Super User

The Project Billing Super User has the ability to view and update billing information for all projects. This responsibility enables use of the non-HTML architecture within Oracle Projects.

Projects Implementation Super User

The Project Implementation Super User has the authority to perform all tasks related to the implementation of Oracle Projects. This responsibility enables use of the non-HTML architecture within Oracle Projects.

Project Manager (non-HTML architecture)

The non-HTML architecture Project Manager role enables project managers (see previous definition of this responsibility) to use non-HTML architecture windows within Oracle Projects.

Role-Based Security

Role-based security enables you to control user access based on the user's current role on a project. Every project member is assigned a role. The security granted to a role is in effect for the duration of the role on the project. A user can have different roles on different project teams, and these roles can give the user different amounts of security access.

With role-based security, you assign menus to roles, and menus are in turn comprised of security functions. This security provides more flexibility than the responsibility-based security mechanism.

Note: With role-based security, you define project roles for your entire enterprise. Unlike responsibility-based security, roles are not specific to any operating group or business group.

If you do not have cross business group access, you can define default job and competency information for roles by business group.

► **To create a role that you can use on project teams:**

1. Navigate to the Roles window.
2. Enter the name of a role that you would like to include in your role-based security mechanism. You can enter the name of a predefined role or define a new role.
3. Select Enforce Role-Based Security for this role.
4. Assign a menu to a role. The menu determines the actions that a user with the role can perform on a project. A role with an assigned menu is considered a *secured* role.
5. In the Controls tab, assign the *Allow as Project Member* control to the role. This control enables you to use this role for project teams.

For more information about the defining of roles, see *Role Definition: page 2 – 56*.

For more information about role-based security, see: *Role-Based Security: Oracle Projects Fundamentals*.

For detailed information about functions and the implementation of function security, see *Managing Oracle Applications Security, Configuring, Reporting and System Administration in Oracle HRMS*.

Role-Based Security by Project Status

You can optionally include project status as a level of security, in which you create separate menus for each project status value and then associate the menu set to a role.

► **To set up role-based security by project status for a role:**

1. Create a role and prepare it to be used on a project team. See *Role-Based Security: page 2 – 65*.

2. In the Roles window, navigate to the Project Status tab.
3. Define individual menus for project status values. You must choose the level of project status security for which you want to define menus. You can choose between the system status level values or the user status level values.

Role-Based Security Example: Setting Up Security for Financial Amounts

You can use role-based security to configure the Project List table so that it displays a variety of summarized project-level financial numbers for specific users. The numbers are derived from the Project Status Inquiry (PSI) window. The titles of the financial amount columns on the Project List page are exactly the same as those in the PSI window.

Note: All financial amounts are displayed in the functional currency defined for the project. The system does not specify what the functional currency is (such as USD for US dollars, for example).

The system secures the financial amounts that display in these columns with the Project List: View Summarization Columns function. This function is associated to the Project Manager Role Menu by default. The Project Manager Role Menu is attached to the Project Manager role. Therefore, you can use the Project List: View Summarization Columns function to enforce role-based security for the financial amounts that can appear on the Project List page. For example, you can use the function to ensure that only project managers see financial amounts on the Project List page.

To give users access to financial amounts on the Project List page:

1. Determine which roles you want to have the ability to view financial amounts for projects, and assign those roles to the appropriate employees.
2. Create a new menu.
3. Attach all the functions you need to the new menu.
4. Attach the security function Project List: View Summarization Columns to the new menu.
5. Create the project role using the Project Roles window in Oracle Projects.
6. Specify the menu you just created as the default menu for the role.
7. Assign people to the project as key members with the project role you just created.

When the assigned project team members view the Project List page, they can see project-level financial amounts and create views that include or exclude those columns.

Organizational Authority

You do not have to assign roles to users with organizational authority. Organizational authority provides access to all projects, resources, forecasting, and utilization information for the specified organization.

Note: Organization authority does not acknowledge organizational hierarchies. For example, if a user has resource authority over a top organization, the user does not automatically have resource authority for all organizations subordinate to that top organization. You must specify each organization over which the user has resource authority.

There are four types of organizational authority. Each level provides access to different kinds of information:

- Project Authority
- Resource Authority
- Utilization Authority
- Forecast Authority

You use the Organization Authority page to grant organization authority to a resource. The page enables you to grant a resource different kinds of authority over multiple organizations.

For an overview of organizational authority functionality, see Organization Security: *Oracle Projects Fundamentals*.

Defining a Primary Contact

For Resource Authority and Forecast Authority, you can specify a primary contact to handle cases where more than one person has authority for an organization. The primary contact receives workflow notifications for assignment approval of organization resources and forecast generation for organization projects. You define primary contacts for organizations using the Organization Authority page.

Note: You can only assign one primary contact per organization.

Predefined Project and Organization Roles for Oracle Projects

Oracle Projects provides the predefined roles shown in the following table:

Predefined Role	Level	Access
Project Manager	Project	The Project Manager can access all functions for the project.
Project Staffing Owner	Project	The Project Staffing Owner is the default owner and primary contact for the advertised job requirements on the project, and is listed on notifications and e-mails sent for advertisements. This role is different from a staffing manager. The staffing Manager is the primary staffing contact for an entire organization, as opposed to a single project.
Guest	Project	Can view basic project information, but cannot update it. The guest role is applied to users who view projects that enable enterprise-wide access but who do not have roles on those projects.
Project Authority	Organization	Can perform all project manager functions on all projects in the organization, such as project definition, staffing, workplan creation, and financial planning.
Resource Authority	Organization	Can view and update information for all of the resources in the organization. Can assign resources to any project within the organization.
Utilization Authority	Organization	Can calculate and view utilization for all resources in the organization.
Forecast Authority	Organization	Can generate and view forecast information for all projects in an organization.

Table 2 – 31 Predefined roles (Page 1 of 1)

For more information about project roles, see *Role-Based Security*: page 2 – 65.

For more information on organization roles, see *Organizational Authority*: page 2 – 68.

Project Security Extension

The project security client extension enables you to implement your business rules for project and labor cost security. Some examples of rules that you can define with this extension are:

- Only users who belong to the project organization can access the project.
- Some responsibilities can view or update only capital projects.

Note: The project security extension applies to responsibility-based security only.

For more information, see *Project Security Extension: Oracle Projects User Guide*.

Security Profiles

When you use responsibility-based security, you must assign a security profile to each responsibility. Security profiles control which organizations and employees are accessible to a responsibility.

You associate each security profile with an organization hierarchy. The organization hierarchy determines the relationships between your organizations.

The type of security profiles you define depends upon how your system is configured. If you have configured your system for single business group access, you must set up standard security profiles and standard organization hierarchies. If you have configured your system for cross-business group access, you must set up global security profiles and global organization hierarchies.

Standard security profiles are used for viewing information contained in a single business group, and global security profiles are used for accessing information across business groups.

For more information about setting up and using security profiles, see *Security, Configuring, Reporting and System Administration in Oracle HRMS*.

HR Security Profile Option

Use the profile option HR: Security Profile to assign a security profile to each responsibility, to restrict access to the organization, positions, and payrolls defined in a security profile.

You define this profile option using the *view all projects* security profile that you create for the Startup Business Group.

For more information about this profile option, see: *Configuring, Reporting and System Administration in Oracle HRMS*.

Task Definition

The following instructions give details about steps PJF-44 through PJF-46 in the Oracle Project Foundation Product Implementation Checklist: page 2 – 2.

Task Statuses

Oracle Projects uses task statuses to indicate the status of individual tasks and to control system processing for tasks at each stage of their development. Every task must have a valid status.

Defining Task Statuses

You use the Statuses window to update existing task statuses and define new task statuses.

Each task status must be associated with a system status. The predefined system statuses for tasks are:

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

You use the Status Controls region of the Statuses window to define actions that are allowed or restricted for the task status. There is only one seeded status control for task statuses: Include in Progress Rollup. This status control causes progress attributes for tasks (dates, progress status, percent complete values) to roll up to summary tasks.

For more information on using the Statuses window to define statuses, set next allowable statuses, and set up workflow based on statuses and status changes, see: *Defining Statuses and Status Profile Options: page 2 – 77.*

See Also

Defining Statuses and Status Profile Options: page 2 – 77

Task Types

Task types assign default attributes to tasks and control how Oracle Projects processes tasks. You must define at least one task type before you can create tasks for workplans and other structures.

Task types specify basic task attributes. For example:

- The task type determines the initial status of a task.
- The task type also controls whether progress can be collected for a task, and how progress is measured.

Oracle Projects includes a predefined *Upgraded* task type that is used when upgrading from previous releases of Projects.

This section describes how to:

- Define work quantity work items for measuring task progress in terms of work quantity.
- Use the Task Type Details page to set up task types for your projects.

Defining Work Quantity Work Items

If you plan to have tasks that measure task progress in terms of work quantity, you need to select the work item that is being created (such as a lampshade or a floor tile) or processed (such as a code bug or a invoice).

You use the Lookups window to set up a lookup list of possible work items to choose from when you set up your task types.

► **To define a work quantity work item:**

1. Navigate to the Work Quantity Work Items Lookups window.
2. Enter the following information for the work quantity work item:
 - Code
 - Meaning
 - Description
 - Tag Value (optional – tag value is not used by Oracle Projects)

- Effective Dates
3. Select the Enabled box.
 4. Save your work.

For more information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

Defining Task Types

Prerequisites

- Work Quantity Work Items:* If you are defining a task type that measures progress in terms of work quantity, you must define work quantity work items. See: Defining Work Quantity Work Items: page 2 – 73.
- Units of Measure:* If you are defining a task type that measures progress in terms of work quantity, you must define units of measure. See: Units: page 3 – 13.
- Define task statuses. See: Task Status: page 2 – 72.

► To define a task type:

1. Navigate to the Task Types page.
2. Click Create Task Type. The system brings you to the Task Type Details page.
3. On the Task Type Details page, enter a unique name and description for the task type and define its effective dates. Fill out the other fields on the page as appropriate for the task type.
See: Task Type Details Page Reference: page 2 – 74.
4. Save your work.

Task Type Details Page Reference

Initial Task Status: Select an initial task status for the task type. This value determines the initial Task Status value of tasks associated with the task type.

Enable Progress Entry: Select this box to enable progress entry for tasks associated with the task type.

Initial Progress Status: If you enable progress entry, select an initial progress status for tasks associated with the task type. For example, *On Track* is a typical initial progress status for a new task.

Additional Information Page Layout: Identify the layout of the additional information section of the page that displays task progress information.

Progress Entry Required: Select this box to indicate that this task type requires progress entry for the tasks with which it is associated.

Enable Work Quantity: Select this box if you want tasks associated with this task type to measure progress in terms of work quantity. This means that progress will be measured in concrete, quantitative terms of the number of items produced or processes performed. Oracle Projects can compare the actual work quantity value to a planned value to derive the total percent complete.

Work quantity functionality must be enabled at the workplan level before it can be applied to tasks within a project. See: *Setting Up Workplans, Oracle Project Management User Guide*.

- **Work Item:** Identify the item that is created or processed for the tasks with which this task type is associated. This is the item that is measured when work quantity progress is collected. For more information about defining work item values, see: *Defining Work Quantity Work Items: page 2 – 73*.
- **Unit of Measure:** Enter the unit of measure that will be used to measure the work quantity progress. For example, if your work item is *Floor Tiles*, you might choose *Square Feet* as the unit of measure.
- **Actual Work Quantity Entry Method:** Identify how work quantity progress will be entered and displayed for tasks associated with this task type. You can choose to measure work quantity progress incrementally (by entering only the amount of work quantity progress made since the last time progress was collected) or cumulatively (by entering the total amount of work quantity progress made to date).

Enable % Complete Collection: Select this option to enable collection of progress in terms of percentage of work complete for the tasks associated with this task type.

Percent complete collection must also be enabled at the workplan level in order for tasks within that workplan to take advantage of this functionality. See: *Setting Up Progress, Oracle Project Management User Guide*.

- **Base % Complete Derivation Method:** Select the method the system will use to derive the base percent complete value of the tasks the task type is associated with. You can choose Work Quantity only if you have enabled progress collection in terms of work quantity.

Enable Remaining Effort Collection: Select this option to enable collection of remaining effort for a project for the tasks with which this task type is associated.

Defining Task Priorities

The system uses task priorities to determine the importance of a task. You use the Lookups window to define task priorities.

► **To define a task priority**

1. Navigate to the Lookups window.
2. Open a new lookup record for a task priority.
3. Select the Enabled box.
4. Save your work.

For more information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

Project Definition

The following instructions give details about steps PJF-47 through PJF-65 in the Oracle Project Foundation Product Implementation Checklist: page 2 – 2.

Defining Statuses and Status Profile Options

Status Type	Status	System Status	Description	Effective Dates		Starting Status
				From	To	
PROJECT	Approved	Approved	Approved	16-AUG-1997		<input type="checkbox"/>
PROJECT	Closed	Closed	Closed	16-AUG-1997		<input type="checkbox"/>
PROJECT	Pending Close	Pending Close	Pending Close	16-AUG-1997		<input type="checkbox"/>
PROJECT	Rejected	Unapproved	Rejected	16-AUG-1997		<input type="checkbox"/>
PROJECT	Submitted	Submitted	Submitted	16-AUG-1997		<input checked="" type="checkbox"/>

Action	Allow	
	Default	
Create New Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Adjust Transactions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Generate Revenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Generate Invoice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Capitalize Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Include in Status Reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Next Allowable Statuses

None System Status Status All

Next Allowable Statuses

A status is the state of an object. Objects can have only one status at a time.

Status Types in Oracle Projects

When you implement Oracle Projects, your system includes predefined statuses. For some status types, you can define additional statuses to meet your business needs.

Statuses include the following status types:

- **Project Status:** Used to control processing at the various stages of a project. See: Project Statuses: page 2 – 85.
- **Task Status:** Used to control processing at the various stages of a task. See: Task Statuses: page 2 – 72.
- **Progress Status:** Used to control processing for projects and tasks as progress is made towards their completion. See: Setting Up Progress Status Values: page 6 – 7.
- **Requirement Status:** Used to control processing for requirements as they are opened, filled, or canceled. See: Predefined Requirement Statuses and Status Controls: page 2 – 81.
- **Assignment Status:** Used to control processing for work assignments as resources are assigned to them or they are canceled. See: Predefined Assignment Statuses and Status Controls: page 2 – 82.
- **Candidate Status:** Used to control processing for job candidates as they are considered for a work requirement: See: Predefined Candidate Statuses and Status Controls: page 2 – 82.
- **Assignment Approval Status:** Used by workflow processes to control processing for assignment approval requests. See: Predefined Assignment Approval Statuses: page 2 – 84.
- **Control Item Progress:** The owner of an issue or change document owners can periodically update the progress towards resolving the issue while the issue is in Draft, Working, Submitted, Approved, or Rejected status. For more information, see: *Oracle Project Management User Guide*.
- **Control Item Status:** Control Item Statuses determine the visibility of an issue or change document, and whether you can update the issue or change. You cannot add control item statuses or make changes to the existing control item statuses. For more information, see: *Oracle Project Management User Guide*.

You can modify the default status controls for each existing user status. You can also create new user statuses based on the available system statuses to meet your business needs and create workflow processes that support those needs.

However, for each existing user status, you must define the next allowable statuses. Defining the next allowable statuses determines the process flow for your objects. For example, you can specify that a

requirement with the user status of Open can have its status changed to the user statuses of either Filled or Canceled. This example shows that you have just determined two possible process flows of a requirement:

- Open -> Filled
- Open -> Canceled

Project Statuses

The project status can be used to control what processing is allowed at various stages of a project. Every project must have a valid status.

Oracle Projects predefines the following project statuses:

- Unapproved
- Submitted
- Approved
- Rejected
- Pending Close
- Closed

Note: If your system was upgraded from Release 10 to the current release, you will also see the predefined project status *Active*, which was defined in prior releases of Oracle Projects.

Defining statuses and status options

► To define a status:

1. Navigate to the Statuses window.
2. Select the Status Type that you want to define (such as *Project*).
3. Enter a unique Status name.
4. Select a System Status to map to the status. Every status must map to a predefined system status.
5. Enter a Description for the status.
6. Enter Effective Dates for the status.
7. If you want this status to be eligible for use as the starting status for the kind of object it is associated with (such as a project, task, assignment, or candidate), check the Starting Status box.

8. **Status Controls:** The Status Controls region contains a list of actions that are allowed or restricted for each status.

When you create a new status, the system status you have selected for the status determines which actions are allowed for the object to which the status is assigned. If you want to change the status controls from the default settings, you can select or clear the Allow box.

The Default check box is display-only, and contains the original setting of the Allow check box.

For some system statuses, there are Allow check boxes that cannot be changed. For example, if a project status maps to the Closed System Status, the project status cannot allow Create New Transactions.

9. **Next Allowable Statuses:** Use this region to define the next allowable statuses for each status.

Four radio buttons control the next allowable statuses you can enter:

- **All:** The current status can be changed to any status. This is the default value.
- **None:** The current status cannot be changed.
- **System Status:** The Next Allowable Statuses are all system statuses.
- **Status:** The Next Allowable Statuses are all user-defined statuses.

If you choose System Status or Status, you can then enter as many next allowable statuses as you want.

10. **Workflow:** If you want to initiate workflow when an object is updated to this status, select the Workflow tab. Check the Enable Workflow check box and enter the following fields:

- **Item Type.** Enter the name of the Workflow Item Type to be used for this status.
- **Process.** Enter the name of the workflow process to submit for this status.
- **Success Status.** Enter the status to assign to the object upon successful completion of workflow.
- **Failure Status.** Enter the status to assign to the object if workflow fails. (This can be the same as the current status.)

For more information about workflow in Oracle Projects, see *Integrating with Oracle Workflow: page 8 – 2*.

11. Save your work.

See Also

Effective Dates: page 1 – 10

Transaction Control Extensions, *Oracle Projects User Guide*

Predefined Requirement Statuses and Status Controls

The following table provides a list of the predefined requirement statuses and the suggested next allowable requirement statuses:

User Status	System Status	Description	Suggested Next Allowable Statuses
Open	Open	The requirement is available for resource assignments.	Possible Filled Canceled
Filled	Filled	The requirement has an assigned resource.	N/A
Canceled	Canceled	The requirement was canceled.	N/A

Table 2 – 32 Predefined Requirement Statuses (Page 1 of 1)

Three status controls are predefined for requirement statuses:

- Include Requirement in Project Forecasts
- Visible in Requirement Searches
- Assign Resources to the Requirement

Use these status controls to restrict allowable actions or requirements based on status.

For information about defining statuses, see *Defining Statuses and Status Profile Options: page 2 – 77*.

Predefined Assignment Statuses and Status Controls

The following table provides a list of the predefined assignment statuses and the suggested next allowable assignment statuses:

User Status	System Status	Description	Suggested Next Allowable Statuses
Provisional	Provisional	A resource is assigned to the assignment on a provisional basis.	Proposed Confirmed Canceled
Confirmed	Confirmed	The resource is confirmed and scheduled for the assignment.	Proposed Provisional Canceled
Canceled	Canceled	The assignment was canceled.	N/A

Table 2 – 33 Predefined Assignment Statuses (Page 1 of 1)

Two status controls are predefined for requirement statuses:

- Include Assignment in Project Forecasts
- Allow Actual Transactions

Use these controls to restrict allowable actions on assignments based on status.

For information about defining statuses, see *Defining Statuses and Status Profile Options*: page 2 – 77.

Predefined Candidate Statuses and Status Controls

The following table provides a list of the predefined candidate statuses and the suggested next allowable candidate statuses:

User Status	System Status	Description	Suggested Next Allowable Statuses
Pending Review	Pending Review	The candidate is nominated for the requirement and is ready for review.	Under Review Suitable Declined Withdrawn Assigned
System Nominated	System Nominated	The candidate was nominated by the automated candidate search and nomination process. You cannot modify the attributes of this status nor create user statuses for it.	All statuses
Under Review	Under Review	The candidate's nomination is under review.	Suitable Declined Withdrawn Assigned
Suitable	Suitable	The candidate is a suitable match for the requirement.	Under Review Declined Withdrawn Assigned
Assigned	Assigned	The candidate is assigned to fill the requirement. The status is used only by the workflow process once the candidate has been assigned to fill the requirement.	N/A
Declined	Declined	The candidate is unsuitable for the requirement. The default status control Requires Change Reason requires the user declining the candidate to enter a reason.	N/A
Withdrawn	Withdrawn	The candidate has withdrawn from consideration for the requirement.	Under Review

Table 2 – 34 Predefined Assignment Statuses (Page 1 of 1)

One status control is predefined for requirement statuses:

- Requires Change Reason

Use this control to require the user to enter a reason for changing the status of a candidate.

For information about defining statuses, see *Defining Statuses and Status Profile Options*: page 2 – 77.

Predefined Assignment Approval Statuses

Assignment approval statuses are used by workflow processes. You cannot add, modify, or delete these statuses. In addition, users cannot manually change these statuses. The status is applied to an assignment based on the action being taken.

The following table provides a list of the predefined assignment approval statuses with their associated next allowable status:

System Status	Description	Next Allowable Statuses
Working	The assignment is new and has not yet been submitted, or the assignment has been changed and is waiting to be resubmitted for approval.	Submitted
Submitted	The assignment is submitted for approval. Approval can be sought either manually or through an automated workflow process.	Approved (Workflow: Success) Rejected (Workflow: Failure)
Approved	The assignment is approved and the resource is confirmed.	Requires Resubmission
Canceled	The assignment is canceled.	N/A
Rejected	The assignment is rejected. The user can choose to modify the assignment and resubmit it for approval.	Requires Resubmission
Requires Resubmission	The assignment has been changed and requires a resubmission for approval.	Submitted

Table 2 – 35 Predefined Assignment Statuses (Page 1 of 1)

For information about defining statuses, see *Defining Statuses and Status Profile Options*: page 2 – 77.

Status Profile Options

You must define the following profile options to set the status defaults for the respective objects. Each profile option is set at the site level only:

- **PA: Starting Requirement Status.** This profile option defines the default status of newly created requirements.

- **PA: Starting Assignment Status.** This profile option defines the default status of newly created assignments.
- **PA: Default Filled Requirement Status.** This profile option defines the status of all filled requirements.
- **PA: Default Starting Candidate Status.** This profile option defines the status of all newly nominated candidates.
- **PA: Default Canceled Requirement Status.** This profile option defines the status of canceled requirements.
- **PA: Default Canceled Assignment Status.** This profile option defines the status of canceled assignments.

For more information about setting profile options for Oracle Projects see Profile Options: page B – 2.

Defining Project Statuses

Each project status must be associated with a system status. The predefined system statuses for project statuses are:

- Unapproved
- Submitted
- Approved
- Pending Close
- Closed
- Pending Purge
- Partially Purged
- Purged

You use the Status Controls region of the Statuses window to define actions that are allowed or restricted for each project status.

- **Create New Transactions.** New transactions include transfers, but not splits.
- **Change Workflow Statuses**
- **Allow Workflow**
- **Allow Workflow Item Type and Process**
- **Project Status Report Notifications**
- **Adjust Transactions**

- **Generate Revenue**
- **Generate Invoice**
- **Capitalize Assets**
- **Include in Status Reports.** Include in Project Status Inquiry and management reports that show summary project information.
- **Change Project Probability.** Used by Project Resource Management.
- **Allow Confirmed Assignments.** Used by Project Resource Management.
- **Allow Provisional Assignments.** Used by Project Resource Management.
- **Include Project in Organization Forecasts**
- **Capitalized Interest.** Permits calculation of capitalized interest.

For more information on defining statuses, setting next allowable statuses, and setting up workflow based on statuses and status changes, please see: *Defining Statuses and Project Status Options: page 2 – 77.*

See Also

Integrating with Oracle Workflow: page 8 – 2

Project Status Change Workflow: page 8 – 4

Project Status of a New Project, *Oracle Projects Fundamentals*

Project Statuses Listing, *Oracle Projects Fundamentals*

Project Classifications (Class Categories and Class Codes)

You define project classifications to group your projects according to categories you define. A project classification includes a class category and a class code. The category is a broad subject within which you can classify projects. The code is a specific value of the category.

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. You can define class codes for this category such as Waste Cleanup, Risk Analysis, and Environmental Engineering.

You can create a report that displays projects classified by a particular category. For example, if you classify your projects by market sector, you can create reports showing which market sectors generate the most revenue. Or, your marketing department could run a report to determine which markets need to be pursued more aggressively.

Oracle Projects does not predefine any class categories or class codes.

Defining class categories and class codes

► **To define class categories and class codes:**

1. Navigate to the Class Categories and Codes window.
2. Enter a unique Class Category name and a Description.
3. Specify whether the class category is mandatory for every project you define.

Enable if all projects must have a code assigned to this class category. Do not enable if this class category is optional. If you do not enable this option, you cannot use this class category in your AutoAccounting rules.

4. Specify whether you want to use the class category in your AutoAccounting rules.



Suggestion: For each project, you can use only one code with one class category for use with AutoAccounting rules. If an AutoAccounting category already exists within a particular date range, assign an end date to the existing AutoAccounting category and then create a new one.

5. Specify whether you want to allow entry of only one class code with this class category for a project.

Note: Defining multiple class codes for one category for a project may affect reporting by class category. Defining

multiple class codes may cause your numbers to be included more than once.

6. The Allow Percent Entry and Total Percent Equal 100 attributes control the ability to associate percentages with classification codes. When you have multiple classification codes associated with a single class category, you can report the relative values of your projects in terms of sales or a similar metric.

Allow Percent Entry: Enable this option if you want to associate percentages with the class codes associated with this category. When you select Allow Percent Entry for a category, the system requires class code percentages for the category regardless of the project type.

Total Percent 100: Enable this option if you want the system to require that the sum of all class code percentages be equal to 100 for the selected class category. You can clear this option at any time.

7. In the Class Codes tabbed region, enter the Name, Description, and Effective Dates for each class code.
8. In the Project Types tabbed, select each Project Type that you would like to associate with this class category.

Mandatory: Enable the Mandatory check box for a project type if you want the system to require all projects of the project type to be associated with the selected class category.

Note: You cannot select Mandatory for project types that are already associated with one or more projects. Also, if the AutoAccounting attribute was enabled in a previous session for the class category, the system does not let you disable the Mandatory selection for a project type until the AutoAccounting attribute is disabled for the class category.

You can also enable the Mandatory option in the Project Types window. See: Project Types: page 2 – 117.

9. Save your work.

See Also

Effective Dates: page 1 – 10

Fremont Corporation Project Classifications

Fremont Corporation classifies each project by market sector and funding source. Since Fremont Corporation tries to diversify its contracts, tracking this information is very important to corporate management. Therefore, both categories are required for all of Fremont's projects.

Fremont defines two class categories: Market Sector and Funding Source.

The following table shows the two class categories.

Class Category Name	Description	Mandatory	AutoAccounting	Pick One Code Only
Market Sector	Market sector in which project work takes place	Yes	No	Yes
Funding Source	Source of funding for project	Yes	No	Yes

Table 2 – 36 Fremont Corporation Class Categories (Page 1 of 1)

The class codes for the Market Sector category specify the market sector to which a project belongs.

The class codes for the Funding Source category indicate whether the project is being funded privately or publicly. For publicly funded projects, the class code also indicates at what level the project is funded: Federal, State or Local, or Foreign. Fremont Corporation uses these class codes to produce a report showing the ratio of public versus private projects.

Class codes for the two class categories are shown in the following table:

Class Code Name	Class Category	Class Code Description
Structural	Market Sector	Structural design and engineering
Mechanical	Market Sector	Mechanical design and engineering
Electrical	Market Sector	Electrical design and engineering
Impact	Market Sector	Environmental impact studies
Environmental	Market Sector	Environmental design and planning
Data	Market Sector	Data services

Table 2 – 37 Fremont Corporation Class Codes (Page 1 of 2)

Class Code Name	Class Category	Class Code Description
Risk	Market Sector	Risk analysis services
Utilities	Market Sector	Utility/Power Plant construction
Waste	Market Sector	Disposal/Recycle facility construction
Federal	Funding Source	Funded by a federal agency
State or Local	Funding Source	Funded by state or local government
Foreign	Funding Source	Funded by a foreign government
Private	Funding Source	Funded by the private sector, foreign or domestic

Table 2 – 37 Fremont Corporation Class Codes (Page 2 of 2)

Service Types

Service types are broad categories of work that employees perform during the life of a project. When you define a work breakdown structure for a project, you assign a service type to each project task you define to indicate what type of work the task involves.

You can use service types to enhance reporting across tasks. You can also use service types in your AutoAccounting setup.

Defining service types

► **To define a service type:**

1. Navigate to the Service Type Lookups window.
2. Enter the following information for the service type.
 - Code
 - Meaning
 - Description
 - Tag Value (optional — tag value is not used by Oracle Projects)
 - Effective dates
3. Check the Enabled check box.
4. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

See Also

Effective Dates: page 1 – 10

Service Types Listing, *Oracle Projects Fundamentals*

Fremont Corporation Service Types

Fremont Corporation relies upon service types in its AutoAccounting rules to process indirect labor items. Fremont has an account for each type of indirect labor cost, such as vacation hours and sick hours.

Fremont's implementation team defines a service type for each kind of indirect labor. Fremont's implementation team maps each service type to the appropriate expense account when it implements AutoAccounting.

Fremont's implementation team also defines several service types for direct work. These service types are used only for reporting purposes.

Service Type Name	Description
Field Work	Work in the field
Lab Work	Work in a corporate laboratory
Documentation	Preparing documentation
R & D	Indirect Research and Development
Administration	Administrative Work
Marketing	Indirect Marketing
B & P	Bid & Proposal work
Vacation	Vacation hours
Sick	Sick hours
Holiday	Holiday hours
Overtime	Overtime hours

Table 2 – 38 Fremont Corporation Service Types (Page 1 of 1)

Project Customer Relationships and Contact Types

Project customer relationships help you manage projects that involve multiple clients by specifying the various relationships your customers can have with a project. A customer has exactly one relationship with a given project; one or more customers can have the same relationship with a project.

For example, most projects have a single customer who is the main client on the project; you can define a relationship with a name such as *Primary* to indicate the major client on a project.

Contact types specify how the contacts of a particular customer are involved with a project. You can use project contacts to direct certain pieces of correspondence, such as invoices, to the appropriate customer contact.

For example, if your client identifies a specific employee as the technical resource for questions about that client's project, you can classify that employee using a contact type. First, you create a contact type with a name such as *Technical*. Later, when you define a project or modify your definition of that project, you assign the Technical contact type to the appropriate customer contact.

Defining Project Customer Relationships

► **To define project customer relationships:**

1. Navigate to the Project Customer Relationship Lookups window.
2. Enter the following information for the customer relationship.
 - Code
 - Meaning
 - Description
 - Tag Value (optional — tag value is not used by Oracle Projects)
 - Effective Dates
3. Check the Enabled check box.
4. Save your work.

For information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

See Also

Effective Dates, *Oracle Projects Fundamentals*

Project Contact Types Listing, *Oracle Projects Fundamentals*

Project Customer Relationships Listing, *Oracle Projects Fundamentals*

Fremont Corporation Customer Relationships

Fremont Corporation distinguishes between the major client of a project and collateral clients who have less involvement than the major client. Fremont also distinguishes between major and collateral clients who help pay for a project, or who do not pay at all.

The following table shows Fremont's customer relationships.

Customer Relationship Name	Description
Primary	Client is contributing majority of payment
Secondary	Client is contributing partial payment
Non-Paying	Client is involved with project but is contributing no payment

Table 2 - 39 Fremont Corporation customer relationships (Page 1 of 1)

Defining contact types

You define a contact type by specifying a contact type name and description

Oracle Projects predefines two contact types:

- Billing
- Shipping

Oracle Projects addresses invoices to the billing contact you specify when you define a project. All contract projects require a billing contact.

► **To define contact types:**

1. Navigate to the Project Contact Type Lookups window.
2. Enter the following information for the contact type.
 - Code

- Meaning
 - Description
 - Tag Value (optional -- tag value is not used by Oracle Projects)
 - Effective dates
3. Check the Enabled check box.
 4. Save your work.

See Also

Effective Dates: page 1 – 10

Fremont Corporation Contact Types

Fremont Corporation’s client management policies require all correspondence to go to the appropriate customer contact in a client’s organization.

To implement these policies, Fremont Corporation uses the predefined contact types and defines the additional contact types shown in the following table:

Contact Type Name	Description
Technical	Acts as technical resource for the project
Contract	Administers the contract

Table 2 – 40 Fremont Corporation contact types (Page 1 of 1)

Probability Lists

Define probability lists if you want to use the probability feature in Oracle Projects. You can use this feature to track the win probability of a sales opportunity on your pipeline projects. You do not need to use Oracle Sales Online to track the win probability on a pipeline project. However, if you use Oracle Sales Online, the win probability value is based on the value of the sales opportunity in Sales Online which is associated with your pipeline project.

To share win probability values between Oracle Sales Online and Oracle Projects, you must map the probability values using the Probability Mapping page.

► **To define probability lists:**

1. Navigate to the Probability Lists window.
2. Enter a unique name for the probability list.
3. Enter a description for the probability list.
4. Enter effective start and end dates for the probability list. These dates determine whether you can use the list on projects.
5. Enter the probability values: percentage, description, and effective dates. These effective dates determine when the percentages are displayed in the probability list of values.

Note: You can change the probability list name at any time. You can change the percentages only if they are not currently assigned to any project.

See Also

Probability, *Oracle Projects Fundamentals*

Resources and Resource Lists

Resources are the labor, services, materials, equipment, and other items needed to track, complete, and account for project work. You use resources in Oracle Projects to categorize amounts for budgeting and forecasting, and to summarize actuals and commitments for project status tracking.

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

Refer to the following sections to set up resources and resource lists:

- Overview of Resources and Resource Lists: page 2 – 97
- Resource Lists Window Reference: page 2 – 99
- Defining Resource Lists: page 2 – 102
- Assigning Resource Lists: page 2 – 104

See Also

Defining Resource Lists: page 2 – 102

Overview of Project Budgeting and Forecasting, *Oracle Project Management User Guide*

Project Status Inquiry, *Oracle Project Management User Guide*

Case Study: Summary Amounts for Reporting, *Oracle Project Management User Guide*

Overview of Resources and Resource Lists

This section provides an overview of how you define and use resources and resource lists in Oracle Projects.

Resources

You use resources as flexible groupings by which you can:

- Categorize budget and forecast amounts

- Summarize actual amounts

You can define resources as employees, organizations, jobs, suppliers, expenditure categories, revenue categories, expenditure types, or event types.

Resource Lists

Your company has a unique way that it uses and tracks similar types of resources for similar kinds of project work. You can define resource lists to create sets of similar resources that you typically use on specific kinds of projects. You can define a simple list of resources or a two-level hierarchy of resource groups and resources. You can group resources by expenditure categories, revenue categories, or organizations.

You can define resource lists that classify budgets, forecasts, and actuals in different ways. Resource lists provide multiple roll up structures for summarizing actuals and commitments for cross-project reporting. For example, you can define one resource list by employee and another by job for reviewing actuals using different roll ups.

You can set up your project budgets and forecasts to enter amounts at either a resource group or resource level. Oracle Projects summarizes actuals and commitments using the lowest level in the resource list then rolls up the amounts to the resource group. These capabilities enable you to review budgets, forecasts, and actual amounts at a summary level then drill down to the resource-level details.

You can define different types of resources within a resource group. For example, you can create resources of employees and jobs for the Labor expenditure category, resources of suppliers under Outside Services, and use expenditure types for all other expenditure categories. This flexibility enables you to define different resource groups as required for budgeting and forecasting, and to best track the actuals for each resource group.

You can specify a job group when you define a resource list. When the resource type is *Job*, the job group controls which jobs can be selected for the resource. See: Job Groups: page 2 – 44.

See Also

Overview of Project Budgeting and Forecasting, *Oracle Project Management User Guide*

Resource Lists Window Reference

When you define a resource list, you specify the following values:

Resource List

Name Enter a unique name that identifies the resource list.

Job Group If the resource type is Job, then the job group controls which jobs can be selected for the resource. In Single Business Group Access mode, only the job group from the current business group can be used. In Cross Business Group Access mode, any job group can be used. Master job groups cannot be used for resource list assignment.

Group Resources By You can group resources by expenditure category, revenue category, or organization, or select None if you don't want to group resources for the resource list.

If you choose to group resources, then you must enter the resource groups. If you choose to not group resources, then you skip the resource groups region and directly enter your resources.

Resource Groups

Group Select expenditure categories, revenue categories, or organizations as your resource groups. You should include all expenditure categories, revenue categories, or organizations in your resource list.

Alias Enter an alias name for the resource group for display when you are budgeting, forecasting, and viewing project status.

Control Levels Optionally, specify default control level values for the resource group. See: Budgetary Control Settings, *Oracle Project Management User Guide*.

Order Specify the order in which you want to view the resource groups in Project Status Inquiry. This enables you to order the categories with the highest visibility first. For example, if Labor is your primary cost, then you can choose to display the Labor expenditure category as the first resource group, followed by Travel and Outside Services expenditure categories.

Enabled You can disable the resource group so that Oracle Projects does not allow entry of budgets or forecasts using the resource group, nor use it when summarizing actuals by resources for that resource group.

Resources

Type Select the type of resource that you want to enter. You can choose from the following resources:

- Employee
- Job
- Organization
- Supplier
- Expenditure Type
- Event Type
- Expenditure Category
- Revenue Category

Resource Choose a resource from the list of values for the resource type.

Alias Enter an alias name for the resource for display when you are budgeting, forecasting, and viewing project status

Control Levels Optionally, specify default control level values for the resource. See: Budgetary Control Settings, *Oracle Project Management User Guide*.

Order Specify the order in which you want to view the resources in Project Status Inquiry. This enables you to order the resources with the highest visibility first. For example, you may want to display senior-level jobs first so you order the resources of Job in the following order: Principal Consultant, Senior Consultant, Staff Consultant.

Enabled You can disable the resources so that Oracle Projects does not allow entry of budgets or forecasts using the resource, nor use it when summarizing actuals by resources.

Identifying Labor Resources

Oracle Projects automatically determines which resources and resource groups in a resource list are labor resources. Resources that are tracked as labor are as follows:

- Expenditure types with an expenditure type class of Straight Time or Overtime
- Expenditure categories and revenue categories that classify at least one expenditure type with an expenditure type class of Straight Time or Overtime

- All employees, jobs, and organizations defined below a resource group (expenditure category or revenue category) that is a labor resource group, or that are defined in a resource list without groups

The unit of measure of a labor resource is set to hours. Oracle Projects summarizes the quantities of labor resources as labor hours at the project, task, and resource levels. You can see all other quantities other than labor hours at the resource level only; they are not summarized to the project and task levels.

Determining the UOM for Resources

As you enter the resources in a list, Oracle Projects automatically determines the unit of measure for the resources, as follows:

- Expenditure type resources use the unit of measure of the expenditure type.
- For employees, jobs, and organizations, the unit of measure is Hours.
- Resources that are tracked as labor use a unit of measure of Hours

All other resources do not have a default unit of measure. You can only enter budget or forecast quantities for resources with a unit of measure.

See Also

Overview of Resources and Resource Lists: page 2 – 97

Setting Up Budgetary Controls: page 6 – 17

Case Study: Summary Amounts for Reporting, *Oracle Project Management User Guide*

Defining Resource Lists

The screenshot shows the 'Resource Lists (TEST CBGA OU: USD)' window. It has several input fields and a 'Copy From' button. The 'Resource List' field contains 'Expenditure Category by Job Title/'. The 'Description' field contains 'Resource List by Job Title and Exp'. The 'Job Group' dropdown is set to 'HR_202'. The 'Group Resources By' dropdown is set to 'Expenditure Category'. The 'From' date field is '01-JAN-1987' and the 'To' field is empty. Below these are two tables: 'Resource Group' and 'Resources'.

Group	Alias	Order	Enabled
Labor	Labor	1	<input checked="" type="checkbox"/>
Chargebacks	Chargebacks	2	<input checked="" type="checkbox"/>
Material	Material	3	<input checked="" type="checkbox"/>

Resource Type	Resource	Alias	Order	Enabled
Job	STA700.STAFF ADMINISTRAT	STA700.STAFF ADMIN	1	<input checked="" type="checkbox"/>
Job	SMR400.SENIOR MANAGER	SMR400.SENIOR MAN	2	<input checked="" type="checkbox"/>
Job	SCN500.SENIOR CONSULTAN	SCN500.SENIOR CONS	3	<input checked="" type="checkbox"/>
Job	CON600.CONSULTANT	CON600.CONSULTANT	4	<input checked="" type="checkbox"/>

You can define a new resource list by entering a new list or by copying a resource list from an existing one.

► **To define a new resource list:**

1. Navigate to the Resource Lists window.
2. Enter the Resource List name.
 - If your installation is in Cross Business Group Access mode, then resource list names must be unique across the system.
 - If your installation is in Single Business Group Access mode, then resource names must be unique within each business group.

3. If the resource list is job-based, then you must enter a job group to be used for summarization. The Resources region then displays jobs that belong to the job group you entered.

4. **Resource Group Region:** Choose how you want to group the resource list.

If you choose to group the resource list, then you enter resource groups. Select the resource group, and override the alias and order if necessary.

In the Resources region, enter the resources for each resource group. See: Resource Lists Window Reference: page 2 – 99.

5. If you do not use grouping for the resource list, then use the Resources region to enter resources for the resource list.

For each resource, select the resource type and resource, and override the alias and order, if necessary.

6. Save your work.

7. Continue to enter all the resource groups and/or resources for your resource list.

► **To create a new resource list by copying from an existing list:**

1. Navigate to the Resource Lists window.
2. Enter the resource list name and select how you want to group the resource list.
3. Choose Copy From and enter the resource list that you want to copy.
4. Choose OK. Oracle Projects automatically displays the new resource groups and resources.
5. Edit the resource list, as necessary.
6. Save your work.

► **To add a resource to an existing resource list:**

1. Navigate to the Resource Lists form.
2. Find the resource list that you want to change and add the resource.
3. Save your work.

► **To remove a resource from a resource list:**

1. Navigate to the Resource Lists form.

2. Find the resource list that you want to remove. You can delete a resource from a resource list only if you have yet not used the resource.

If you have already used the resource for budgeting or forecasting, or to summarize actual amounts, then you cannot delete the resource. However, you can disable the resource for future use by disabling the Enabled option.

3. Save your work.

Note: You should also consider if you need to update project summary amounts after changing a resource list that was previously used for summarization. See: Updating Project Summary Amounts, *Oracle Project Management User Guide*.

See Also

Overview of Resources and Resource Lists: page 2 – 97

Changing the Resource List after the Resource List is Used in Summarization, *Oracle Project Management User Guide*

Assigning Resource Lists to Projects

During project template and project setup, you assign resource lists to a project to indicate which resource lists you want to use for summarizing project actuals for project status tracking.

You can assign resource lists to project templates, which get copied to every project you create from the templates. This type of template setup facilitates cross-project reporting by using the same resource list across similar projects.

Oracle Projects requires that every project have at least one resource list assignment; this is to ensure that you can view actuals information in the Project Status windows and project status reports if no budget or forecast was created for the project. When you create a project template, Oracle Projects automatically assigns a resource list to the project template using the resource list specified on the project type for use in Status Reporting, and creates it as the default drilldown resource inquiry list to use in the Project Status windows. When you baseline a budget or forecast for the project, Oracle Projects automatically assigns the resource list used for the budget or forecast to the project, so that

you can easily report actuals against budgets and forecasts using the resources that you used for budgeting and forecasting.

You can assign additional resource lists by which you want to view summarized actuals in the Project Status Inquiry form or in your own custom reports. When you define additional resource list assignments, you must enter the following values:

Resource List You can select any active resource list.

Use Oracle Projects tracks if the resource list is used for a given budget type or for status reporting. You can only select Status Reporting when you enter a new resource list assignment.

Drilldown Default You use this check box to specify the default resource list to use when you drill down to view the resource status in the Project Status window. If necessary, you can change the resource list that you use for reviewing resource status in the Project Status Inquiry form; the change is effective only for the current session.

► **To assign a resource list to a project or project template:**

1. Navigate to the Projects form.
2. Find the project or project template to which you want to assign the resource list.
3. In the Project window, select the Resource List Assignment option.
4. In the Resource List Assignments window, enter the resource list and specify if it is the drilldown default for Project Status Inquiry.
5. Save your work.

See Also

Overview of Resources and Resource Lists: page 2 – 97

Defining Resource Lists: page 2 – 102

Project Summary Amounts, *Oracle Project Management User Guide*

Project Status Inquiry, *Oracle Project Management User Guide*

Fremont Corporation Resource Lists

Fremont Corporation uses many resource lists. The resource list *All by Organization* has a two-level hierarchy. This resource list is defined with the attributes shown below:

- Resource List Name: All by Organization
- Group Resources by: Expenditure Category

At the higher level, Resource Groups, resources are summarized into either Labor, Travel, Outside Services, Material, In-House Recoverables, or Other Expenses. The resource groups are shown in the following table:

Resource Group Name	Alias	Order
Labor	Labor	1
Travel	Travel	2
Outside Services	Outside Services	3
Material	Material	4
In-House Recoverables	In-House Recoverables	5
Other Expenses	Other Expenses	6

Table 2 – 41 Fremont Corporation Resource Groups (Page 1 of 1)

At the second level, Resources, a second layer of summarization is defined for the Labor resource group. The resources for the Labor resource group are shown in the following table:

Resource Type	Resource	Alias	Order
Organization	Risk Analysis	Risk Analysis	1
Organization	Data Systems	Data Systems	2
Organization	Mechanical	Mechanical	3
Organization	Midwest	Midwest	4
Organization	South	South	5
Organization	East	East	6
Organization	West	West	7
Organization	International	International	8
Organization	Environmental	Environmental	9
Organization	Structural	Structural	10

Table 2 – 42 Resources for the Labor Resource Group (Page 1 of 2)

Resource Type	Resource	Alias	Order
Organization	Human Resources	Human Resources	11
Organization	Finance	Finance	12
Organization	Information Services	Information Services	13

Table 2 – 42 Resources for the Labor Resource Group (Page 2 of 2)

Defining Cycles

In Oracle Projects, user-defined cycles are used to specify when certain actions and processes take place. For example, billing cycles determine how often and on what dates a project is billed. Progress cycles determine when progress is to be entered for project tasks. Reporting cycles determine when new project status reports should be created and define the time period covered by each status report.

You must define cycles that fulfill your business needs, and assign cycles to each project. You can define and maintain as many cycles of each type as you need.

Note: A billing cycle code can optionally call a customized client extension to derive the next billing date.

► **To define a cycle:**

1. In the Cycles window, specify the cycle name, type, value, effective dates, and a description of the cycle.
2. Save your work.

See Also

Billing Cycle Extension, *Oracle Projects User Guide*

Components of an Invoice, *Oracle Project Billing User Guide*

Project Types Window Reference: Billing Information: page 2 – 124

Creating a Project Template, *Oracle Projects Fundamentals*

Billing Setup, *Oracle Project Billing User Guide*

Project Status Reporting: page 6 – 38

Workplan and Progress Management: page 6 – 7

Cycles Window Reference

Name. Enter a unique, descriptive name for the cycle.

Type. Select the cycle type that you want to associate with the billing cycle. You can choose any predefined cycle type:

Billing cycle days	The cycle is defined by the number of days that elapse between each automatic invoice generation date for a project. The entry you make under <i>Value</i> is the number of days in the cycle.
Date of the month	The cycle starts and ends on the same day of each calendar month. You enter the date under <i>Value</i> . Dates 29 through 31 are valid in some months only. For the months in which the date is invalid, Oracle Projects uses the last day of the month.
Last day of the month	The last day of each calendar month.
First day of the month	The first day of each calendar month.
15th and month end	The 15th day and last day of each month.
Last weekday of the month	The last of a particular weekday in each calendar month. You enter the weekday under <i>Value</i> .
First weekday of the month	The first of a particular weekday in each calendar month. You enter the weekday under <i>Value</i> .
Project Completion	Completion date of the project.
Weekday each week	On the same day of each week. You enter the weekday under <i>Value</i> .
User defined	This type is used to indicate that the logic to derive the date has been coded in a cycle extension. You must customize the cycle extension to calculate the cycle that you require.
Value. Enter the value that completes the information for the cycle type you entered. Following are the valid entries, depending on the cycle type:	
Integer	For the Bill Cycle Days type, enter an integer greater than or equal to zero.
Range 1 through 31	For the Date of Month type, enter an integer in the range 1 through 31.
Monday through Sunday	For the Last Weekday of Month, First Weekday of Month, or Weekday Each Week type, select a

weekday. Valid entries are Monday through Sunday.

User-Defined

For a user-defined cycle type, the *Value* can be anything meaningful for the client extension. Oracle Projects is seeded with three validated values (two date values and one day in the week value). You can specify two additional non-validated values.

Weekdays are stored in the database as integers 1 to 7 for Monday to Sunday.

Effective Dates. Enter the Effective Dates during which the cycle is valid.

Description. Enter a description for the cycle.

Defining Work Types

Work types are classifications of work. They are used to classify both actual and scheduled work. An example of possible work types for a professional services enterprise could be

- Analysis
- Design
- Implementation
- Support

Work Type is a different classification from expenditure type. Expenditure types are a classification of the type of cost incurred in performing the work where as work types identify the type of work scheduled to be performed or actually performed.

Following the example specified above, Analysis, Design, etc are different types of work. These may all be classified by an expenditure type of Professional Labor, which identifies the type of cost.

It is important that careful consideration be given to how work types are defined. Work types can be used to control the following functions in Oracle Projects:

- Billability of Project Work
- Classification of cross charge amounts into cost and revenue for cross charged work.
- Utilization attributes

Billability of Project Work

Billability of scheduled work is determined by the billability of the work type assigned to the scheduled assignments.

You can also choose to drive billability of actual work by the work type assigned to actual transactions. If you choose to do this, then you will have to change the work type on an actual transaction in order to change the billability of the transaction. It is recommended that you do this in order to maintain consistency between processing of actual transactions for customer billing and reporting for billable utilization.

Cross Charge Classification

Project work performed by resources in one organization for a project belonging to another organization is referred to as cross charged work.

Typically the project owning organization provides some compensation to the resource organization for this cross charged work. This compensation can be in the form of sharing revenue with the resource organization or taking on the cost from the resource organization. This allows each organization to be measured on its performance independent of one another.

You can classify the compensation of cross charged work into cost or revenue based on the work type assigned to project work – scheduled or actual. This attribute adds another dimension to the definition of work types.

Utilization Attributes

Utilization is a measure of how an organization is utilizing its resources (labor). This measure is determined by taking a ratio of utilized time to total utilizable time in a specified period for each resource in the organization.

Total utilizable time is also referred to as the total capacity of a resource in a specified period and is determined by summing up the total time available for work in that period.

Work Types provide a classification of work that can be used to determine the utilized time of labor resources.

Examples of work types for determining utilization in a professional services organization can include:

- Analysis, Design, Implementation, Support [Billable/Productive work]
- Rework [Non-Billable / Productive work]
- Internal IT Support, Bid & Proposal, Marketing [Non-Billable/Productive work]
- Sick Time, Vacation, Jury Duty [Non-Capacity/Non-Productive work]

The following utilization attributes are considered when defining work types:

Unassigned Time

Unassigned time is the net hours for a given period for which a resource does not have any scheduled assignments (capacity hours minus schedule hours). Oracle Project Resource Management automatically

generates totals for unassigned time for all resources who have jobs that are flagged Include in Utilization.

The Unassigned Flag enables you to identify the work type that you want to track as unassigned time.

See Also: Defining Unassigned Time Tracking, *Oracle Project Resource Management User Guide*

Training

Ongoing training of labor resources is an important activity for many organizations. For example, to stay competitive in the marketplace, a professional services organization must ensure that the skills of their employees are current at all times. Therefore, tracking the amount of time allocated to training is important when managing resources.

The Training Flag enables you to identify the work types to be reported as training. The utilization reports classify work in these categories separately under a training utilization heading.

Non-Capacity Work Types

Resource capacity that goes towards time off, vacation, sick time, etc, is generally excluded from utilization calculations, in order to get a fair measure of a resources utilization. Work types that identify this time can be identified as Reduces Capacity. All work types with this attribute set automatically default to a utilization weighting percentage of zero.

Utilization calculation then reduces these hours from both the capacity and the utilized hours before determining the utilization for the resource involved.

Utilization Categories

Work type classifications become more granular when billability and cross charge classification are factored into the work type definitions and this level of granularity make work types inappropriate for utilization reporting.

For the purpose of reporting utilization, work types rollup into utilization categories. Utilization categories are implementation defined reporting categories for utilization. Similar work types that are defined separately due to billability and cross charge considerations may rollup into the same utilization category for reporting utilization.

Each work type rolls up into two utilization categories, one each for resource and organization utilization reporting.

Weighting Work Types for Utilization

A weighting percentage can be specified for each work type to determine the contribution of the work type in determining utilization. The weighting percentage is applied to actual and scheduled resource hours for utilization calculation. For example a resource may get 100% utilization for customer billable work such as Implementation, Support, etc but only 60% utilization for internal work such as IT Support, Marketing, or Training.

The same work type can carry two weighting percentages, one each for resource and organization utilization calculations. These two percentages will be the same in most instances but can be different in some cases. Rework is an example of when these percentages may be different.

A resource is assigned to complete some rework on an existing project. The organization will not receive any revenue for the extra work performed. The assignment has been allocated the work type Rework which automatically classifies the scheduled and actual work charged to this assignment.

As the organization is responsible for the overall performance of the project, it should not consider this work as receiving utilization credit. Otherwise, the utilization reports provide a false representation of the total number of hours being effectively utilized by the resources of the organization. Hence the weighting percentage for organization utilization should eliminate this time for the purpose of reporting utilization.

However, this should not negatively impact the personal utilization of the resource assigned to complete this work to ensure that resources are not averse to taking on such assignments in the future.

► **To define work types:**

To define work type, navigate to the Work Types page.

A description of each work type attribute is shown in the following table:

Name	Required (Yes/No)	Description
Name	Yes	User-defined name
Description	No	User-defined description

Name	Required (Yes/No)	Description
Billable/ Capitalizable	Yes	Indicates whether the work type is billable or capitalizable depending on the project type class
Cross Charge Amount Type	Yes	Indicates the amount type for cross charged transactions. Valid values are Cost and Revenue.
Reduces Capacity	Yes	Indicates whether the hours charged to this work type reduce the capacity of the resource and the appropriate organization. Can only be checked if work type is Non Billable or Non Capitalizable. Default value is unchecked.
Unassigned	Yes	Indicates if the work type is classified as unassigned. Default value is No.
Training	Yes	Indicates if the work type is classified as training. Default value is No.
Resource Utilization Category	No	Resource utilization category for the work type. This category is used for resource utilization reporting. Work types that have no value specified for this field are not considered for resource utilization.
Resource Weighting Percentage	Yes	Indicates the percentage to be used for resource utilization calculations. Value must be between 0 and 100. If Reduces Capacity is selected, then the value is 0 and not updateable. Default value is 100% if the work type is billable or capitalizable; otherwise the default value is 0.
Organization Utilization Category	No	Organization Utilization Category for the work type. This category is used for organization utilization reporting. Work types that have no value specified for this field are not considered for organization utilization.
Organization Weighting Percentage	Yes	Indicates the percentage to be used for organization utilization calculation. Value must be between 0 and 100. If Reduces Capacity is selected, then the organization weighting percentage is 0 and is not updateable. Default value is 100% if the work type is billable or capitalizable; otherwise the default value is 0.
Effective Dates	Yes	Standard effective dates

Table 2 – 43 Work Type Attributes (Page 2 of 2)

The following tables show examples of work types:

Name	Billable / Capitalizable	Cross Charge Amount Type
Analysis	Yes	Revenue
Implementation	Yes	Revenue
Internal Support	No	Cost
Rework	Yes	Cost
Apprentice	Yes	Revenue
Billable- Training	Yes	Revenue
Unbillable-Training	No	Cost

Table 2 - 44 Work Types Attributes (Page 1 of 1)

The following table shows examples of work types defined under the Utilization tab:

Name	Unassigned Flag	Training flag	Reduces Capacity	Resource Utilization Category	Resource Weighting Category	Organization Utilization Category	Organization Weighting Category
Analysis	Analysis	No	No	External	80	External	80
Implementation	Implementation	No	No	External	80	External	80
Internal Support	Internal Support	No	No	Internal	80	Internal	60
Rework	Rework	No	No	External	80	External	0
Apprentice	Apprentice	Yes	No	External	50	External	50
Billable - Training	Billable - Training	Yes	No	External	80	External	80
Unbillable-Training	Unbillable-Training	Yes	Yes	Internal	0	Internal	0

Table 2 - 45 Work Type Utilization Attributes (Page 1 of 1)

Project Types

The project type controls how Oracle Projects creates and processes projects, and is a primary classification for the projects your business manages. You must set up at least one project type to create projects in Oracle Projects.

For information about using the different parts of the Project Types window, refer to the following table:

Project Type Class	Tab	Information to set up
[all]	<p>[General information]: page 2 – 118</p> <p>Budget: page 2 – 120</p> <p>Budgetary Control: page 2 – 121</p> <p>Classifications: page 2 – 118</p> <p>Costing: page 2 – 119</p> <p>Details: page 2 – 119</p> <p>Project Status, Workflow: page 2 – 122</p>	<p>Name, class of project (indirect, capital, or contract), and effective dates</p> <p>Budget entry and resource for status reporting</p> <p>Budget integration information and budgetary controls</p> <p>Make class categories mandatory</p> <p>Burden cost accounting schedule, if any</p> <p>Service type, probability list, and identify whether this project type will be used for administrative and/or intercompany billing projects</p> <p>Starting status for new projects and workflows to be used for status changes</p>
Capital*	Capitalization Information: page 2 – 123	Cost type definition, control for complete asset definition, control to allow override of asset assignment, asset cost allocation method, event processing method, asset grouping method, supplier invoice grouping and interface options, capitalized interest rate schedule, and override control option
Contract*	<p>Billing Information: page 2 – 124</p> <p>Billing Assignments: page 2 – 127</p> <p>Distribution Rules: page 2 – 127</p>	<p>Defaults for billing cycle, schedules, and invoice formats</p> <p>Billing extension assignments</p> <p>Distribution rules for revenue and billing</p>

*As selected in the Class field; also known as Project Type Class

Table 2 – 46 Project Types window (Page 1 of 1)

Project Types in a Multi-Organization Environment

In a multi-organization environment, you must set up project types for each operating unit. It is possible to have the same project type names

in multiple operating units. However, each project type has its own attributes to control project processing by operating unit.

See Also

Project Types, *Oracle Projects Fundamentals*

Defining Project Types: page 2 – 128

Project Types for Fremont Corporation (Example Setup): page 2 – 128

Project Types Window Reference

(All project types) General Information

Name: The name of the project type.

Class: The project type class (Indirect, Capital, or Contract) for the project type. See: Project Types, *Oracle Projects Fundamentals*.

Note: You can define contract projects only if you have installed Oracle Project Billing.

Effective: The date range within which the project is valid. See: Effective Dates: page 1 – 10.

(All project types) Class Categories

Category: Select a class category. See: Project Classifications: page 2 – 87.

Note: Only categories that you have defined as valid for this project type on the Class Categories and Codes window are displayed in the Category list.

Mandatory: Enable the Mandatory check box if you want the system to require all projects of the project type to be associated with the selected class category.

You can also enable the Mandatory option in the Class Categories and Codes window.

Note: You cannot select Mandatory for class categories that are already associated with one or more projects of the project type.

(All project types) Details

Service Type: The default service type to use when creating new top tasks.

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

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

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

- Cost and bill rates for the work being performed
- Utilization of the person performing the work
- Accounting of cost and revenue associated with the work performed

Work types assigned to project types default to associated projects and templates, and eventually, to the tasks or assignments, but you can override the defaults at the appropriate level. You must update each existing task and assignment individually.

Probability List: (optional) Enter a probability list. The probability list you enter provides the list of values for the Probability field for projects.

Administrative: Use this box to identify administrative indirect projects on which that you can create administrative assignments in Oracle Project Resource Management.

Unassigned Time: Enable this option if you want to track available resource time in utilization reporting.

Intercompany Billing: Choose this box if you want to use this project type for intercompany billing projects.

(All project types) Costing Information

Burdened: Indicates whether to burden raw costs charged to projects using this project type for internal costing purposes.

Schedule: The burden schedule to use as the default cost burden schedule. You enter a schedule only if the project type is burdened. If the project type is burdened, this field is required.

Allow Schedule Override: Indicates whether you can override the default cost burden schedule when entering and maintaining projects and tasks. Deselect the check box if you want to ensure that all projects of a project type use the same schedule for internal costing. Check the box to allow updates to the cost burden schedule on the projects and tasks. You can enter this only if you enabled the Burdened check box.

Burdening Options: If you select the Burdened check box, additional fields are displayed:

- **Burden Cost on same expenditure item:** Select if you want to store burden amount in the same expenditure item, and then select a project and (optional) task that will account for the expenditure item.
- **Burden Cost as separate expenditure item:** Select this option to account for burden amounts in a separate project and task. (This option works best if used with indirect projects. With other project types, the system may post duplicate amounts.)

See Also

Overview of Costing, *Oracle Project Costing User Guide*

(All project types) Budget Options

Allow Cost Budget Entry: Indicates if you allow entry of cost budget types.

- **Entry Method:** The default budget entry method for cost budgets.
- **Resource List:** The default resource list for cost budgets.

Allow Revenue Budget Entry: Indicates if you allow entry of revenue budget types. For contract projects, you must enter a revenue budget for a contract project before it can accrue revenue and be billed. For indirect and capital projects, you can choose to not allow entry of revenue budgets.

- **Entry Method:** The default budget entry method for revenue budgets.
- **Resource List:** The default resource list for revenue budgets.

Resource List for Status Reporting: The default resource list to use for summarizing project amounts for status reporting. You must enter a

value to ensure that you can view information in the Project Status windows and project status reports, even when you have not baselined a budget for the project. You typically select the same resource list as one of the resource lists you use for budgeting. When you create a new project template from scratch, Oracle Projects automatically creates a resource list assignment using this resource list.

See Also

Defining Budget Entry Methods: page 6 – 14

Defining Resource Lists: page 2 – 102

(All project types) **Budgetary Control**

Enter values in this tabbed region if you want to set up budgetary controls and/or budget integration for the project type.

Allow Override at Project Level. Check this check box if you want to allow users to modify the default budgetary control settings that you enter for the project type.

The budgetary control settings for the project type are used when a project template or project is created. If this check box is not checked, the user cannot change the values at the project template or project level.

Budget Type.

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

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

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

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

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

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

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

Levels. Select a default control level for each budget level:

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

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

- **Amount Type.** Select an Amount Type to determine the beginning budget period.
- **Boundary Code.** Select a Boundary Code to determine the ending budget period.

For more information about these settings, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

(All project types) **Project Status, Workflow**

Starting Project Status: Enter a starting project status for each project type you create. The starting project status used as the default when:

- A project template is created.
- A project is created by copying an existing project or project template. The project status of the new project is the same as the current status of the existing project or project template, *unless* that starting project status is invalid for the project type. In that case, the starting project status set in the Starting Project Status field for the project type.

Use Workflow for Project Status changes: Select to initiate Workflow for all workflow-eligible project statuses in projects with this project type. See: Project Statuses: page 2 – 79.

Use Workflow for Budget Status changes: Select to initiate Workflow for all eligible project budgets in projects with this project type. See: Budget Types: page 6 – 13.

See Also

Integrating with Oracle Workflow: page 8 – 2

(Capital project types) Capitalization Information

Cost Type: For the project type, specifies whether to capitalize costs at their burdened or raw cost amount.

Require Complete Asset Definition: Specifies whether an asset definition in Oracle Projects must be complete before you can interface costs to Oracle Assets. If you select this option, you do not need to enter information for the imported asset line in the Prepare Mass Additions window in Oracle Assets. The Asset Interface process places asset lines with complete definitions directly into the Post queue in Oracle Assets.

Override Asset Assignment: This field interacts with the assignment status of the asset to either call or disregard the Asset Assignment client extension, as shown in the following table:

Is Override Asset Assignment selected?	Asset assignment of asset lines is...	Does the system call the client extension?
No	Unassigned	Yes
No	Assigned	No
Yes	Unassigned	Yes
Yes	Assigned	Yes

Table 2 – 47 Override Asset Assignment field (Page 1 of 1)

You can set up the Asset Assignment extension to assign any unassigned asset lines that result from the Generate Asset Lines process, or (as described above) to override the current asset assignment process for specified lines. See: Asset Assignment Extension, *Oracle Projects User Guide*.

Asset Cost Allocation Method: You can select one of several predefined allocation methods to automatically distribute indirect and common costs across multiple assets. See: Allocating Asset Costs, *Oracle Project Costing User Guide*.

Event Processing Method: You can specify a capital event processing method to control how assets and costs are grouped over time. You can choose to use either periodic or manual events. See: Creating Capital Events, *Oracle Project Costing User Guide*.

Grouping Method: Specify how to summarize asset lines. You can choose from the following options:

- All (highest level of summarization)
- CIP Grouped by Client Extension
- Expenditure Category
- Expenditure Category, Nonlabor Resource
- Expenditure Type
- Expenditure Type, Nonlabor Resource

Group Supplier Invoices: Select to consolidate the expenditure items on a supplier invoice into one asset line according to the method specified in the Grouping Method field. Deselect to interface the lines to Oracle Assets as separate mass addition lines:

- **As New Mass Additions:** Interfaces each expenditure item on a supplier invoice line to Oracle Assets as a separate Mass Addition line. Each line has the status NEW.
- **As Merged Mass Additions:** Interfaces each supplier invoice line to Oracle Assets as a separate Mass Addition line with the status MERGED.

Note: After lines are interfaced to Oracle Assets, you can use the Prepare Mass Additions window in Oracle Assets to split, merge, or unmerge the lines manually.

Capitalized Interest Default Schedule: Use this field to specify a default interest rate schedule for capitalized interest. See: Defining Capitalized Interest Rate Schedules, *Oracle Project Costing User Guide*.

Capitalized Interest Allow Override: Select this check box to allow override of the default capitalized interest rate schedule at the project level.

See Also

Asset Capitalization, *Oracle Project Costing User Guide*

Oracle Assets User Guide

(Contract project types) Billing Information

Funding Level: The level at which you allow funding for contract projects of this project type. You can choose from the values of Project, Top Task, or Both.

Billing Job Group: Enter a default job group for billing purposes. The job group you enter serves as the default Billing Job Group when you define a contract project with this Project Type.

Bill Rate Schedules:

Labor: Select **Bill Rate Schedule** or **Burden Schedule** for labor billing. When calculating labor revenue and invoicing, the system looks first for the employee-based bill rate schedule. If no employee-based rate is specified, or if none is available, the job-based bill rate is used.

Note: If Oracle Project Resource Management is installed, you must specify a job-based bill rate schedule. See: *Oracle Project Resource Management Implementation and Administration Guide*.

- **Employee:** Select the employee-based bill rate schedule to be used to calculate labor revenue and invoicing.
- **Job:** Select the job-based bill rate schedule to be used to calculate labor revenue and invoicing.

Non-Labor: Select **Bill Rate Schedule** or **Burden Schedule** for non-labor billing.

- **Organization:** Select the default organization that owns the labor and non-labor bill rate schedules.
- **Schedule:** The default burden schedule for non-labor revenue and invoicing.

The list of values for labor and non-labor schedules are restricted as follows:

- If the operating unit does not have multi-currency enabled, then only schedules with the same currency as the project functional currency are listed.
- If the operating unit does not allow rate schedules to be shared across operating units, then schedules from other operating units are not included.
- If the operating unit of the organization allows rate schedules to be shared across operating units, schedules from other operating units that do not allow other operating units to use the schedule, are excluded.

See: Share Bill Rate Schedules Across Operating Units: page C – 19.

Invoice Formats

Labor: Select the default labor invoice format.

Non-Labor: Select the default non-labor invoice format.

Billing Cycle:

Billing Cycle: The default billing cycle for projects of this type. See: Billing Cycles: page 2 – 108.

First Bill Offset Days: The default number of days that elapse between the project start date and the date of the project's first invoice.

Funding

Baseline Funding without Budget: Check this box if you want to automatically create a revenue budget when you baseline your funding.

Revalue Funding: Check this box if you want to revalue funding for the project type. This option cannot be unchecked if the Revalue Funding option is enabled at the Project level.

Funding Revaluation includes Gains and Losses: This option can be enabled only if the Funding Revaluation includes Gains and Losses option is enabled in the Implementation Options window and Revalue Funding is enabled for the project type. Check this box if you want funding revaluation to include gains and losses. If you enable this functionality you should define the project revenue realized gains and losses event types for account reclassifications.

If this functionality is not enabled, the revaluation process only considers the funding backlog amount.

Realized Gains and Losses Event Types: If the Funding Revaluation Includes Gains and Losses functionality is enabled at the Project Types level, define new gains and losses event types. These event types record the realized gains and losses events while processing funding revaluation.

See Also

Funding Revaluation, *Oracle Project Billing User Guide*

Event Types: page 4 – 34

Defining Event Types: page 4 – 34

(Contract project types) Billing Assignments

Name: Select billing extensions to be used in revenue accrual or invoicing, or both.

Amount and Percentage: Enter an amount or percentage to used in the billing extension calculation.

Active: Deselect to disable the billing assignment.

See Also

Billing Extensions, *Oracle Projects User Guide*

(Contract project types) Distribution Rules

Name: You select the distribution rules that can be allowed for any project of this project type. You can choose any predefined distribution rule:

Cost/Cost	Accrue revenue and bill using the ratio of actual cost to budgeted cost (percent spent)
Cost/Event	Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), bill based on events
Cost/Work	Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), bill as work occurs
Event/Event	Accrue revenue and bill based on events
Event/Work	Accrue revenue based on events, bill as work occurs
Work/Event	Accrue revenue as work occurs, bill based on events
Work/Work	Accrue revenue and bill as work occurs

Default: Check the box if you want to use the distribution rule as the default value for projects of this project type. You can only have one default distribution rule for each project type.

See Also

Setting Up Contract Projects, *Oracle Project Billing User Guide*

Defining Project Types

Prerequisites

- Define Implementation Options. See: Implementation Options: page C – 2.
 - Define service types. See: Service Types: page 2 – 91.
 - Define job groups and jobs (if you are using a billing job group other than the HR job group for billing). See: Jobs: page 2 – 46.
 - Define burden schedules (if you are using burdening). See: Burden Schedules: page 3 – 137.
 - Define bill rate schedules (for contract project types). See: Bill Rate Schedules: page 3 – 65.
 - Define invoice formats. See: Invoice Formats: page 4 – 19.
 - Define budget entry methods. See: Budget Entry Methods: page 6 – 14.
 - Define resource lists. See: Resource Lists: page 2 – 97.
- **To define a new project type:**
1. Open the Project Types window.
 2. Enter the project type information, including any options appropriate for the project type class. See: Project Types Window Reference: page 2 – 118.
 3. Save your work.

See Also

Project Types: page 2 – 117

Project Types for Fremont Corporation (Example Setup)

Fremont Corporation uses Oracle Projects to manage indirect, capital, and contract projects.

Fremont Corporation: Indirect Project Types

Fremont Corporation's implementation team defines these indirect project types:

- **Overhead:** Fremont uses overhead projects to record overhead costs that may or may not be associated with a particular project. For example, Fremont records its word processing and editorial costs in an overhead project. This project type is not burdened.

Details for the Overhead Costs project type are shown in the following table:

See also: Fremont Corporation: Using an Indirect Project to Track Indirect Costs: page 2 – 135.

Window /Page Region:	Project Type Attribute	Value
Header	Name	Overhead
Header	Class	Indirect
Header	Service Type	Administration
Header	Description	Store overhead charges for the organization that manages the project
Budget Control	Allow Cost Budget Entry	Yes
Budget Control	(Cost) Entry Method	Project by GL Period
Budget Control	(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type
Budget Control	Allow Revenue Budget Entry	No
Budget Control	Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type

Table 2 – 48 Fremont Corporation: Overhead Project Type (Page 1 of 1)

- **Bid & Proposal:** This is an indirect project type because costs incurred are not billed back to the client. Fremont uses Bid and Proposal projects to record the costs associated with bidding for a prospective contract. This project type is not burdened.

Details for the Bid & Proposal project type are shown in the following table:

Window /Page Region:	Project Type Attribute	Bid & Proposal Project Type:
Header	Name	Bid & Proposal
Header	Class	Indirect
Header	Service Type	B & P
Header	Description	Collect bid and proposal costs
Budget Control	Allow Cost Budget Entry	Yes
Budget Control	(Cost) Entry Method	Project by GL Period
Budget Control	(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type
Budget Control	Allow Revenue Budget Entry	No
Budget Control	Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type

Table 2 – 49 Fremont Corporation: Bid & Proposal Project Type (Page 1 of 1)

- **R & D:** This project type is used for research and development projects. This project type is burdened.

Details for the R & D project type are shown in the following table:

Window /Page Region:	Project Type Attribute	R&D Project Type:
Header	Name	R & D
Header	Class	Indirect
Header	Service Type	R & D
Header	Description	Projects for research and development
Costing Information	Burdened	Yes
Costing Information	Schedule	Labor Burden Only
Costing Information	Allow Schedule Override	Yes
Budget Control	Allow Cost Budget Entry	Yes
Budget Control	(Cost) Entry Method	Project by GL Period
Budget Control	(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type

Table 2 – 50 Fremont Corporation: R & D Project Type (Page 1 of 2)

Window /Page Region:	Project Type Attribute	R&D Project Type:
Budget Control	Allow Revenue Budget Entry	No
Budget Control	Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type

Table 2 – 50 Fremont Corporation: R & D Project Type (Page 2 of 2)

Fremont Corporation: Capital Project Types

Fremont Corporation’s implementation team defines these capital project types:

- **Product Development:** Fremont summarizes all CIP costs by expenditure category for capitalization in Oracle Assets, and requires that all asset information be specified in Oracle Projects before interfacing costs to Oracle Assets. Fremont defines this project type for product development. In this project type, burdened costs for the project work are capitalized.
- **Infrastructure:** Fremont defines a project type for infrastructure improvements, which involve work on their buildings. This project type capitalizes the raw costs of infrastructure projects.

The capital project types are shown in the following table:

Project Type Attributes:	Product Development	Infrastructure
Name	Product Development	Infrastructure
Class	Capital	Capital
Service Type	Lab Work	Field Work
Description	Product development projects for which costs are burdened and later capitalized	Capital improvements to infrastructure
Costing Information: Burdened	NA	Yes
Schedule	Internal Costing	Labor Burden Only
Allow Schedule Override	Yes	No

Table 2 – 51 Fremont Corporation: Capital Project Types (Page 1 of 2)

Project Type Attributes:	Product Development	Infrastructure
Budget Control: Allow Cost Budget Entry	Yes	Yes
(Cost) Entry Method	Top Task by PA Period	Top Task by PA Period
(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type	Labor by Job, Non-Labor by Key Supplier
Allow Revenue Budget Entry	No	No
Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type	Labor by Job, Non-Labor by Expenditure Type
Capitalization Information: CIP Cost Type	Burdened	Raw
Require Complete Asset Definition	Yes	Yes
Override Asset Assignment	No	No
CIP Grouping Method	Expenditure Category	Expenditure Category
Group Supplier Invoices	Yes	Yes

Table 2 – 51 Fremont Corporation: Capital Project Types (Page 2 of 2)

Fremont Corporation: Contract Project Types

Fremont Corporation’s implementation team defines these contract project types:

- **Time and Materials:** Fremont has many time and materials projects which charge clients for the time spent performing the work and the cost of materials and expenses used in completing the project.
- **Fixed Price:** Fremont’s fixed price projects do not depend on the time spent to complete a project or the cost of the resources used to complete the project. These projects use the Cost/Event distribution rule.
- **Cost Plus:** Fremont’s cost plus projects use a burden schedule for internal costing, a burden schedule for labor items, and a standard bill rate schedule for non-labor items. Fremont also

specifies a billing extension for Fee to calculate fee for every cost plus project.

The contract project types are shown in the following table:

Project Type Attributes:	Time and Materials	Fixed Price	Cost Plus
Name	Time and Materials	Fixed Price	Cost Plus
Class	Contract	Contract	Contract
Service Type	Field Work	Field Work	Field Work
Description	Project is billed on a time and materials basis	Project is completed for a fixed price	Project uses cost plus processing
<u>Costing Information:</u> Burdened	Yes	Yes	Yes
Schedule	Internal Costing	Internal Costing	Internal Costing
Allow Schedule Override	No	No	No
<u>Budget Control:</u> Allow Cost Budget Entry	Yes	Yes	Yes
(Cost) Entry Method	Top Task by PA Period	Top Task by PA Period	Top Task by PA Period
(Cost) Resource List	Labor by Job	Labor by Job	Labor by Job
Allow Revenue Budget Entry	Yes	Yes	Yes
(Revenue) Entry Method	Project Level by Category	Project Level by Category	Project Level by Category
(Revenue) Resource List	Types by Revenue Categories	Types by Revenue Categories	Types by Revenue Categories
Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type	Labor by Job, Non-Labor by Expenditure Type	Labor by Job
<u>Billing Information:</u> Funding Level	Both	Both	Both
Labor Schedule Type	Bill Rate Schedule	Bill Rate Schedule	Burden Schedule
Organization	Fremont Corporation	Fremont Corporation	

Table 2 – 52 Fremont Corporation: Contract Project Types (Page 1 of 2)

Project Type Attributes:	Time and Materials	Fixed Price	Cost Plus
Schedule	Standard	Standard	Revenue Schedule: Cost Plus Billing, Invoice Schedule: Cost Plus Billing
Non-Labor Schedule Type	Bill Rate Schedule	Bill Rate Schedule	Bill Rate Schedule
Organization	Fremont Corporation	Fremont Corporation	Fremont Corporation
Schedule	Standard Non-Labor	Standard Non-Labor	Standard Non-Labor
Labor Invoice Format	Job	Job	Employee
Non-Labor Invoice Format	Expenditure Type	Expenditure Type	Expenditure Type
Billing Assignments	none	none	Fee (default = Yes)
<u>Distribution Rules:</u> Cost/Event	No	Yes	No
Cost/Work	Yes	No	Yes
Work/Event	Yes	No	No
Work/Work	Yes (Default = Yes)	No	Yes (Default = Yes)

Table 2 – 52 Fremont Corporation: Contract Project Types (Page 2 of 2)

Fremont Corporation: Using an Indirect Project to Track Indirect Costs

You can use Oracle Projects to track all costs your business incurs, including work that is not directly associated with project work. You define as many indirect projects as you need to record various indirect costs.



Suggestion: Use multiple tasks to organize distinct subcategories of an indirect cost source. For example, if you record employee time off costs in one project, you can define tasks such as Sick Hours, Vacation, and Paid Holidays.

When your employees fill out their weekly timecards, they specify, as applicable, the project and task that corresponds to the appropriate indirect cost.

For example, if an employee takes a sick day during the expenditure week, that employee's timecard displays the indirect project and task your business uses for time off hours, along with one or more additional projects and tasks on which the employee has worked.

The following examples illustrate how Fremont Corporation defines indirect projects for cost collection:

- Tracking Administrative Labor Costs: page 2 – 135
- Tracking Employee Time Off Costs: page 2 – 136
- Implementing Overtime Costs: page 3 – 73

Note: In a multi-organization environment, projects are owned by an operating unit. You can define as many indirect projects as you need in each operating unit to record indirect costs.

Tracking Administrative Labor Costs

Fremont Corporation records all labor hours its employees spend on general administrative work in an indirect project.

Fremont generally consolidates a variety of administrative labor hours in one indirect project; occasionally, however, Fremont creates a distinct administrative work project to record hours spent on specific efforts. For example, Fremont created an indirect project to record hours spent on implementing Oracle Applications.

Members of Fremont's administrative support staff submit weekly timecards showing hours to be charged to the indirect project for administrative work. In addition, project managers periodically charge

hours to this project for the time they spend writing semiannual performance reviews and performing other administrative tasks.

Fremont uses the resulting project information, together with a summary of other expenses such as rent, insurance, and cost of capital, to periodically review its bill rates and markups to ensure that the company is recovering the cost of labor.

Fremont defines the following administrative work project:

- Project Number: *Admin*
- Name: *Administrative Work*
- Description: *This project is used to record general administrative work. All costs are charged to the cost center of the employee performing the work.*
- Organization: *Finance*
- Status: *Permanent*
- Type: *Overhead*

Define Administration Tasks

Since Fremont consolidates all administrative labor hours, the Administrative Work project needs only one task:

- Task Number: *Admin*
- Task Name: *Administrative Work*
- Description: *This task holds general administrative labor*
- Organization: *Finance*
- Service Type: *Administration*

Fremont implemented AutoAccounting to use the Administration service type to charge administrative labor to the appropriate expense account.

Tracking Employee Time Off Costs

Fremont Corporation records time off hours in an indirect project. These hours represent one source of Fremont's overhead costs since Fremont cannot charge the hours directly to a paying customer's project and, therefore, earns no revenue for them.

When a Fremont employee uses sick, vacation, or holiday benefits, the employee fills out a timecard as usual, but indicates the time off project

rather than a direct project on which the employee may also work. Fremont uses different project tasks to distinguish between hours employees record as sick time, vacation time, or holiday time.

Fremont defines the following time off project:

- Project Number: *Time Off*
- Name: *Time Off*
- Description: *This project is a holding area for all time off hours of Fremont Corporation*
- Organization: *Human Resources*
- Status: *Permanent*
- Public Sector: *No*
- Type: *Overhead*

Define Time Off Tasks

Fremont defines three tasks for the Time Off project to distinguish between sick hours, vacation hours, and holiday hours. Fremont assigns each task a different service type and implements AutoAccounting to use the service type on each task to distribute time off costs to the appropriate expense accounts. See: Defining Service Types: page 2 – 91.

The time off tasks are shown in the following table:

Task Number	Task Name	Description	Organization	Service Type
Sick	Sick Hours	This task holds all sick hours for Fremont Corporation	Human Resources	Sick
Vacation	Vacation Hours	This task holds all vacation hours for Fremont Corporation	Human Resources	Vacation
Holiday	Holiday Hours	This task holds all holiday hours for Fremont Corporation	Human Resources	Holiday

Table 2 – 53 Time off tasks (Page 1 of 1)

See Also

Accounting Transactions for Costs, *Oracle Projects Fundamentals*

Implementing Project Lifecycles

Lifecycles are used to control the transition of a project through various phases and to aid reporting of progress and transition. For details about lifecycles, see: Project Lifecycles, *Oracle Projects Fundamentals*.

To define lifecycles, you must first define phases.

Defining Phases

You use the Statuses window to enter phases. When you define phases, you must follow these rules:

- Do not use the Workflow field
- Do not use the Next Allowable Status field
- There are no status controls for phases

See: Defining Statuses and Status Profile Options: page 2 – 77.

Deleting Phases

You cannot delete a phase if either of the following is true:

- The phase is used in a lifecycle
- The phase is in use by the Collaborative Development product

For more information about using phases, refer to the online help for Oracle Advanced Product Catalog.

Defining Lifecycles

To define a lifecycle, navigate to the Lifecycles page. When you define lifecycles you must follow these rules:

Lifecycle Details

When you define lifecycle details for a lifecycle that will be used with Oracle Projects, you must follow these rules:

- When you define a lifecycle, you must enable the lifecycle for at least one purpose. When you define a lifecycle for use with projects or items, you must enable the lifecycle for Projects and/or Items.
- The sequence numbers of phases in a lifecycle must be unique, and there must be no gaps in the sequence numbers.

- The phase short names must be unique within each lifecycle.
- You cannot delete a lifecycle phase if it is used on a task.

Further instructions for using lifecycles are given in the Collaborative Development product documentation.

Deleting Lifecycles

You cannot delete a lifecycle if it is in use by a project or item.

See Also

Project Lifecycles, *Oracle Projects Fundamentals*

Setting Up User-Defined Attributes

Oracle Projects enables you to define unique attributes for projects and tasks that fit the unique needs of your enterprise. These attributes appear in separate page regions that users can access through the Project Setup page (for project-level attributes) and the Task Details page (for task-level attributes).

Note: You can also configure page layouts to display user-defined attribute information. You can add page regions for project-level user-defined attributes to the Project Overview, Project Home, and Project Status report pages. You can add page regions for task-level user-defined attributes to the Task Overview and Task Progress Additional Information pages. For more information about adding page regions to project layouts, see *User Defined Attribute Sections: page 2 – 158*.

The steps for creating user-defined attributes are listed below:

1. Evaluate your need for additional attributes and decide what groups of attributes you want to create. For example, if your company manufactures aircraft, you could create project level attribute groups for Engine Prototypes and Engine Specifications.
2. Create attributes and add them to the attribute groups that you created. For example, for an Engine Specifications attribute group you could create attributes like Speed, Size, Weight, and Type.
3. Use attribute contexts to associate your attribute groups with specific projects and tasks.
4. For each user-defined attribute, you can optionally define a value set with data type and validation rules that the system applies when users enter data. You can reuse the value sets you create for different attributes. It is recommended that you create value sets before you define attribute groups.
5. You can also optionally create user-defined actions, which you use to associate custom functions with each attribute group. The actions execute the functions at runtime. The actions use function parameters that are mapped to specific attributes in the attribute group or primary keys of specific projects or tasks.

For more information about the creation of attribute groups, attributes, value sets, actions, and functions, please see the *Product Lifecycle Management* online help describing the setup of attributes, functions, and value sets.

The following sections discuss the setup of attribute contexts, which you use to associate user-defined attributes with projects and tasks.

Defining Attribute Contexts

When you define attribute contexts, you start by setting up their context type. Then you associate attribute groups to them and create page regions for them.

► To define a new attribute context

1. From the Project Super User responsibility, select the Attribute Contexts link.
2. Select Add Context to create a new attribute context and add it to the list of currently available attribute contexts.
3. On the Add Attribute Context page, select a Context Type and Name. For more information, see *Defining Context Types: page 2 – 142*.
4. On the Add Attribute Groups page, select one or more attribute groups for the attribute context and define the data level for the attribute group(s). For more information, see *Associating Attribute Groups with Attribute Contexts: page 2 – 143*.
5. To associate the attribute context with a page region, navigate back to the Attribute Context page and select Page Regions for the attribute context.
6. On the Page Regions page, select a page region and select Apply (or select Add to create a new page region). For more information, see *Adding Page Regions to Attribute Contexts: page 2 – 143*.

Defining Context Types

Oracle Projects uses attribute contexts to associate one or more user-defined attribute groups with projects or tasks. Attribute contexts are defined by their context types. There are four context types: Class Category, Class Code, Project Type, and Task Type.

The context type identifies the projects or tasks with which an attribute context is associated. When you create an attribute context, you select and define a context type for it. For example, you could associate a Class Code context type with an Engine Specifications attribute group, and define the context type as *Commercial and Government*. Thereafter, the system associates the Engine Specifications attribute group with projects and/or tasks using a Class Code of *Commercial and Government*.

Associating Attribute Groups with Attribute Contexts

After you define the context type of an attribute context, you can associate attribute groups with it. You can associate multiple attribute groups with a single attribute context.

You can associate attribute groups with projects at either the project or task level. You identify this data level when you associate attribute groups to attribute contexts.

You can use the Class Category, Class Code, and Project Type context types to associate attribute groups with projects or tasks. Attribute contexts associated with a Task Type context type can contain only groups of task attributes.

Adding Page Regions to Attribute Contexts

You must also add one or more page regions to each attribute context. Page regions are the containers that display the attribute groups associated with the attribute context. For example, you could have a page region called Engine Information that displays two attribute groups: Engine Specifications and Engine Prototypes. For more information about creating page regions, see the *Product Lifecycle Management* online help.

Changing Attribute Contexts

When you set up user-defined attributes for a project and then change the project or task attribute to which the attribute context is linked, the values that have been entered for those attributes are deleted by the system and you must enter a new set of user-defined attributes.

For example, say you have a project with a set of user-defined attributes that are associated with a Project Type attribute context. As the project gets under way, you enter values for those attributes. Time passes, and you end up having to change the project type of the project. When you do this, all of the values that you entered for the project's user-defined attributes are lost, because they were linked to the old project type. You have to reenter a new set of values for the new project type.

See Also

Page Layouts: page 2 – 152

User-Defined Project Attributes: *Oracle Projects Fundamentals*

User-Defined Task Attributes: *Oracle Projects Fundamentals*

Enabling User-Defined Attributes in Project Templates: *Oracle Projects Fundamentals*

Defining Project Templates

You can create a project template by either of the following methods:

- Enter project options for a new project template
- Copy a project definition from an existing project or template

► **To create a project template:**

1. Navigate to the Projects, Templates window or the Projects page.
2. Enter criteria for a new project template or copy an existing project template.

Updating a Project Template

You can update a project template at any time. All changes to a project template affect projects that are created from the template after the changes are made. The following changes affect projects that were created from the template before the changes were made:

- Project Option Controls

If you change the project option controls of a template, then the Projects, Templates window for existing projects created from the template displays the new set of options.

- Quick Entry Fields

If you change quick entry fields for a template, the new set of quick entry fields are displayed when you create a new project by copying a project which was created from the template.

Disabling a Project Template

You can disable a project template by changing the template effective dates. You may want to disable a template if your company policies have changed and you need to replace the existing templates.

You can reinstate a disabled project template at any time by changing the effective dates.

Any projects or templates previously created from a template that is now disabled continue to use the Quick Entry fields and project options as defined in the project template.

See Also

Project Templates, *Oracle Projects Fundamentals*

Implementing Client Extensions and Workflows for Project Processing

To extend the functionality of projects you set up, you can implement the following client extensions and workflows.

Name of Extension or Workflow	Use This Extension / Workflow to:
Project Verification Extension	Control whether a project can change its project status, and determine whether to call Workflow for a project status change
Project Status Change Workflow	Route project status changes to one or more destinations for approval
Project Workflow Extension	Control how the system identifies the approver for a project status change
Verify Organization Change Extension	Control how the system identifies the approver for a project status change

Table 2 – 54 Client Extensions and Workflow for Project Processing (Page 1 of 1)

For details about each client extension, see Client Extensions, *Oracle Projects User Guide*.

For information about the Project Status Change Workflow, see: Project Status Change Workflow: page 8 – 4.

Setting the Home Page Highlights Profile Option

Set the profile option PA: Home Page Highlights: Number of Weeks. This profile option controls the range of project assignments that are displayed in the Team Highlights table on the Project Home page.

For more information, see; PA: Home Page Highlights: Number of Weeks: page B – 22.

Project Search

The Project Keyword Search enables you to search for projects based on the project name, project number, project long name, or a text string in the project name, number, or long name. The Project Keyword Search is available on the Project List Search page. When you find a project using Project Keyword Search, you can then drill down to the project workbench.

The following procedures enable you to use Project Keyword Search.

Rebuild the Project Search Intermedia Index

For all projects to be available to Project Keyword Search, you must run the process PRC: Rebuild the Project Search Intermedia Index. Run this process on a regular and frequent basis so that keyword searches are based on the most current project information.

For more information, see: Rebuild the Project Search Intermedia Index, *Oracle Projects Fundamentals*.

Optimize the Project Search Intermedia Index

After you have run the Rebuild the Project Search Intermedia Index process numerous times, the base table index can become fragmented. The Optimize Project Search Intermedia Index process repairs fragmentation of the table.

For more information, see: Optimize the Project Search Intermedia Index, *Oracle Projects Fundamentals*.

System Administration and Maintenance

The following instructions give details about steps PJF-66 through PJF-74 in the Oracle Project Foundation Product Implementation Checklist: page 2 – 2.

Request Groups

A request group is a collection of reports or concurrent programs. Request groups enable you to control user access to reports and concurrent programs. You can use request groups to control access in two ways:

- Assign a request group to a responsibility to specify the reports and concurrent programs that can be selected from the Submit Requests window.
- Assign a code to a request group to specify the reports and concurrent programs that can be selected from a customized Submit Request window belong to the request group.

For instructions for creating request groups, see: *Organizing Programs into Request Groups, Oracle Applications System Administrator's Guide.*

For more information, see: *Defining a Request Security Group, Oracle Applications System Administrator's Guide.*

User Responsibilities

A responsibility is a level of authority in Oracle Applications that lets users access only those Oracle Applications functions and data appropriate to their roles in an organization.

When you define an application user, you assign to the user one or more responsibilities. When a user logs in, one of two things occurs:

- If the user is assigned only one responsibility, the user immediately enters an application.
- If the user is assigned two or more responsibilities, the user sees a window listing available responsibilities.

All Oracle Applications products are installed with predefined responsibilities. You can also define additional responsibilities as part of your security strategy.

For instructions and information regarding defining user responsibilities, see: *Defining a Responsibility, Oracle Applications System Administrator's Guide.*

Additional Users

An application user is an authorized user of Oracle Applications and/or Oracle Self-Service Applications who is uniquely identified by an application username. An application user can sign on to Oracle Applications and access data through Oracle Applications windows.

Every user of the software should have their own user account. For information on defining users, see: *Users Window in the Managing Oracle Applications Security chapter, Oracle Applications System Administrator's Guide.*

Deferred Workflow Processes

Oracle Projects uses many deferred workflow process that are not immediately obvious to users. Therefore, you must be sure to set up Workflow. Additionally, you should set up background Workflow Engines to control the load and throughput of the primary Workflow Engine on your system. You can specify the cost threshold level of your primary and background engines to determine the activities an engine processes and the activities an engine defers.

For information, see: *Setting Up Background Workflow Engines, Oracle Workflow Administrator's Guide.*

Frequently Used Folders

Some windows in Oracle Applications are created as folder blocks, or folder forms, whose field and record layout you can customize. The following characteristics distinguish a folder form:

- An Open Folder button in the upper left corner
- An enabled Folder Tools button on the toolbar
- An enabled Folder menu in the main menu bar

You can customize a folder block to retrieve just a subset of records and display those records in a different layout. You can save your customizations as a folder which defines the layout of your fields and the query criteria used to retrieve your subset of records.

For information about defining folders, see: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

Folder Form Windows

The following table shows some of the windows that are folder forms.

Folder Form Windows
Basis Details
Event Entry and Inquiry Windows
Find Project Expenditure Items
Expenditure Items
Find Expenditure Items
Find Project Expenditure Items
Invoice Summary
Missing Amounts
Project Expenditure Items
Project Status Inquiry
Projects, Templates Summary
Review Allocation Runs
Review Transactions
Sources
Source Details
Targets
Transactions

Table 2 – 55 Folder Form Windows (Page 1 of 1)

Descriptive Flexfields

Use Descriptive Flexfields to customize your application to fit your unique business needs. For example, you may want to:

- Record the reason for adding new funding lines to a project

- Record the location of work performed on a task by latitude and longitude

You can also create context-sensitive Descriptive Flexfields that let you enter information based on the value you entered in another field. For example, you may want to:

- Enter the country name for those projects where the type is International
- Enter the purpose of the meal for each meal's expense report item

See Also

Descriptive Flexfields in Oracle Projects: page E – 2

AR: Transaction Flexfield QuickPick Attribute: page B – 40

Defining Descriptive Flexfields *Oracle Applications Flexfields Guide*

Page Layouts

Page layouts display and highlight different views of project information. For example, as project owners, project managers are responsible for project progress. They need information that enables them to evaluate the health of their projects. Task managers are responsible for work execution and change management. They need access to workplan and task information. Page layouts contain sections that you can configure for different views. See Sections: page 2 – 155.

For each page layout you define the following attributes:

- **Type:** The type of page layout. See Page Layout Types: page 2 – 161.
- **Name:** A unique identifier of the page layout.
- **Sections:** Each page layout consists of ordered Sections. Some sections have been predefined for your use. You can also configure sections to show selected information. See Configuring Sections: page 2 – 157.
- **Links:** Links can be displayed on each page. Links provide easy access to related project information. Links are available on all

pages except the Status Report page. See Enabling Project Shortcut Links: page 2 – 170.

Defining Page Layouts

You can configure page layouts to display selected information in a specified order. This enables project managers to provide a higher level of direction and focus to their team members. Team members see only the information they need, organized in order of importance.

You can configure layouts for the following pages:

- Project Home
- Project Overview
- Project Status Reports
- Task Overview
- Team Member Home
- Task Progress Additional Information

Predefined Page Layouts

Oracle Projects provides several predefined page layouts. You cannot change the predefined page layouts.

The following table lists the predefined page layouts and their sections:

Predefined Page Layout Names	Sections
Default Project Home Page Layout	Open Notifications Phases Cost Tasks Estimated to Finish Late
Default Project Home Page Layout for Resource Management	Open Notifications Open Resource Requirements Upcoming Resource Changes
Default Project Overview Page Layout	Customer Details Directory

Table 2 – 56 Predefined Page Layout Types (Page 1 of 2)

Predefined Page Layout Names	Sections
Default Project Status Report Page Layout	Project Information General Progress Document Attachments Phases In Trouble Issues
Default Task Overview Page Layout	General Current Schedule Current Progress
Default Task Progress Additional Information Page Layout	General Information
Default Team Member Home Page Layout	Open Actions Open Issues Open Change Documents Open and Upcoming Tasks Open Notifications

Table 2 – 56 Predefined Page Layout Types (Page 2 of 2)

Configuring the Page Layout

The page is divided into sections. You can choose the sections and specify the order in which they are displayed. For some page layouts, you can also select links and project shortcuts. For more information, see *Enabling Project Shortcut Links*: page 2 – 170.

► **To create a page layout:**

1. From the Project Super User responsibility, select Page Layout Setup.
2. Select one of the page layout types from the Create Page Layout selection list.
3. On the Create Page Layout page, enter the information for the new layout.
4. Optionally, add page sections.
5. Optionally, and if applicable to the type of page layout, add links.

You can create multiple configurations of each page layout type. However, you can only use one configuration per project (or, in the case of Team Home page, one per person).

Specifying the Project Header Section

The project header section contains the basic information that appears on the various project pages. Two predefined header sections are provided:

Header Section Name	Information Displayed
Default Project Header	Organization, project manager, project type, status, start date, and completion date
Project Header with Customer and Project Value	All information in the Default Project Header, plus the customer and project value

Table 2 – 57 Predefined Header Section (Page 1 of 1)

For each project, the project manager can select the header information for the project pages and the project home page layout through the Page Layout page.

Sections

Sections determine the contents of a page layout. Sections display the following types of information:

- Project
- Workplan
- Tasks
- Issues
- Change Document
- Financial
- Resource

Some sections are predefined and can be selected for use in page layouts. Additionally, you can configure sections to fit the customized needs of your organization. For more details, see: [Configuring Sections: page 2 – 157](#).

Project Information

Project information pertains to the project as a whole. Display of project information outside the project context is not possible. In addition to the predefined sections, you can configure User-Defined Attribute sections

to display specialized project information. See User-Defined Attribute Sections: page 2 – 158.

Workplan Information

Workplan information pertains to a set of tasks. Information can be rolled up from a group of tasks, or it can be a list of tasks that have something in common. In addition to the predefined sections provided, you can configure the following two types of sections to display different views for workplan information. See Configuring Sections: page 2 – 157.

- Tasks Lists
- Gantt Charts

Task Information

Task information pertains to a single task. You can include task information sections in only task-related page layouts. In addition to the predefined sections provided, you can configure User-Defined Attribute sections to display specialized task information.

Issues Information

Sections containing issue information display a number of issues that may meet specified criteria such as priority or status. In addition to the predefined sections, you can configure sections to display different views of issue information according to the needs of your organization, in List format. See Personalized List Sections: page 2 – 157.

Change Document Information

Sections containing change document information display a number of change documents that have something in common. In addition to the predefined sections, you can configure sections to display different views of change document information according to the needs of your organization, in List format. See Personalize List Sections: page 2 – 157.

Financial Information

Financial information is displayed in predefined Summary sections that display the cost, labor hours, and profitability of the project in summary format. Financial Information sections cannot be configured.

Resource Information

The two resource information sections display resource information for open resource requirements and any future resource changes. Resource information sections cannot be configured.

Configuring Sections

In addition to the predefined sections available, you can configure the following types of sections for your organization needs:

- Personalized Lists of tasks, issues, and change documents
- User-Defined Attributes sections
- Task Gantt sections

Personalized List Sections

Using standard personalization features, you can, as a system administrator define List sections for use in page layouts. List sections comprise of lists of issues, change documents, or tasks which have something in common. These sections can contain information from one project or across multiple projects.

Single and Cross Project Views

In project specific views, list views are always in context of that project.

In cross project views, task, issue, and change document lists are displayed in the context of a user's ownership. These views are only displayed on Team Home page layouts.

Personalized List sections that you define can be included in page layouts. See *Defining Page Layouts*: page 2 – 153.

► To create a Personalized List section

1. Ensure that the "Create Seeded Personalizations" and "Personalize Self-Service Definition" profile options are enabled. See: *Profile Options*: page B – 2.
2. Select a project or create a new project.
3. Select the Personalize Table link under the Task table, Issues tables, Change Request, Change Order, or Change Document tables.

Note: In sections containing information from one project, change requests are displayed separately from change orders.

In cross-projects views, change requests and change orders are displayed collectively as Change Documents.

4. Select a Personalization Level of User to create a public view.
5. Select Create View from the Personal Views page.
6. In the Create View page, enter the information for the new view.
7. Select Apply.

Note: You can use views that you create from the Team Member Home page in only Team Member Home page layouts. You cannot use single-project views in Team Member Home page layouts.

User-Defined Attribute Sections

User-defined attributes enable you to define, enter, and maintain information unique for your organization at the project and task level. For example, as an aircraft manufacturer you can use this functionality to create a set of attributes that associate aircraft specifications with specific manufacturing projects.

The attributes are grouped together to form attribute groups. For example, you can have attribute group of Engine Specifications containing attributes of weight, length, size and color of the engine. The attribute groups are linked to project and tasks by attribute contexts.

User-defined attributes groups are associated with attribute contexts. The association can be either at the project level or task level *not* both. Attribute contexts are defined by their context type. The context type identifies the projects or tasks with which an attribute context is associated. For information on setting attribute contexts and associating attribute contexts with projects and tasks, see *User Defined Attributes, Oracle Projects Fundamentals*. For information on creating attribute groups, attributes, and attribute functions, see the online help for *Product Lifecycle Management*.

There are four context types: Project Type, Task Type, Class Category, and Class Code. For example, you can have the following context types associated with attribute groups of Engine Specifications and Engine Prototypes:

- Project Type: Time and Materials
- Task Type: Design
- Class Category: Aircraft Engines
- Class Code: Commercial and Government

You create and maintain page regions for an attribute context. The page regions display the attribute groups associated with the attribute context. For example, you can create a page region called Engine Information that displays the attribute groups of Engine Specification and Engine Prototype.

When you define page layouts, you can add the available user-defined attribute page regions to your page layouts. Project level user-defined attribute page regions are available for Project Overview, Project Home, and Project Status Report page layouts. Task level user-defined attribute page regions are available for Task Overview, and Task Progress Additional Information page layouts.

Note: Like the pre-defined page layout sections, User-Defined page regions can also be displayed as sections or links.

Attribute contexts for user-defined page region determine whether the page region can be displayed as a section for a page layout. For example, you have a Project Type attribute context of Time and Materials added to a page region (A), and a Project Type attribute context of Fixed Cost added to a page region (B). If you create a page region (A) and associate it with a page layout, you can only display the page layout for a project with a Project Type Time and Materials. You cannot display the page layout for a project type Fixed Cost.

Note: You can control the display of user-defined attribute information for each project at the project template level using a new project setup option called Project Attributes. See Project Definition and Information, *Oracle Projects Fundamentals*.

See Also

Project Definition and Information, *Oracle Projects Fundamentals*

Gantt Sections

Gantt charts show graphical representations of data. They display the task schedule, progress, resource, and comparison between date sets. When you define page layouts you can add Gantt regions as sections.

Gantt views can only be created for a group of tasks in a single project and therefore cannot be used on the Team Member Home page. Gantt sections are only applicable for Project Home, Project Overview, and Project Status Report page layouts.

In addition to the predefined Gantt sections provided, you can create new sections for use in page layouts.

See Also

Using the Gantt Display View, *Oracle Project Management User Guide*

► To create Gantt sections

1. From the Project Super User responsibility, select the Gantt sections link.
2. From the Gantt Sections page choose a Section Name and select a Style, Tasks, Scale, and Rows for each section created.

Note: Although the section definition provides a default selection of task, view, and scale attributes, users can access detailed controls from each Gantt to configure it for different views from each predefined section. See Gantt Charts ,*Oracle Projects Fundamentals*.

3. Select Apply.

Configurable Section Types Summary

The following table summarizes the page layouts where you can configure the various section types. It also shows the product license required to view each page layout.

Configurable Section Type	Page Layout Type	Required License
Personalized List – Cross Project: Tasks – Cross Project: Issues – Cross Project: Change Documents	Team Home	Oracle Project Management
Personalized List – Inside Project: Task – Inside Project: Issues – Inside Project: Change Request – Inside Project: Change Order	Project Home Status Report Project Overview	Oracle Project Management

Table 2 – 58 Configurable Section Types (Page 1 of 2)

Configurable Section Type	Page Layout Type	Required License
User-Defined Attributes Page Region: Project	Project Home Status Report Project Overview	Oracle Project Foundation
User-Defined Attributes Page Region: Task	Task Overview Task Progress Additional Information	Oracle Project Foundation
Gantt Sections	Project Home Project Overview Task Overview	Oracle Project Management

Table 2 – 58 Configurable Section Types (Page 2 of 2)

Page Layout Types

The predefined sections available for selection in a page layout differ depending on the Page Layout type. The following page layout types are available:

- Project Home
- Project Overview
- Project Status Report
- Task Overview
- Task Progress Additional Information
- Team Member Home

Project Home

This page layout type displays information to all project stakeholders when they access a specific project.

The following table lists the predefined sections available for the Project Home page layout type:

Section	Information Displayed
Open Notifications	Open notifications for the user
All Tasks	All tasks for the project

Section	Information Displayed
Critical Tasks	All tasks that fall on the critical path for the project
Tasks Estimated to Finish Late	All tasks that are estimated to finish late
Tasks Scheduled to Finish	All tasks that are scheduled to complete in the next user specified time period that are either <i>At Risk</i> or <i>In Trouble</i>
Milestones	Used for workplan approval and publishing purposes. Contains previous scheduled finish date, new scheduled finish date, and variance. Also, highlights the difference with a published workplan version.
Phases	The Product Lifecycle Management (PLM) phases table
Gantt	The Gantt chart
Compare to Estimated Gantt	Compares the current scheduled date to the estimated date of the workplan
Compare to Baseline Version Gantt	Compares the current scheduled date to the baseline version date of the workplan
Compare to Latest Published Version Gantt	Compares the current scheduled date the latest published date of the workplan
Compare to Prior Published Version Gantt	Compares the current scheduled date to the prior published date of the workplan
Milestones Gantt	Milestones of the project in Gantt chart
High Priority Issues	High priority issues that are currently open
In Trouble Issues	Issues that have the progress status <i>In Trouble</i>
All Draft and Open Issues	All draft and open issues in a project
Overdue Open Issues	All overdue open issues in a project
High Priority Change Requests	All open high priority change requests
High Priority Change Orders	All open high priority change orders
In Trouble Change Requests	All change requests that have the progress status <i>In Trouble</i>
In Trouble Change Orders	All change orders that have the progress status <i>In Trouble</i>
All Draft and Open Change Requests	All draft and open change requests in a project

Table 2 – 59 Project Home Layout Type (Page 2 of 3)

Section	Information Displayed
All Draft and Open Change Orders	All draft and open change orders in a project
Overdue Open Change Requests	All overdue open change requests in a project
Overdue Open Change Orders	All overdue open change orders in a project
Cost	Summary cost data for the project showing actual, committed, budgeted, and forecasted data
Labor Hours	Summary labor hours data for the project showing actual, committed, budgeted, and forecasted data
Profitability	Summary revenue data for the project showing actual, committed, budgeted, and forecasted data
Open Resource Requirements	All open requirements on the project
Upcoming Resource Requirements	All resource assignments starting, ending, and pending approval in the next two weeks

Table 2 – 59 Project Home Layout Type (Page 3 of 3)

Project Overview

This page layout type displays an overview of the project and includes project information needed by all project team members and interested parties. The information on this page can also be accessible to people outside the project team.

The following table lists the predefined sections for the Project Overview page layout type:

Section	Information Displayed
Customer Details	Customer details for a project
Directory	Team members of a project
All Tasks	All tasks for the project
Critical Tasks	All tasks that fall on the critical path for the project.

Table 2 – 60 Project Overview Layout Type (Page 1 of 3)

Section	Information Displayed
Milestones	Used for workplan approval and publishing purposes. Contains previous scheduled finish date, new scheduled finish date, and variance. Also, highlights the difference with a published workplan version.
Tasks Estimated To Finish Late	Tasks that are estimated to finish late
Tasks Scheduled To Finish	All tasks that are scheduled to complete in the next user specified time period that are either <i>At Risk</i> or <i>In Trouble</i>
Phases	The Product Lifecycle Management (PLM) phases table
Gantt	The Gantt chart
Compare to Estimated Gantt	Compares the current scheduled date to the estimated date of the workplan
Compare to Baseline Version Gantt	Compares the current scheduled date to the baseline version date of the workplan
Compare to Latest Published Version Gantt	Compares the current scheduled date to the latest published date of the workplan
Compare to Prior Published Version Gantt	Compares the current scheduled date to the prior published date of the workplan
Milestones Gantt	Milestones of the project in Gantt chart
High Priority Issues	High priority issues that are currently open
In Trouble Issues	Issues that have the progress status <i>In Trouble</i>
All Draft and Open Issues	All draft and open issues in a project
Overdue Open Issues	All overdue open issues in a project
High Priority Change Requests	All open high priority change requests
High Priority Change Orders	All open high priority change orders
In Trouble Change Requests	All change requests that have the progress status <i>In Trouble</i>
In Trouble Change Orders	All change orders that have the progress status <i>In Trouble</i>
All Draft and Open Change Requests	All draft and open change requests in a project

Table 2 – 60 Project Overview Layout Type (Page 2 of 3)

Section	Information Displayed
All Draft and Open Change Orders	All draft and open change orders in a project
Overdue Open Change Requests	All open overdue change requests in a project
Overdue Open Change Orders	All open overdue change orders in a project

Table 2 – 60 Project Overview Layout Type (Page 3 of 3)

Project Status Report

This page layout type determines information to be displayed on the status report for a project. Multiple status report types can be associated with each project, allowing different recipients to receive different status report information depending on the page layout associated with the status report.

Sections in the Project Status Report page layout type are displayed as follows:

- All sections except the overview and user-defined attribute sections have a Comments field. A user creating the report can modify these comments before submitting the report for approval, or publishing it. The published report displays the comments of the user as read-only alongside each section.
- When the report is initially created, it displays current information. Data is refreshed each time the user accesses the page during the creation of the report.

Note: An object selected for display in a section will change to reflect the state of the object in the system. For example, if a high priority issue which is displayed when the report is initially created changes to a medium priority issue, the issue will no longer be displayed in the high priority issues section the next time the report is updated. During the creation of the report, information is refreshed to display the current information in the system until the report is published, at which point the status report and its contents are frozen.

The following table lists the predefined sections for the Project Status Report page layout type:

Section	Information Displayed
Project Information	Project information for status report and workplan layouts
General Progress	Allows entry of general progress information for status reporting
Document Attachments	Allows attaching of documents for status reporting
All Tasks	All tasks for the project
Critical Tasks	All tasks that fall on the critical path for the project.
Milestones	Used for workplan approval and publishing purposes. Contains previous scheduled finish date, new scheduled finish date, and variance. Also, highlights the difference with a published workplan version.
Tasks Estimated To Finish Late	Tasks that are estimated to finish late
Tasks Scheduled To Finish	All tasks that are scheduled to complete in the next user specified time period that are either <i>At Risk</i> or <i>In Trouble</i>
Phases	The Project Lifecycle Management phases table
Gantt	The Gantt chart
Compare to Estimated Gantt	Compares the current scheduled date to the estimated date of the workplan
Compare to Baseline Version Gantt	Compares the current scheduled date to the baseline version date of the workplan
Compare to Latest Published Version Gantt	Compares the current scheduled date the latest published date of the workplan
Compare to Prior Published Version Gantt	Compares the current scheduled date to the prior published date of the workplan
Milestones Gantt	Milestones of the project in Gantt chart
High Priority Issues	High priority issues that are currently open
In Trouble Issues	Issues that have the progress status <i>In Trouble</i>
All Draft and Open Issues	All draft and open issues in a project
Overdue Open Issues	All overdue open issues in a project
High Priority Change Requests	All open high priority change requests

Table 2 – 61 Project Status Report Page Layout Type (Page 1 of 2)

Section	Information Displayed
High Priority Change Orders	All open high priority change orders
In Trouble Change Requests	All change requests that have the progress status <i>In Trouble</i>
In Trouble Change Orders	All change orders that have the progress status <i>In Trouble</i>
All Draft and Open Change Requests	All draft and open change requests in a project
All Draft and Open Change Orders	All draft and open change orders in a project
Overdue Open Change Requests	All overdue open change requests in a project
Overdue Open Change Orders	All overdue open change orders in a project
Cost	The summary cost data for the project showing actual, committed, budgeted, and forecasted data
Labor Hours	The summary labor hours data for the project showing actual, committed, budgeted, and forecasted data
Profitability	The revenue summary data for the project showing actual, committed, budgeted, and forecasted data

Table 2 – 61 Project Status Report Page Layout Type (Page 2 of 2)

Task Overview

This page layout type displays an overview of the task information that is available to all project team members and interested parties. The information on this page can also be accessible to people outside the project team.

The following table lists the predefined sections for the Task Overview page layout type:

Section	Information Displayed
Financial Information	Financial information about the task
Dates	Task dates

Table 2 – 62 Task Overview Page Layout Type (Page 1 of 2)

Section	Information Displayed
Work Quantity	Work quantity information
General	General information about the task. This section is required for all Task Overview page layouts.
Current Schedule	Current schedule of the task
Schedule Change History	Schedule change history of the task
Current Progress	Current progress of the task
Progress History	Progress history of the task
Progress Options	Progress options of the task
Financial Setup	The financial setup of the task
Attachments	The attachments attached to the task

Table 2 – 62 Task Overview Page Layout Type (Page 2 of 2)

Task Progress Additional Information

This page layout type displays information used by task managers in reporting task progress. A different format of the displayed information can be selected for each unpublished task in a project.

The following table lists the predefined sections for the Task Progress Additional Information page layout type:

Section	Information Displayed
General Information	General information about the task and project

Table 2 – 63 Task Progress Additional Information Page Layout Type (Page 1 of 1)

Team Member Home

This page layout type displays information for use by individual team members. Using Team Member Home, team members can easily access information for they are part of, such as issues, tasks, and change documents. The information displayed is across projects, and the information contained in each page is personalized for individual use. The format of the Team Home page can be different for each site, user, or responsibility, and is set by a profile option called PA: Team Home Page Layout. See also PA: Team Home Page: page B – 32.

The following table lists the predefined sections for the Team Member Home page layout type:

Section	Information Displayed
Open Notifications	Open notifications for a user
Open and Upcoming Tasks	All tasks whose status is not Canceled, Closed, or On Hold. Also, all tasks whose start date is fewer than 7 days in the future, or less than a user-defined value.
Open and Upcoming Tasks	All tasks whose status is not Cancelled, Closed, or On Hold. It also displays all tasks whose start date is less than 7 days, or less than a user-defined value.
All Tasks	All tasks for the task manager
In Trouble and At Risk Tasks	All tasks for the task manager that have the progress status <i>In Trouble</i> or <i>At Risk</i>
Open Issues	All open issues for the user
Overdue Open Issues	All overdue and open issues
High Priority Issues	High priority open issues
In Trouble Issues	All issues that have the progress status <i>In Trouble</i>
Open and Draft Issues	Open and draft issues for a user
Open Change Documents	Open change documents for the user
High Priority Change Documents	High priority open change documents
In Trouble Change Documents	All change documents that have the progress status <i>In Trouble</i>
Open and Draft Change Documents	All open and draft change documents for a user
Overdue Open Change Documents	Overdue open change documents for a user
Open Actions	Open actions for a user
Closed Actions	Closed actions for a user
Cancelled Actions	Cancelled actions for a user
All Actions	All actions for a user

Table 2 – 64 Team Member Home Page Layout Type (Page 1 of 1)

Enabling Project Shortcut Links

Using standard menu functionality in the System Administrator responsibility, you can define a variety of shortcut menus using the Menus window. By tying together submenus, you can create a hierarchical shortcut menu with a maximum of three levels. The lowest level menu is always the shortcut link.

Note: For detailed information about the operation of the Menus window, see the *Oracle Applications System Administrator's Guide*.

Shortcut links are composed of user functions and are therefore subject to role-based security. This enables you to control link access based on the role of a user on a project. For example, you can make the Add Team Members link visible only to project managers and other users whose role includes the ability to perform this function. In addition, certain links are subject to product licensing.

Note: You cannot associate a section both as a link and as a section on the same page.

Project Home Shortcut Links and Menus

Oracle Projects provides predefined shortcuts for quick access to information under the following five tabs: Project, Resources, Workplan, Control, and Financial. Oracle Projects also delivers the following two predefined shortcut menus:

- **Project Home Library of Shortcuts:** This menu contains all available shortcuts.
- **Default Project Shortcut Menu:** This menu contains a default set of shortcuts for the Project Home page. This set of links is a subset of the total set of links available in the Project Home Library of Shortcuts menu.

The following tables present the entire range of available shortcuts for Oracle Projects.

Shortcuts to Project Information

The following table lists the predefined project shortcuts and related information:

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Add Team Members	Add Team Members	Add Team Members	Projects: Options: Key Members	Yes
Add to Project Set	Add to Project Set	Add to Project Set	Projects: Project Sets: Create and Delete	Yes

Table 2 – 65 Shortcuts to Project Information (Page 1 of 1)

Shortcuts to Resources Information: The following table lists the predefined resources shortcuts and related information:

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Add Requirements	Add Requirements	Add Requirements	Projects: Assignment: Create and Delete	Yes
Add Assignments	Add Assignments	Add Assignments	Projects: Assignment: Create and Delete	Yes
Apply Team Template	Apply Team Template	Apply Team Template	Projects: Assignment: Create and Delete	Yes

Table 2 – 66 Shortcuts to Resource Information (Page 1 of 1)

Shortcuts to Workplan Information: The following table lists the predefined workplan shortcuts and related information.

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Update Work Breakdown Structure	Update Work Breakdown Structure Handler	Update Work Breakdown Structure	Projects: Options: Workplan: Workplan Structure	Yes
Update Tasks	Update Tasks Page Handler	Update Tasks	Projects: Options: Workplan: Workplan Structure	Yes
Delete Tasks	Delete Tasks Page Handler	Delete Tasks	Projects: Options: Workplan: Workplan Structure	No

Table 2 – 67 Shortcuts to Workplan Information (Page 1 of 1)

Shortcuts to Control Information: The following table lists the predefined shortcuts and related information.

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Create Issue	Create Issue Page Handler	Create Issue	Projects: Control Items: Issues: View	Yes
Create Change Request	Create Change Request Page Handler	Create Change Request	Projects: Control Items: Change Requests: View	Yes
Create Change Order	Create Change Request Page Handler	Create Change Order	Projects: Control Items: Change Orders: View	Yes

Table 2 – 68 Shortcuts to Control Information (Page 1 of 1)

Shortcuts to Financial Information: The following table lists the predefined financial shortcuts and related information.

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Edit Cost Budget	Edit Cost Budget Page Handler	Edit Cost Budget	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Cost Versions 	Yes
Edit Revenue Budget	Edit Revenue Page Handler	Edit Revenue Budget	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Revenue Versions 	Yes
Edit Cost Budget in Excel	Edit Cost Budget Page Handler	Edit Cost Budget in Excel	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Cost Versions 	Yes
Edit Revenue Budget in Excel	Edit Revenue Budget Page Handler	Edit Revenue Budget in Excel	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Revenue Versions 	Yes

Table 2 – 69 Shortcuts to Financial Information (Page 1 of 2)

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Edit Cost Forecast	Edit Cost Forecast Page Handler	Edit Cost Forecast	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Cost Versions 	No
Edit Revenue Forecast	Edit Revenue Forecast Page Handler	Edit Revenue Forecast	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Revenue Versions 	No
Edit Cost Forecast in Excel	Edit Cost Forecast Page Handler	Edit Cost Forecast in Excel	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Cost Versions 	No
Edit Revenue Forecast in Excel	Edit Revenue Forecast Page Handler	Edit Revenue Forecast in Excel	<ul style="list-style-type: none"> - Financial: Financial Plan Security - Financials: Project: Budgets and Forecasts - Financials: Project: Maintain Revenue Versions 	No

Table 2 – 69 Shortcuts to Financial Information (Page 2 of 2)

Home Page Highlights Profile Option

To indicate the number of days used to calculate whether a task is highlighted as *Upcoming*, set the profile option PA: Highlight Starting Tasks: Number of Days.

For more information, see; PA: Home Page Highlights: page B – 22.

Gathering Schema Statistics

Oracle Applications uses cost-based optimization to choose the most efficient way to execute SQL statements. To function accurately, the Cost Based Optimizer (CBO) requires current data volume and distribution statistics.

Oracle Applications provides a concurrent program, Gather Schema Statistics, to update and store schema statistics.

Recommended Execution

Weekly execution of Gather Schema Statistics is preferred, but not required. The right schedule depends on how often your data changes. Start by gathering statistics once per month for all your schema objects belonging to Apps.

Also, update the statistics after you apply a family pack.

Always gather statistics with no active users, or when the system load is very low.

Recommended Parameters

Percent: The percent parameter refers to the sample size (percentage of rows used to estimate the statistics). A 10% sample size is recommended.

See Also

Gather Schema Statistics, Cost-Based Optimization in Oracle Applications, *Oracle Applications System Administrator's Guide*.

Implementing Organization Forecasting

The following instructions give details about steps PJF-75 through PJF-81 in the Oracle Project Foundation Feature Implementation Checklist: page 2 – 8.

This section describes the activities that you must perform to implement organization forecasting. These activities include:

- Defining a project status for organization forecasting
- Updating project status controls
- Defining a project type for organization forecasting
- Defining an organization project template
- Defining forecasting implementation options
- Defining adjustment reasons
- Calculating initial forecast amounts

Prerequisite Implementation Tasks

Before you can implement organization forecasting, you must perform the following tasks:

- Install and use Oracle Project Resource Management for project resource planning, including the complete definition of project-level resource requirements and assignments. For more information, refer to the topics "Creating and Maintaining Requirements" and "Creating Project Assignments" in online help.
- Perform the steps required to implement project forecasting in Oracle Project Resource Management, with the exception of defining the forecast-related profile option PA: Forecasting Period Type. For more information, see "Implementing the Forecast Functionality" in the Oracle Project Resource Management Implementation and Administration Guide.
- Define and process transfer price rules for organizations in Oracle Projects. For information, see: Transfer Pricing, *Oracle Project Costing User Guide*.

Defining a Project Status for Organization Forecasting

To ensure control over forecast transactions and the behavior of your organization projects, it is recommended that you create a new project status for use with your organization projects. Create a project status with the following status controls *disallowed*:

- Create New Transactions
- Adjust Transactions
- Generate Revenue
- Generate Invoice
- Capitalize Assets
- Include in Status Reports
- Change Project Probability
- Allow Confirmed Assignments
- Allow Provisional Assignments

For information on defining project statuses, see *Defining Statuses and Status Profile Options*: page 2 – 77.

Updating Project Status Controls

You can use the project status controls action *Include Project in Organization Forecasts* to determine which projects to include in your organization forecasts.

During implementation, determine which project statuses that you want to have this control and perform the required updates. For information on defining project statuses and status controls, see *Defining Statuses and Status Profile Options*: page 2 – 77.

Defining a Project Type for Organization Forecasting

You must define a unique project type to identify organization projects. To distinguish organization projects from other project types, a new attribute called *Organization Planning* is available in the *Details* tabbed region on the *Project Types* window.

To define a project type for organization projects, log in using the *Projects Implementation Super User* responsibility.

Define the project type with a class of indirect. Designate the project type for organization projects by clicking the Organization Planning check box on the Details tabbed region. You need only define the following attributes to create a project type for organization projects:

- Service type
- Cost budget entry method and resource list
- Revenue budget entry method and resource list
- Resource list for status reporting
- Beginning project status

For information on defining a project type, see *Project Types*: page 2 – 117.

Creating an Organization Project Template

You must define a project template for organization projects. During forecast generation, the system checks for the existence of an organization project. If none exists, the Generate Organization Forecast process automatically creates a new project based on the project template that you specify for organization forecasting in the Forecasting Implementation Options window.

Note: You cannot use the organization project template to manually create a project.

► **To create a project template for organization projects:**

1. Log in using the Self Service Project Super User responsibility.
2. Choose Project Templates. The Project Templates page displays a list of project templates based on your security privileges.
3. Choose Create Template to open the Create Project Template page.
4. Enter a name and number for the template, and choose any project-owning organization in the project/task owning organization hierarchy for your operating unit.

The system replaces the template name, number, and organization values when organization projects are created during the Generate Organization Forecast process.

5. For project type, specify the project type defined for organization forecasting.

For more information, see *Defining a Project Type for Organization Forecasting*: page 2 – 177.

6. Choose Continue to open the Project Template Setup page.
7. Specify a default status by selecting the Update icon for the Project, Basic Information option and selecting a status on the Basic Information page.

The status you select, as well as the corresponding status controls, will be the default settings for projects created from the template. You can specify any status for the template. However, it is recommended that you use a unique status defined for organization projects. For more information, see *Defining a Project Status for Organization Forecasting*: page 2 – 177.

8. Specify default page layouts by selecting the Update icon for the Project, Page Layouts option and specifying the following values on the Page Layouts page:
 - **Project Header Section:** Default Project Header
 - **Project Home Layout:** Default Org Project Home Page Layout
 - **Project Overview Layout:** Default Project Overview Page Layout
9. Enable the template Quick Entry feature and specify prompts for Project Number, Project Name, and Organization. Mark each field Required. These fields are used to create organization forecast projects during the Generate Organization Forecast process.

You do not need to define any other settings for the template.

See Also

Project Templates: *Oracle Projects Fundamentals*

Creating Projects: *Oracle Projects Fundamentals*

Defining Forecasting Implementation Options

A new Organization Forecast Options tabbed region has been added to the Forecasting Implementation Options window. To define

implementation options for organization forecasting, perform the following steps:

1. Log in using the Applications Project Resource Management Super User responsibility.
2. Navigate to the Organization Forecast Options tabbed region in the Forecasting Implementation Options window.
3. Select whether to report forecast amounts by PA or GL period.
4. Specify a starting period to define the first period of your forecasts.
A starting period can be the current period or any future period. You must periodically update the starting date in order to reflect the appropriate forecast periods on your forecast entry and view pages.
5. Specify the number of periods to include in forecasts.
This parameter indicates the number of periods to include in the forecast beginning with the specified starting period. Together, the starting period and number of periods option control the display of forecast periods on forecast entry and view pages.
6. Specify the project template to use for creating organization projects.
7. Specify an amount rollup option.
When you select Weighted Numbers, the system factors (discounts) revenue, internal revenue, cost, and internal costs by project probability percentages. When you select Full Numbers, the system does not factor the forecast amounts.
8. Save your work.

Defining Adjustment Reasons

To support the entry and reporting of forecast adjustments, you must predefine the list of adjustment reasons that you use to categorize manual adjustment amounts.

To define adjustment reasons for organization forecasting, log in using the Applications Project Resource Management Super User responsibility and navigate to the Financial Plan Adjustment Reason Lookups window.

Create an adjustment reason by entering an adjustment reason in the Code field, and by entering a corresponding meaning, description, and

effective dates. The Tag field is not used by Oracle Projects. For more information on defining lookups, see Oracle Projects Lookups: page F – 2.

Calculating Initial Forecast Amounts

After you complete all other implementation steps, you can submit the processes to calculate initial forecast amounts, generate organization projects, and generate the initial forecast version for each project.

Submit the following concurrent processes to complete the implementation of organization forecasting:

- PRC: Generate Utilization
- PRC: Calculate Forecast Amounts (Initial)
- PRC: Generate Organization Forecast

Note: When you submit the PRC: Generate Organization Forecast process during implementation, set the start organization parameter at the highest organization level in the reporting organization hierarchy for which you want to perform organization forecasting. The process generates an organization project and initial forecast version for the start organization and all subordinate organizations in the hierarchy. For more information on organization hierarchies, see Organization Hierarchy: page 2 – 27.

For information on each of these processes, see: Process Overview, *Oracle Projects Fundamentals*.

Implementing Utilization

The following instructions give details about steps PJF-82 through PJF-86 in the Oracle Project Foundation Feature Implementation Checklist: page 2 – 8.

Defining Unassigned Time Options

Unassigned time options determine how the system handles resource time that is unassigned.

Note: You must define unassigned time options for each operating unit.

- **To define unassigned time options:**
1. Navigate to the Forecast Implementation Options page.
 2. Select the Unassigned Time Options tab.
 3. Enter the following information in both the Billable People and the Non-Billable People regions:

Field	Description
Include in Forecast	Enable this check box if you want the project financial forecast totals to include summarized unassigned time.
Unassigned Time Project	The name of the project to which unassigned time should be reported
Expenditure Type Class	The expenditure type class with which unassigned time should be associated
Expenditure Type	The expenditure type with which the unassigned time should be associated

Table 2 – 70 Unassigned Time Definition (Page 1 of 1)

You must enter values for these fields as applicable to billable and non-billable unassigned time.

If you make changes in how you handle unassigned time, such as changing the unassigned time project or associating a different work type to the project, only new transactions will reflect the change. If you want all existing transactions to reflect the change, you must run the PRC: Maintain Project Resources process.

Defining Utilization Categories

Utilization categories are classifications of work types for reporting purposes. Work types are summarized into utilization categories and can carry different weighting percentages, to provide two distinct views of the work that resources and their organizations have performed or will perform:

- **Resource Utilization View:** This view is for resources and their managers.
- **Organization Utilization View:** This view is for business managers, their organizations, and related resources.

You can use each utilization category for one or both of the utilization views.

► **To Define Utilization Categories**

1. Navigate to the Utilization Category page.
2. Enter a Utilization Category code.
3. Enter the following fields:

Field	Description
Description	(Optional) A long description for the utilization category.
Reporting Order	Determines the display order for the categories in windows and reports.
Effective Dates	The beginning and ending date for which the category is effective.

Table 2 – 71 Utilization Category Definition (Page 1 of 1)

Defining Utilization Options

Use the Utilization Options to choose a reporting time period for utilization.

Reporting Time Period

The reporting time period affects how your utilization totals are calculated. You choose which periods are used to summarize your

enterprise and organization utilization totals. After you have run the utilization summarization program, you cannot change the reporting time period definition.

► **To define the reporting time periods:**

1. Navigate to the Utilization Options page.
2. Select any or all of the available utilization reporting time periods. The reporting periods are described in the following table:

Reporting Period	Description
GL Period	Utilization totals are summarized by general ledger period.
PA Period	Utilization totals are summarized by PA period.
Global Week	Utilization totals are summarized by week (seven-day period). This option is useful for obtaining an accurate picture of the totals in an enterprise whose organizations use different general ledger periods.

Table 2 – 72 Utilization Reporting Time Periods (Page 1 of 1)

Defining Profile Options for Utilization

Define the following profile options for utilization:

- PA: Utilization Records Per Set: page B – 35
- PA: Utilization Manager Default Period Type: page B – 34
- PA: Utilization Manager Default Calculation Method: page B – 34
- PA: Resource Utilization Period Type: page B – 29
- PA: Resource Utilization Calculation Method: page B – 29
- PA: Utilization Calculation Begin Date: page B – 34

Implementing Oracle Sales Integration

The following instructions give details about step PJF-87 in the Oracle Project Foundation Feature Implementation Checklist: page 2 – 8.

Mapping Organization Roles, Person Roles, and Probability Values

You can map roles defined in Oracle Sales to roles defined in Oracle Projects. After you define the role mappings, all people and organizations that fulfill a mapped role on an opportunity are copied to the resulting projects. Sales team members that are mapped are included in the project directory as project team members.

You can define role mappings for organizations and people for either pursuit or delivery project requests, depending on the requirements you have for copying opportunity team members and their roles.

Mapping Organization Roles

You can specify organization roles for customers and partners. You must map a customer organization role before you can copy customer information from opportunities to projects. The default opportunity organization role is Customer. You must map this role to a project organization role with the role class Customer.

► **To map organization roles:**

1. Select the Project Administrator responsibility.
2. Choose Organization Role Mapping.
3. Choose a Project Request Type (Pursuit or Delivery) from the list of values.
4. Choose Go. The Opportunity Organization Role Customer is displayed.
5. Select a Project Organization Role from the list of values.
6. Choose Save to save the mapping.

Mapping Person Roles

► **To map person roles:**

1. Select the Project Administrator responsibility.
2. Choose Person Role Mapping.
3. Choose a Project Request Type (Pursuit or Delivery) from the list of values.
4. Choose Go. The Opportunity Person Role values defined in Sales Online are displayed. The roles displayed are the roles that the person performs on the opportunity sales team, not the role the person performs in the sales group.
5. For each Opportunity Person Role, you can select a Project Person Role from the list of values.
6. Choose Save to save the mapping.

Mapping Probability Values

You can map the win probability information defined in Oracle Sales to probability information defined in Oracle Projects. After you define the probability mapping, you can use the opportunity win probability information to weight the revenue forecast for the project.

Probability Mapping

You can define probability mappings for both pursuit and delivery project request types. Typically, probability mappings are appropriate for delivery project request types.

► **To map probability information:**

1. Select the Project Administrator responsibility.
2. Choose Probability Mapping.
3. Choose a Project Request Type (Pursuit or Delivery) from the list of values.
4. Choose a Probability List from the list of values.
5. Choose Go. The Opportunity Win Probability values defined in Sales Online are displayed.
6. For each Opportunity Win Probability value, you can select a Project Probability value from the list of values.

7. Click the Save button to save the mapping.

Setting Up Project Templates

When you set up project templates to create projects from project requests, you must set up project templates with Quick Entry fields to display the project request information and the default values. Typically, the following Quick Entry fields are used for delivery projects, not pursuit projects:

- Probability
- Expected Approval Date
- Opportunity Value
- Opportunity Currency

When you create a project, if you enter a probability, you must also enter an expected approval date. The same is true in Quick Entry fields: If you set up one of the values (probability or expected approval date) as a Quick Entry field when you define a project template, you must also set up the other value as a Quick Entry field. For more information on setting up project templates, refer to the following sources:

- Project Templates: page 2 – 145
- Quick Entry, *Oracle Projects Fundamentals*

Setting Up Opportunity Classifications

You must set up opportunity classification information in Oracle Sales so that opportunities that are project-related are identified. Only classification information at the opportunity header level is considered when the Manage Project Request process selects opportunities to create project requests. Classifications for Expected Purchase (at the opportunity line level) are not considered.

When you enter opportunity information, you can use any combination of opportunity interest type, primary interest code, and secondary interest code to identify opportunities that create project requests. When you create project requests, you can use the parent interest type or the parent primary interest code to process groups of opportunities.

For information about the Manage Project Requests process, see: Manage Project Requests, *Oracle Projects Fundamentals*.

Enable Drilldown from Projects to Sales Online

To enable drilldown from Projects to Sales online, you must set the following profile options:

- OSO: Projects Integrated
- FUNCTION_SECURITY_REGION

► **To enable drilldown from Projects to Sales Online:**

1. Query the profile option FUNCTION_SECURITY_REGION. Assign the value ASF_FUNC_SEC_REG at the Application level for the Oracle Projects application.
2. Set the profile option OSO: Projects Integrated to Yes at the site level. (You must restart the server for this profile option setting to take effect.)

Implementing Oracle Advanced Product Catalog Integration

The following instructions give details about step PJF-88 in the Oracle Project Foundation Feature Implementation Checklist: page 2 – 8.

Include the EGO_MANAGE_ITEM Function

If you are using Oracle Collaborative Development and you want to use the Item Associations feature, you need to include the appropriate menu entry within the existing Projects menus.

The following responsibilities enable the use of the Item Associations feature, if the Collaborative Development product is installed. To enable drilldown into the Item workbench to view further details of associated items, you need to include the *EGO Items* menu (EGO_ITEMS_MENU) as a submenu within the following Projects menus:

- Team Member Responsibility Main Menu
- Project Super User Responsibility Main Menu
- Project Manager Responsibility Main Menu

Note: Do not enter a prompt for the submenu.

Include Item Associations in Page Layouts

If you want to view item association information using the Project Overview tab, you must include the item associations region in your configurable page layouts for the Project Overview.

See Also

Oracle Advanced Product Catalog online help

Oracle Advanced Product Catalog Implementation Guide

Implementing Activity Management Gateway for Oracle Projects Integration

The following instructions give details about steps PJF-89 through PJF-90 in the Oracle Project Foundation Feature Implementation Checklist: page 2 – 8. To implement Opportunity to Project integration, complete the tasks outlined in the following sections:



Attention: Oracle Activity Management Gateway is not included in the Oracle Projects product. You cannot use any of the features described in this section until you have purchased and are a licensed user of Oracle Activity Management Gateway.

You can use Oracle Activity Management Gateway (AMG) to integrate Oracle Projects with non-Oracle applications. Share projects, budgets, resources, actuals, and percent complete data between your systems while preserving controls you have defined in each application.

Your implementation of AMG involves steps that you must perform within Oracle Projects. You can write PL/SQL code to develop your own integration application, or you can purchase an existing integration application. Whether you create a new or use an existing application, complete the following steps to implement AMG:

- Updating Profile Options for Integration with other Products: page B – 39
- Defining the external application as a source product
- Restricting access (query or update) to data originating from the source product (optional)

If you use AMG, read this section in conjunction with the setup steps for AMG in the *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Activity Management Gateway Controls



Attention: Oracle Projects Activity Management Gateway is not included in, but is additional to, the Oracle Projects product. You cannot use any of the features described in this section unless you have purchased and are a licensed user of Oracle Projects Activity Management Gateway.

The Activity Management Gateway Controls windows enable you to keep information consistent between Oracle Projects and all integrated external systems.

Control Actions Window

Use the Control Actions window to set up controls over data imported to Oracle Projects from an external system. Entering an action in this window prevents users from performing the action in Oracle Projects on a record that originated in the specified external system. The actions available in this window currently include the following:

- Add Task
- Baseline Budget
- Delete Project
- Delete Task
- Update Budget
- Update Project Dates
- Update Project Description
- Update Project Name
- Update Project Number
- Update Project Organization
- Update Project Status
- Update Task Dates
- Update Task Description
- Update Task Name
- Update Task Number
- Update Task Organization

For example, consider the following scenario:

- You have imported a project from an external system.
- You have a business rule that states that project and task dates are always maintained in the external system.
- To ensure data integrity, you want to prevent projects and tasks that originate in the external system from being deleted in Oracle Projects.

To enforce these rules, you would enter the following actions in the Control Actions window for the source product (external system):

- Update Project Dates
- Update Task Dates

- Delete Project
- Delete Task

► **To set up controls for integrated project data:**

1. Navigate to the Control Actions window.
2. Enter or query the source product for which you want to set up controls.
3. For each action that you want to control:
 - Select the action
 - Select the budget type (for budget actions only)
 - Enter effective dates for the control
4. Save your work.

Source Products Window

Use the Source Products window to enter names and descriptions of the external systems you use in conjunction with Oracle Projects, or to modify effective dates for existing source products. If you wish to set up restrictions in the Control Actions window for a product, you must first enter the product as a source product.

Oracle Projects currently integrates with a number of commercial project management systems. As a result, Oracle Projects already contains Source Product records for these systems. To view these records, select Find All from the Query menu in the Source Products window.

► **To enter or modify a source product:**

1. Navigate to the Source Products Lookups window.
2. Enter the following information for the unit.
 - Code
 - Meaning
 - Description
 - Tag Value (optional -- tag value is not used by Oracle Projects)
 - Effective dates

3. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

CHAPTER

3

Implementing Oracle Project Costing

This chapter contains instructions for implementing Oracle Project Costing.

Oracle Project Costing Implementation Checklists

Oracle Project Costing is an integrated project-based cost collection, management, and accounting solution that allows organizations to effectively manage projects and activities. Project managers are empowered with timely, detailed cost information to monitor project performance, while financial managers can track and account for the total costs of running their business. Oracle Project Costing is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

For general information about the Oracle Projects implementation checklists, see Overview of Setting Up Oracle Projects: page 1 – 5.

Note: To find out how to access a window, refer to the Navigation Paths index, *Oracle Projects Fundamentals*.

Oracle Project Costing Product Implementation Checklist

The product setup checklist is organized by area of functionality.

Note: The *Required* column indicates if the step is required for use of the *product*. The *Optional* column indicates if the step is optional for use of the *product*.

Licensing

Step	Description	Required	Optional
<input type="checkbox"/> PJC-1	Set the profile option PA: Licensed to Use Project Costing	Yes	

Table 3 – 1 Project Costing Setup: Licensing (Page 1 of 1)

Expenditure Definition

Step	Description	Required	Optional
<input type="checkbox"/> PJC-2	Define expenditure categories	Yes	
<input type="checkbox"/> PJC-3	Define revenue categories	Yes	

Table 3 – 2 Project Costing Setup: Expenditure Definition (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJC-4	Define units	Yes	
<input type="checkbox"/> PJC-5	Define expenditure types	Yes	
<input type="checkbox"/> PJC-6	Define transaction sources		Yes
<input type="checkbox"/> PJC-7	Implement transaction control extension		Yes
<input type="checkbox"/> PJC-8	Implement auto-approval extension		Yes

Table 3 – 2 Project Costing Setup: Expenditure Definition (Page 2 of 2)

AutoAccounting for Costs

Step	Description	Required	Optional
<input type="checkbox"/> PJC-9	Define accounting for labor costs		Yes
<input type="checkbox"/> PJC-10	Define accounting for expense report costs		Yes
<input type="checkbox"/> PJC-11	Define accounting for usage costs		Yes
<input type="checkbox"/> PJC-12	Define accounting for miscellaneous costs		Yes
<input type="checkbox"/> PJC-13	Define accounting for burden transactions		Yes
<input type="checkbox"/> PJC-14	Define accounting for total burden costs		Yes
<input type="checkbox"/> PJC-15	Define accounting for WIP and Inventory costs		Yes
<input type="checkbox"/> PJC-16	Define accounting for supplier invoice adjustment costs		Yes

Table 3 – 3 Project Costing Setup: AutoAccounting for Costs (Page 1 of 1)

Oracle Project Costing Features Implementation Checklist

The features checklist shows the steps required to implement each Oracle Project Costing feature. The list is organized by feature.

The *Required* column indicates if the step is required for use of each *feature*. The *Optional* column indicates if the step is optional for use of each *feature*.

Non-Labor Costing

Step	Description	Required	Optional
<input type="checkbox"/> PJC-17	Define non-labor resources	Yes	
<input type="checkbox"/> PJC-18	Define non-labor cost rates	Yes	
<input type="checkbox"/> PJC-19	Define non-labor cost rate overrides		Yes

Table 3 - 4 Project Costing Features Setup: Non-Labor Costing (Page 1 of 1)

Labor Costing

Step	Description	Required	Optional
<input type="checkbox"/> PJC-20	Define labor costing multipliers		Yes
<input type="checkbox"/> PJC-21	Define labor costing rules	Yes	
<input type="checkbox"/> PJC-22	Define rate schedules	Yes	
<input type="checkbox"/> PJC-23	Assign costing rule and rate schedule	Yes	
<input type="checkbox"/> PJC-24	Define labor costing overrides		Yes
<input type="checkbox"/> PJC-25	Implement labor costing extension		Yes
<input type="checkbox"/> PJC-26	Implement labor transaction extension		Yes
<input type="checkbox"/> PJC-27	Implement overtime processing		Yes
<input type="checkbox"/> PJC-28	Implement overtime calculation extension		Yes

Table 3 - 5 Project Costing Features Setup: Labor Costing (Page 1 of 1)

Capital Projects

Step	Description	Required	Optional
<input type="checkbox"/> PJC-29	Implement asset extensions		Yes
<input type="checkbox"/> PJC-30	Define standard unit costs for asset cost allocations		Yes

Step	Description	Required	Optional
<input type="checkbox"/> PJC-31	Enable retirement cost processing		Yes
<input type="checkbox"/> PJC-32	Define proceeds of sale expenditure types		Yes

Table 3 – 6 Project Costing Features Setup: Capital Projects (Page 2 of 2)

Capitalized Interest

Step	Description	Required	Optional
<input type="checkbox"/> PJC-33	Define capitalized interest rate names	Yes	
<input type="checkbox"/> PJC-34	Define capitalized interest rate schedules	Yes	
<input type="checkbox"/> PJC-35	Specify default capitalized interest rate schedules for capital project types	Yes	
<input type="checkbox"/> PJC-36	Update project status controls to enable capitalized interest processing	Yes	
<input type="checkbox"/> PJC-37	Implement the Capitalized Interest Extension		Yes

Table 3 – 7 Project Costing Features Setup: Capitalized Interest (Page 1 of 1)

Allocations

Step	Description	Required	Optional
<input type="checkbox"/> PJC-38	Define allocation rules	Yes	

Table 3 – 8 Project Costing Features Setup: Allocations (Page 1 of 1)

AutoAllocations

Step	Description	Required	Optional
<input type="checkbox"/> PJC-39	Define AutoAllocation sets	Yes	
<input type="checkbox"/> PJC-40	Implement Workflow for AutoAllocations	Yes	
<input type="checkbox"/> PJC-41	Implement allocation extensions		Yes

Table 3 - 9 Project Costing Features Setup: AutoAllocations (Page 1 of 1)

Burdening

Step	Description	Required	Optional
<input type="checkbox"/> PJC-42	Define cost bases and cost base types	Yes	
<input type="checkbox"/> PJC-43	Define burden cost codes	Yes	
<input type="checkbox"/> PJC-44	Define burden structures	Yes	
<input type="checkbox"/> PJC-45	Set the profile option PA: Default Burden Schedule Type	Yes	
<input type="checkbox"/> PJC-46	Define burden schedules	Yes	
<input type="checkbox"/> PJC-47	Implement burden costing extension		Yes
<input type="checkbox"/> PJC-48	Enable the profile option PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompile		Yes

Table 3 - 10 Project Costing Features Setup: Burdening (Page 1 of 1)

Cross Charge: Borrowed and Lent

Step	Description	Required	Optional
<input type="checkbox"/> PJC-49	Define transfer price rules	Yes	
<input type="checkbox"/> PJC-50	Define transfer price schedules	Yes	
<input type="checkbox"/> PJC-51	Define cross charge implementation options (for all operating units using borrowed and lent processing)	Yes	

Table 3 - 11 Project Costing Features Setup: Borrowed and Lent (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJC-52	Define provider and receiver controls	Yes	
<input type="checkbox"/> PJC-53	Define accounting for borrowed and lent transactions	Yes	
<input type="checkbox"/> PJC-54	Implement cross charge client extensions		Yes

Table 3 - 11 Project Costing Features Setup: Borrowed and Lent (Page 2 of 2)

Cross Charge: Intercompany Billing

Step	Description	Required	Optional
<input type="checkbox"/> PJC-55	Define transfer price rules	Yes	
<input type="checkbox"/> PJC-56	Define transfer price schedules	Yes	
<input type="checkbox"/> PJC-57	Define additional expenditure types, agreement types, billing cycles, invoice formats, transaction sources, and supplier types for intercompany billing		Yes
<input type="checkbox"/> PJC-58	Define an internal supplier for the provider operating unit (global setup)	Yes	
<input type="checkbox"/> PJC-59	Define an internal customer for the receiver operating unit (global setup)	Yes	
<input type="checkbox"/> PJC-60	Define supplier sites for internal supplier (for each receiver operating unit)	Yes	
<input type="checkbox"/> PJC-61	Define bill to and ship to sites for internal customer (for each provider operating unit)	Yes	
<input type="checkbox"/> PJC-62	Define internal billing implementation options (for each operating unit)	Yes	
<input type="checkbox"/> PJC-63	Define internal tax codes for Receivables invoices (for each provider operating unit)	Yes	
<input type="checkbox"/> PJC-64	Define internal tax codes for Payables invoices (for each receiver operating unit)	Yes	
<input type="checkbox"/> PJC-65	Define an agreement for intercompany billing projects	Yes	
<input type="checkbox"/> PJC-66	Define an intercompany project type and project template (for each operating unit)	Yes	
<input type="checkbox"/> PJC-67	Define intercompany billing projects (for each provider operating unit)	Yes	

Table 3 - 12 Project Costing Features Setup: Cross Charge: Intercompany Billing (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJC-68	Define provider and receiver controls (for each operating unit)	Yes	
<input type="checkbox"/> PJC-69	Define the Supplier Invoice Charge Account for internal invoicing	Yes	
<input type="checkbox"/> PJC-70	Implement Payables Open Interface Workflow	Yes	
<input type="checkbox"/> PJC-71	Define accounting for intercompany billing transactions	Yes	
<input type="checkbox"/> PJC-72	Define accounting for provider cost reclassification	Yes	
<input type="checkbox"/> PJC-73	Define invoice rounding account for intercompany transactions	Yes	
<input type="checkbox"/> PJC-74	Implement Cross Charge extensions		Yes

Table 3 - 12 Project Costing Features Setup: Cross Charge: Intercompany Billing (Page 2 of 2)

Oracle Payables and Purchasing Integration

Step	Description	Required	Optional
<input type="checkbox"/> PJC-75	Install and implement Oracle Payables and/or Purchasing	Yes	
<input type="checkbox"/> PJC-76	Set the profile options for project-related invoice and document entry	Yes	
<input type="checkbox"/> PJC-77	Set the profile option PA: AP Discount Interface Start Date		Yes
<input type="checkbox"/> PJC-78	Define the Account Generator for the supplier invoice account	Yes	
<input type="checkbox"/> PJC-79	Define the Account Generator for project-related purchasing transactions	Yes	
<input type="checkbox"/> PJC-80	Define project related distribution sets		Yes
<input type="checkbox"/> PJC-81	Define Payables descriptive flexfields		Yes
<input type="checkbox"/> PJC-82	Set the following profile options: PA: Transfer DFF with AP PA: Transfer DFF with PO		Yes

Table 3 - 13 Project Costing Features Setup: Oracle Payables and Purchasing Integration (Page 1 of 1)

Oracle Inventory Integration

Step	Description	Required	Optional
<input type="checkbox"/> PJC-83	Install and implement Oracle Inventory	Yes	
<input type="checkbox"/> PJC-84	Define project related transaction types in Oracle Inventory	Yes	

Table 3 – 14 Project Costing Features Setup: Oracle Inventory Integration (Page 1 of 1)

Oracle Project Manufacturing Integration

Step	Description	Required	Optional
<input type="checkbox"/> PJC-85	Install and implement Oracle Project Manufacturing	Yes	

Table 3 – 15 Project Costing Features Setup: Oracle Project Manufacturing Integration (Page 1 of 1)

Licensing Oracle Project Costing

This instruction corresponds to step PJC-1 in the Oracle Project Costing Product Implementation Checklist: page 3 – 2.

To indicate to the system that Project Costing is licensed, set the profile option PA: Licensed to Use Project Costing.

See: PA: Licensed to Use Project Costing: page B – 23.

Expenditure Definition

The following instructions correspond to steps PJC-2 through PJC-8 in the Oracle Project Costing Product Implementation Checklist: page 3 – 2.

Expenditure Classifications

Expenditures are divided into by the following groups:

- Expenditure Categories: page 3 – 11
- Revenue Categories: page 3 – 12

Within these groups, expenditures are further classified by:

- Expenditure Type Classes: page 3 – 19
- Expenditure Types: page 3 – 15
- Non-Labor Resources: page 3 – 55

Expenditure Categories

An expenditure category describes the source of your organization's costs. For example, an expenditure category with a name such as *Labor* refers to the cost of labor. An expenditure category with a name such as *Supplier* refers to the cost incurred on supplier invoices.

You use expenditure categories when you define organization overrides, for budgeting, and for transaction controls. In addition, you can use expenditure categories in your AutoAccounting rules and in your reporting. Expenditure categories are used for grouping expenditure types for costing.

Defining Expenditure Categories

- ▶ **To define expenditure categories:**
 1. In the Expenditure Categories window, enter a unique name for the expenditure category and enter its description.
 2. Save your work.

See Also

Effective Dates: page 1 – 10

Expenditure Types Definition Listing, *Oracle Projects Fundamentals*

Resources and Resource Lists: page 2 – 97

Fremont Corporation Expenditure Categories

Fremont Corporation defines the expenditure categories shown in the following table:

Expenditure Category Name	Description
Labor	Labor costs
Travel	Travel expenditures
In-House Recoverables	Use of corporate assets
Outside Services	Outside services
Material	Materials
Other Expenses	Expenses, excluding travel

Table 3 – 16 Fremont Corporation Expenditure Categories (Page 1 of 1)

Revenue Categories

A revenue category describes a source of your organization's revenue. For example, a revenue category with a name such as *Labor* refers to labor revenue.

Revenue categories are used for grouping expenditure types and event types for revenue and billing. You can use revenue categories for budgeting, for reporting purposes, and in your AutoAccounting rules.

Defining Revenue Categories

- ▶ **To define revenue categories:**
 1. Navigate to the Revenue Category Lookups window.
 2. Enter the following information for the revenue category.
 - Code

- Meaning
 - Description
 - Tag Value (optional -- tag value is not used by Oracle Projects)
 - Effective dates
3. Check the Enabled check box.
 4. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

See Also

Effective Dates: page 1 – 10

Revenue Categories Listing, *Oracle Projects Fundamentals*

Resources and Resource Lists: page 2 – 97

Fremont Corporation Revenue Categories

Fremont Corporation defines revenue categories for labor and others for all other revenue. Fremont’s revenue categories are shown in the following table:

Revenue Category Name	Description
Fee	Fee Earned
Labor	Labor Revenue
Other	Non-Labor Revenue
Payment	Payment

Table 3 – 17 Fremont Corporation Revenue Categories (Page 1 of 1)

Units

A unit of measure records quantities or amounts of an expenditure item. You assign a unit to each expenditure type. For example, you can specify the unit of measure Miles when you define an expenditure type

for personal car use. You enter the quantity of personal car use in miles, and Oracle Projects calculates the cost of using a personal car by mileage.

If you want to calculate the cost of computer services by the amount of time a user uses a computer, you can define an expenditure type for computer services and assign it the unit Hours.

Oracle Projects predefines the units *Currency* and *Hours*.

Defining Units

► **To define a unit of measure:**

1. Navigate to the Unit Lookups window.
2. Enter the following information for the unit.
 - Code
 - Meaning
 - Description
 - Tag Value (optional -- tag value is not used by Oracle Projects)
 - Effective dates
3. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

See Also

Effective Dates: page 1 – 10

Units Definition Listing, *Oracle Projects Fundamentals*

Fremont Corporation Units

Fremont Corporation uses the predefined units Currency and Hours. The implementation team defines additional units for Miles and Days. The units defined by Fremont Corporation are shown in the following table:

Unit Name	Description
Currency	Currency
Hours	Hours
Miles	Miles
Days	Days

Table 3 – 18 (Page 1 of 1)

Expenditure Types

An expenditure type is a classification of cost that you assign to each expenditure item you enter in Oracle Projects and is made up of the following elements:

- An expenditure category (used to group expenditure types for costing)
- A revenue category (used to group expenditure types for revenue and billing)
- A unit of measure
- One or more expenditure type classes

You also specify whether an expenditure type requires a cost rate.

See: Cost Rates: page 3 – 57.

For supplier invoice expenditure types, if you specify that a rate is required, Oracle Projects requires you to enter a quantity in Oracle Payables for invoice distributions using that expenditure type. When you interface the invoice distribution to Oracle Projects, Oracle Projects copies the quantity and amount to the expenditure item and calculates the rate. If you define a supplier invoice expenditure type with the Rate Required option disabled, then the quantity of the expenditure item is set to the amount you enter in Oracle Payables.

Multiple Expenditure Type Classes Per Expenditure Type

You can assign multiple expenditure type classes to an expenditure type. For example, an expenditure with the expenditure type *Materials* can have the expenditure type class *Supplier Invoice* if it originated in Oracle Payables, and the expenditure type class *Inventory* if it originated in Oracle Inventory. This example is illustrated below:

Expenditure Type	Module Where Expenditure Originated	Expenditure Type Class
Materials	Oracle Payables	Supplier Invoice
Materials	Oracle Inventory	Inventory

Table 3 - 19 Multiple Expenditure Type Classes (Page 1 of 1)

This feature allows you to use a single expenditure type to classify as many different costs as you require. You can use the same expenditure type for expenditures that have different origins (and therefore different accounting), but which should otherwise be grouped together for costing, budgeting, or summarization purposes.

Defining Expenditure Types

Prerequisites

- Define expenditure categories. See: Expenditure Categories: page 3 - 11.
- Define revenue categories. See: Revenue Categories: page 3 - 12.
- Define units. See: Units: page 3 - 13.

► To define expenditure types:

Navigate to the Expenditure Types window.

1. **Name:** Enter a unique name for the expenditure type.
2. **Expenditure Category and Revenue Category:** Enter the expenditure category and revenue category you want to associate with this expenditure type.
3. **Unit of Measure:** Enter the unit of measure you want Oracle Projects to use when calculating the cost for this expenditure type. You must enter Hours for labor expenditure types.
4. **Output Tax Code:** Optionally enter a default output tax code for customer invoice lines created for this expenditure type. See: Setting Up Invoice Line Tax Codes: page 4 - 10.

This output tax code is used as a default tax code for invoice lines, depending on the tax default hierarchy you have set up. See: Tax Defaults: page C - 21.

5. **Rate Required:** If this expenditure type requires a cost rate, check the Rate Required check box, then choose Cost Rate to navigate to the Expenditure Cost Rates window and enter a cost rate and its effective date(s).

If this expenditure type does not require a cost rate, do not check the Rate Required check box.

Note: If you create a non-labor expenditure type without checking the Rate Required check box, you cannot subsequently require and enter a cost rate for that expenditure type. Instead, you must disable the expenditure type and create a new one that requires a cost rate and has a unique name. If you check the Rate Required check box when you create a non-labor expenditure type, you can change the cost rate at any time.

6. **Description and Dates:** In the Description, Dates region, enter a description for the expenditure type. You can optionally enter effective dates for the expenditure type.
7. **Expenditure Type Classes:** In the Expenditure Type Class region, enter the expenditure type class or classes you want Oracle Projects to associate with this expenditure type, to determine how to process the expenditure item.
8. Save your work.

See Also

Effective Dates: page 1 – 10

Expenditure Types Definition Listing, *Oracle Projects Fundamentals*

Expenditure Type Classes: page 3 – 19

Defining Cost Rates for Expenditure Types: page 3 – 57

Fremont Corporation Expenditure Types

Fremont defines cost rates for the expenditure types Computer Services, Vehicle, Personal Auto Use, and Field Equipment because these expenditure types use non-labor expenditure type classes and use units other than currency. For these expenditure types, Fremont enables the Rate Required option.

Fremont Corporation's implementation team defines the expenditure types shown in the following table.

Expenditure Type Name	Unit	Description	Expenditure Category	Revenue Category	Expenditure Type Class
Administrative	Hours	Administrative labor hours	Labor	Labor	Straight Time
Clerical	Hours	Clerical labor hours	Labor	Labor	Straight Time
Other Labor	Hours	Other labor hours	Labor	Labor	Straight Time
Overtime	Hours	Overtime labor hours	Labor	Labor	Overtime
Professional	Hours	Professional labor hours	Labor	Labor	Straight Time
Air Travel	Currency	Air travel expenses	Travel	Other	Expense Reports
Automobile Rental	Currency	Auto rental expenses	Travel	Other	Expense Reports
Entertainment	Currency	Entertainment expenses	Other Expenses	Other	Expense Reports
Meals	Currency	Meal expenses	Travel	Other	Expense Reports
Other Expenses	Currency	Other expenses	Other Expenses	Other	Expense Reports
Personal Auto Use	Miles	Personal auto mileage	Travel	Other	Expense Reports
Computer Services	Hours	Use of corporate computers	In-House Recoverables	Other	Usages
Field Equipment	Hours	Use of company equipment	In-House Recoverables	Other	Usages
Other Asset	Currency	Use of other company asset	In-House Recoverables	Other	Usages
Vehicle	Days	Use of corporate vehicle	In-House Recoverables	Other	Usages
Construction	Currency	Outside construction work	Outside Services	Other	Supplier Invoices
Consulting	Currency	Outside consultants	Outside Services	Other	Supplier Invoices
Other Invoice	Currency	Other outside work	Other Expenses	Other	Supplier Invoices
Supplies	Currency	Supplies	Other Expenses	Other	Supplier Invoices
Misc Travel Expenses	Currency	Misc travel expenses	Travel	Other	Expense Reports
Lodging	Currency	Lodging expenses	Travel	Other	Expense Reports
Material	Currency	Materials	Material	Other	Supplier Invoices

Table 3 – 20 Fremont Corporation Expenditure Types (Page 1 of 1)

Expenditure Type Classes

An expenditure type class tells Oracle Projects how to process an expenditure item. Oracle Projects predefines all expenditure type classes.

Oracle Projects uses the following expenditure type classes to process labor costs for interfacing to Oracle General Ledger:

- Straight Time – Payroll straight time
- Overtime – Overtime premium on a project

Oracle Projects uses the following expenditure type classes to process non-labor project costs:

- Expense Reports – Oracle Projects expense reports are interfaced to Oracle Payables for employee reimbursement.
- Usages – Asset usage costs are interfaced to Oracle General Ledger.

You must specify the non-labor resource for every usage item you charge to a project. For each expenditure type classified by a Usage expenditure type class, you also define non-labor resources and organizations that own each non-labor resource.

- Supplier Invoices – Oracle Payables supplier invoices are interfaced from Oracle Payables to Oracle Projects.
- Miscellaneous Transaction – Miscellaneous Transactions are used to track miscellaneous project costs. This expenditure type class is similar to usages. The difference is that, for miscellaneous transaction expenditure items, you are not required to specify a non-labor resource or a non-labor resource organization, as you are for usage expenditure items. Examples of uses for miscellaneous transactions are:
 - Fixed assets depreciation
 - Allocations
 - Interest charges
- Burden Transaction – Burden transactions track burden costs that are calculated in an external system or calculated as separate, summarized transactions. These costs are created as a separate expenditure item that has a burdened cost amount, but has a quantity and raw cost value of zero. Burden transactions are interfaced to Oracle General Ledger. As with any other transaction in Oracle Projects, you can adjust and capitalize burden transactions, or accrue revenue or generate invoices for

these transactions. See: Accounting for Burdened Costs, *Oracle Project Costing User Guide*.

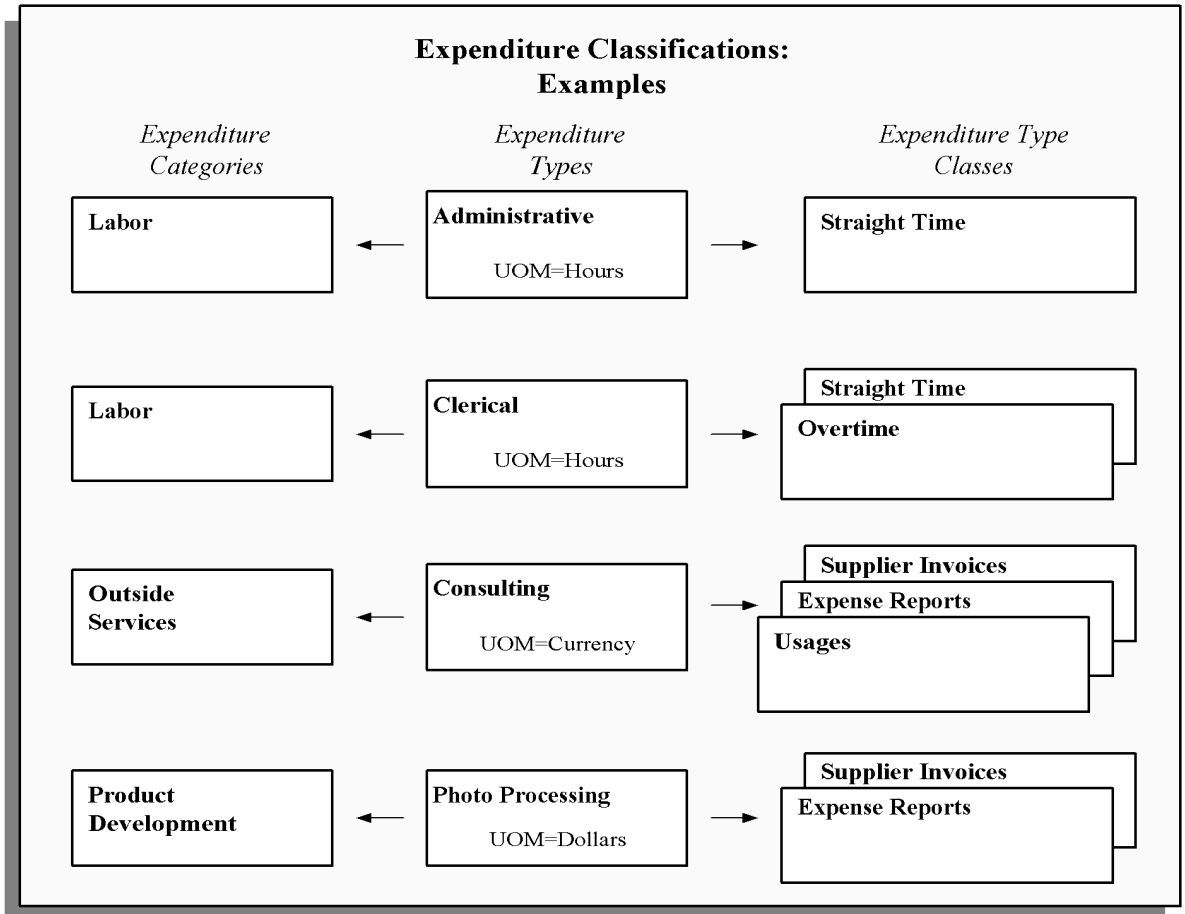
Burden transactions that are not system-generated can be adjusted. See: Adjustments to Burden Transactions, *Oracle Project Costing User Guide*.

- Work In Process – This expenditure type class is used for Project Manufacturing WIP transactions that are interfaced from Manufacturing to Oracle Projects. You can also use this expenditure type class when you import other manufacturing costs via Transaction Import or when you enter transactions via pre-approved batch entry.
- Inventory – This expenditure type class is used for the following transactions:
 - Project Manufacturing transactions that are interfaced from Manufacturing or Inventory to Oracle Projects.
 - Oracle Inventory Issues and Receipts that are interfaced from Oracle Inventory to Oracle Projects in a manufacturing or non-manufacturing installation.

You can also use this expenditure type class when you import other manufacturing costs via Transaction Import or when you enter transactions via pre-approved batch entry.

The expenditure type class determines how an expenditure item is processed. For example, if you assign the Straight Time expenditure type class to an expenditure type, Oracle Projects uses labor distribution to calculate the cost of an expenditure item with that expenditure type and expenditure type class. If you assign the Expense Reports expenditure type class to an expenditure type, Oracle Projects uses expense report distribution to calculate the cost of an expenditure item with that expenditure type and expenditure type class, and interfaces it to Oracle Payables for payment.

Figure 3 - 1 Expenditure Classifications: Examples



Transaction Sources

Transaction sources identify the source of external transactions you import into Oracle Projects using Transaction Import. For example, you can define the transaction source *Payroll* to identify expenditure items imported from an external payroll system.

The transaction source determines how Transaction Import processes transactions. Some transaction sources are system-defined, and you can create others to fit your business needs. When you create a transaction

source, you control the Transaction Import processing by the options that you select.

Predefined Transaction Sources

Oracle Projects predefines several transaction sources. The following table lists some of the predefined transaction sources:

Transaction Source	Used to Import Records From ...
AP INVOICE	Oracle Payables (supplier invoices) WARNING: Do not use this transaction source when you run the PRC: Transaction Import program. It is intended only for use by the Oracle Projects processes to import Oracle Payables invoices.
ORACLE PAYABLES	Oracle Self-Service Expense
Oracle Self-Service Time	Oracle Self-Service Time
Time Management	Oracle Time Management
Oracle Time and Labor	Oracle Time and Labor

Table 3 – 21 (Page 1 of 1)

Predefined Transaction Sources for Manufacturing and Inventory Costs

Oracle Projects predefines three transaction sources for importing expenditures from Oracle Manufacturing and Oracle Inventory:

Transaction Source	Used to Import ...
Inventory	Manufacturing material costs
Inventory Misc	Inventory issues and receipts entered in the Miscellaneous Transactions window in Oracle Inventory
Work In Process	Manufacturing resource costs

Table 3 – 22 (Page 1 of 1)

If you import transactions from another manufacturing system, you must define your own transaction source.

Transaction Source Options

Transaction source options control how Transaction Import processes transactions. Following are the transaction source options:

Default Expenditure Type Class

Oracle Projects uses the default expenditure type class that you assign to a transaction source if an expenditure type class is not specified in the interface table. Oracle Projects provides this option to facilitate the migration of data from earlier releases of Oracle Projects.

Raw Cost GL Accounted

Select this option to indicate whether transactions imported from this transaction source have already been accounted for in GL. Oracle Projects expects that the external system has already posted the raw cost to the appropriate debit and credit accounts. None of the Oracle Projects processes will transfer these costs to GL or AP. See: *Loading Items as Accounted or Unaccounted, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

When you select this option, the Import Raw Cost Amounts option is automatically selected.

Examples of transactions for which this option is enabled are manufacturing and inventory transactions with the transaction source Inventory, Inventory Misc, or Work In Process.

Import Raw Cost Amounts

When a transaction source has this option enabled, the raw cost amount of the transactions has already been calculated (costed). These are not modified after being imported into Oracle Projects. None of the Oracle Projects processes will calculate raw cost amounts for these transactions. See: *Loading Items as Costed or Uncosted, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

The designation of a transaction as costed does not affect burdening, accounting, or interfacing to GL or AP. These processes are still performed on the transaction as they would be if it were imported as a non-costed transaction.

Import Burdened Amounts

When this option is selected for a transaction source, Oracle Projects expects the external system to provide burdened costs. If the transaction

does not have a burdened cost amount, Transaction Import will reject the transaction.

When you select this option, the Import Raw Cost Amounts option is automatically selected.

Import MRC Amounts (only in MRC environments)

When you enable this option, you indicate that transaction amounts in your functional currency and each associated reporting currency are provided by the external system. For transaction sources using this option, you must populate the PA_MC_TXN_INTERFACE_ALL table with the currency conversion rates and converted amounts for all transactions.

For transaction sources that do not have this option enabled, Oracle Projects calculates reporting currency amounts based on the rates stored in the GL_DAILY_RATES table.

For more information about multiple reporting currencies, see: *Multiple Reporting Currencies Oracle Applications*.

Allow Duplicate Reference

Enable this option to allow multiple transactions with this transaction source to use the same original system reference. If you enable this option, you cannot uniquely identify the item by transaction source and original system reference.

Import Employee Organization

If you enable this option, the external system can optionally provide an expenditure organization that is different from the employee owning organization. If no expenditure organization is provided, Transaction Import will populate the expenditure organization with the employee owning organization.

Allow Interface Modifications

This option allows you to modify rejected transactions in the Review Transactions window after the import process is completed.

Purge After Import

If you select this option, items successfully imported from the transaction source are automatically purged from the interface table when the import process is completed.

Allow Reversals

If you enable this option, Oracle Projects allows reversals of expenditure batches or expenditure items for the transaction source. When you enable this option, the Allow Adjustments option is automatically enabled.

Note: So that the originating external system can be reconciled with Oracle Projects, you must create corresponding reversals in the external system. In addition, if both this option and the Raw Cost GL Accounted option are enabled, you must generate corresponding reversing cost distribution lines for transactions that you reverse in Oracle Projects.

Allow Adjustments

If you enable this option, you can adjust imported transactions in Oracle Projects after you load them via Transaction Import.

Note: This flag allows adjustments even if the implementation options Interface Labor Costs to GL and/or Interface Usage Costs to GL are disabled.

Adjustments that are enabled by this flag include any change that could result in a new GL account or cost amounts for an item, such as:

- Transferring an item to another project or task
- Splitting an item into two or more items
- Recalculating raw and burden costs

(Raw cost values for transactions that were already costed when loaded into Oracle Projects are not changed if you mark the item for cost recalculation.)

- Reclassifying an item as capitalizable or non-capitalizable

If you do not allow users to adjust imported transactions in Oracle Projects, you can only make changes in the imported transactions as follows:

- First, adjust the transactions in the originating external system.
- Then, import the adjustment into Oracle Projects.

Process Cross Charge

If you import cross charge transactions that are processed by an external system, enable this option for that system's transaction source. If this option is enabled for a transaction source, Oracle Projects performs cross charge processing for transactions originating from that transaction source.

Pre Processing Extension

Enter the name of a PL/SQL procedure to be called before the Transaction Import process runs. You must enter the full name including the package, in the format *package.procedure*.

This option can be used for loading the Transaction Import Interface table, or for pre-import validations, or for other pre-import processing.

Post Processing Extension

Enter the name of a PL/SQL procedure to be called after the Transaction Import process runs. You must enter the full name including the package, in the format *package.procedure*.

This option can be used for recording the expenditure and expenditure item IDs generated by the Transaction Import process in the source system. It can also be used for other post-import processing.

Processing Set Size

Enter the size of the processing set. The value entered indicates the number of records to be processed in each set. When interfacing large amounts of data, you can reduce the impact of unexpected errors by processing transactions in sets. The import process issues a database commit after each set is complete. If an error occurs and a rollback is issued, only the transactions in the current set are affected.

Defining Transaction Sources

► To define a transaction source:

1. In the Transaction Sources window, enter the transaction source, and enter the expenditure type class.
2. Choose the desired options for the transaction source.
3. Enter the effective date(s). You must enter an Effective From date. The Effective To date is optional.

4. Enter a description.
5. Save your work.

Fremont Corporation Transaction Sources

Fremont Corporation defines the following transaction sources to import data from external systems.

Transaction Source	Expenditure Type Class	Import Raw Cost Amounts	Purge After Import
Faxed Timecard	Straight Time	Disabled	Enabled
PBX	Usages	Enabled	Enabled

Table 3 – 23 Fremont Corporation Transaction Sources (Page 1 of 1)

See Also

Effective Dates: page 1 – 10

Integrating with Oracle Project Manufacturing, *Oracle Projects Fundamentals*

Transaction Import, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Transaction Sources Listing, *Oracle Projects Fundamentals*

Transaction Control Extension

Use Transaction Control Extensions enable to implement your company's expenditure entry policies.

For more information, see: Transaction Control Extension, *Oracle Projects User Guide*.

AutoApproval Extension

Use the AutoApproval Extensions to define conditions under which expense reports and timecards are approved automatically.

For more information, see: AutoApproval Extensions, *Oracle Projects User Guide*.

AutoAccounting for Costs

The following instructions give details about steps PJC-9 through PJC 16 in the Oracle Project Costing Product Implementation Checklist: page 3 - 2.

Accounting for Labor Costs

In this section, we describe the AutoAccounting functions that are related to labor distribution and interface to Oracle General Ledger.

Labor Cost Account Function

When you run the PRC: Distribute Labor Costs process, Oracle Projects calculates labor cost amounts based upon employee labor cost overrides and labor costing rules. After calculating labor costs, Oracle Projects uses the Labor Cost Account transactions to debit an expense account for raw labor costs.

The Labor Cost Account function consists of the following transactions:

- Indirect Private Labor
- Indirect Public Labor
- Private Billable Labor
- Private Non-Billable Labor
- Public Billable Labor
- Public Non-Billable Labor
- All Labor
- Capital, All
- Contract, All
- Indirect, All
- Capital, Private, Capital
- Capital, Private, non-Capital
- Capital, Public, Capital
- Capital, Public, non-Capital

The choice of transaction depends upon whether the labor cost corresponds to a public sector or private sector project, a billable or

non-billable labor item, and whether it is direct or indirect labor. If your business does not distinguish between specific types of labor costs, you can enable the All Labor transaction.

Fremont Corporation Labor Cost Account Function

Fremont Corporation tracks its labor costs by company and cost center. Each company and cost center has its own set of labor accounts for private labor costs, public labor costs, and other labor-related costs.

Fremont Corporation uses 12 expense accounts to record raw labor costs:

- Private, Billable Labor Cost (5100)
- Public, Billable Labor Cost (5101)
- Private, Non-Billable Labor Cost (5102)
- Public, Non-Billable Labor Cost (5103)
- Marketing Labor Cost (5150)
- Government Marketing Labor Cost (5151)
- Research & Development Labor Cost (5152)
- Administration Labor Cost (5153)
- Bid & Proposal Labor Cost (5154)
- Holiday Time (5170)
- Sick Time (5171)
- Vacation Time (5172)
- Overtime Labor Cost (5173)

For a complete list of the Fremont Corporation account numbers, see: Fremont Corporation Set of Books: page 2 – 15.

For contract and indirect labor costs, Fremont's accounting department charges labor costs to the company and cost center for which an employee works. Fremont charges overhead costs to the project-managing organization.

Since Fremont distinguishes between public and private; billable and non-billable; and between contract and indirect labor costs, it enables the six very specific Labor Cost Account transactions rather than enabling only the general All Labor transaction.

Since Fremont's Accounting Flexfield includes a Company segment and a Cost Center segment, one of the first steps to implement the Labor

Cost Account function is to specify how to associate specific organizations with specific companies and cost centers. Since each organization is part of a particular company, and each organization has its own cost center, determining company codes and cost centers is not very complex.

Recall that Fremont is composed of four business units: Administration, Fremont Engineering, Fremont Construction, and Fremont Services. Each of these business units is considered a company and has a distinct company code in the Accounting Flexfield. Administration is company 01, Fremont Engineering is company 02, Fremont Construction is company 03, and Fremont Services is company 04.

For both public and private contract labor, Fremont charges labor costs to the company and cost center corresponding to the organization of the employee who performed the labor.

For indirect labor on privately funded projects, such as general administration, corporate marketing, or R&D, Fremont Corporation charges labor costs to specific labor accounts different from the accounts for ordinary project-driven labor. Similarly, Fremont charges holiday time, sick time, and vacation time to other indirect labor accounts.

Fremont uses service types to distinguish different kinds of indirect, private labor costs. Fremont can create a lookup set that maps service types to the appropriate expense account.

Define Lookup Sets:

To implement the Labor Cost Account function, Fremont's implementation team defines three lookup sets:

- One lookup set to map organizations to companies
- One lookup set to map organizations to cost centers
- One lookup set to map service types to each Fremont's six expense accounts for indirect labor

Fremont defines the lookup sets shown in the following table:

Lookup Set Name	Description
Organization to Company	Map organization to the appropriate company code
Organization to Cost Center	Map organization to the appropriate cost center code
Indirect Labor Cost	Map the service type for labor on indirect projects to indirect cost accounts

Table 3 – 24 Fremont Lookup Sets for Labor Cost Function (Page 1 of 1)

Segment Value Lookups for Organization to Company Lookup Set:

The segment value lookups for the Organization to Company lookup set are shown in the following table:

Intermediate Value (Organization)	Segment Value (Company Code)
Administration	01
Executive Office	01
Fremont Corporation	01
Human Resources	01
Finance	01
Information Services	01
Fremont Engineering	02
Electrical	02
Structural	02
Mechanical	02
Environmental	02
Fremont Construction	03
West	03
Midwest	03
East	03
South	03
International	03
Fremont Services	04

Table 3 – 25 Lookups for Organization to Company (Page 1 of 2)

Intermediate Value (Organization)	Segment Value (Company Code)
Data Systems	04
Risk Analysis	04

Table 3 – 25 Lookups for Organization to Company (Page 2 of 2)

Segment Value Lookups for Organization to Cost Center Lookup Set:

The segment value lookups for the Organization to Cost Center lookup set are shown in the following table:

Intermediate Value (Organization)	Segment Value (Cost Center Code)
Fremont Corporation	000
Administration	100
Executive Office	101
Human Resources	102
Finance	103
Information Services	104
Fremont Engineering	200
Electrical	201
Structural	202
Mechanical	203
Environmental	204
Fremont Construction	300
West	301
Midwest	302
East	303
South	304
International	305
Fremont Services	400
Data Systems	401
Risk Analysis	402

Table 3 – 26 Lookups for Organization to Cost Center (Page 1 of 1)

Segment Value Lookups for Indirect Labor Lookup Set:

The segment value lookups for the Indirect Labor lookup set are shown in the following table:

Intermediate Value (Service Type)	Segment Value (Account Code)
Marketing	5150
R & D	5152
Administration	5153
B & P	5154
Holiday	5170
Sick	5171
Vacation	5172
Overtime	5173

Table 3 – 27 Lookups for Indirect Labor (Page 1 of 1)

Define Rules to Determine Segment Values:

Fremont defines eight rules to implement the Labor Cost Account function:

- One rule supplies the appropriate value for the Company segment of Fremont’s Accounting Flexfield; Fremont uses a lookup set to define this rule.
- One rule supplies the appropriate value for the Cost Center segment; Fremont uses a lookup set to define this rule.
- Six rules supply the appropriate account code for the Account segment; the indirect, private labor rule uses a lookup set, and the other five use constant values.

The following table shows the AutoAccounting rules that Fremont Corporation defines for the Labor Cost function:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Company	Employee Company	Map an employee's organization to a company	Parameter	Expenditure Organization	Segment Value Lookup Set	Organization to Company
Cost Center	Employee Cost Center	Map an employee's organization to a cost center	Parameter	Expenditure Organization	Segment Value Lookup Set	Organization to Cost Center
Account: Indirect Private Labor	Indirect Private Labor	Indirect private labor cost account	Parameter	Task Service Type	Segment Value Lookup Set	Indirect Labor Cost
Account: Indirect Public Labor	Government Marketing Labor	Government marketing labor cost account	Constant	5151	Intermediate Value	NA
Account: Private Billable Labor	Private, Billable Labor	Private, billable labor cost account	Constant	5100	Intermediate Value	NA
Account: Private Non-Billable Labor	Private, Non-Billable Labor	Private, non-billable labor cost account	Constant	5102	Intermediate Value	NA
Account: Public Billable Labor	Public, Billable Labor	Public, billable labor cost account	Constant	5101	Intermediate Value	NA
Account: Public Non-Billable Labor	Public, Non-Billable Labor	Public, non-billable labor cost account	Constant	5103	Intermediate Value	NA

Table 3 – 28 Fremont Corporation AutoAccounting Rules for Labor Cost Function (Page 1 of 1)

Enable the Transactions and Assign Rules:

Fremont enables the transactions shown in the following table:

Function Name	Transaction Name
Labor Cost Account	Indirect, Private Labor
Labor Cost Account	Indirect, Public Labor
Labor Cost Account	Private, Billable Labor
Labor Cost Account	Private, Non-Billable Labor

Table 3 – 29 Transactions for the Labor Cost Account Function (Page 1 of 2)

Function Name	Transaction Name
Labor Cost Account	Public Billable Labor
Labor Cost Account	Public Non-Billable Labor

Table 3 – 29 Transactions for the Labor Cost Account Function (Page 2 of 2)

The segment rule pairings for these transactions are shown in the following table:

Transaction Name	Segment Number	Segment Name	Rule Name
Indirect Private Labor	0	Company	Employee Company
Indirect Private Labor	1	Cost Center	Employee Cost Center
Indirect Private Labor	2	Account	Indirect Private Labor
Indirect Public Labor	0	Company	Employee Company
Indirect Public Labor	1	Cost Center	Employee Cost Center
Indirect Public Labor	2	Account	Government Marketing Labor
Private Billable Labor	0	Company	Employee Company
Private Billable Labor	1	Cost Center	Employee Cost Center
Private Billable Labor	2	Account	Private, Billable Labor
Private Non-Billable Labor	0	Company	Employee Company
Private Non-Billable Labor	1	Cost Center	Employee Cost Center
Private Non-Billable Labor	2	Account	Private, Non-Billable Labor
Public Billable Labor	0	Company	Employee Company
Public Billable Labor	1	Cost Center	Employee Cost Center
Public Billable Labor	2	Account	Public, Billable Labor
Public Non-Billable Labor	0	Company	Employee Company
Public Non-Billable Labor	1	Cost Center	Employee Cost Center
Public Non-Billable Labor	2	Account	Public, Non-Billable Labor

Table 3 – 30 Segment Rule Pairings for the Labor Cost Transactions (Page 1 of 1)

Labor Cost Clearing Account Function

When you run the PRC: Interface Labor Costs to General Ledger process, Oracle Projects credits a payroll clearing liability account to balance the labor expense account it debits when you run the PRC: Distribute Labor Costs process. The process then transfers both the

liability credits and the expense debits to the Oracle General Ledger interface tables so you can post them to the general ledger.

The Labor Cost Clearing Account function consists of the following transaction:

- Clearing Account

The Clearing Account transaction determines which account AutoAccounting credits for payroll liabilities.

Fremont Corporation Labor Cost Clearing Account Function

Fremont Corporation uses one payroll clearing account for each division of the corporation. For example, the Structural group does not have its own payroll clearing account; payroll liabilities for the Electrical, Structural, Mechanical, and Environmental organizations are all credited to the Fremont Engineering division's payroll clearing account 02-200-2200. That is, labor costs are cleared to the cost center associated with the division to which an employee belongs.

Fremont uses one liability account to record payroll liability:

- Payroll Clearing (2200)

Define a Lookup Set:

Fremont defines a lookup set to map organizations to the appropriate division cost center. Fremont uses the lookup set to define a rule to supply a value for the Cost Center segment of its Accounting Flexfield.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Org to Division Cost Center	Map organization to the cost center of the division to which it is subordinate

Table 3 – 31 Fremont Lookup Set for Labor Cost Clearing Function (Page 1 of 1)

Segment Value Lookups for the Organization to Division Lookup Set:

The segment value lookups for the Organization to Division lookup set are shown in the following table:

Intermediate Value (Organization)	Segment Value (Cost Center Code)
Fremont Corporation	100
Administration	100
Executive Office	100
Human Resources	100
Finance	100
Information Services	100
Fremont Engineering	200
Electrical	200
Structural	200
Mechanical	200
Environmental	200
Fremont Construction	300
West	300
Midwest	300
East	300
South	300
International	300
Fremont Services	400
Data Systems	400
Risk Analysis	400

Table 3 – 32 Lookups for Organization to Division Lookup Set (Page 1 of 1)

Define Rules to Determine Segment Values:

To implement the Labor Cost Clearing Account function, Fremont defines two rules:

- One rule to find the division cost center of an employee’s owning organization
- One rule to determine the liability account

Fremont uses an existing rule to supply a value for the Company segment.

The following table shows the AutoAccounting rules that Fremont Corporation defines for the Labor Cost Clearing function:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Cost Center	Division Cost Center	Cost center of an organization's division	Parameter	Expenditure Organization	Segment Value Lookup Set	Org to Division Cost Center
Account	Payroll Clearing	Payroll clearing account	Constant	2200	Intermediate Value	NA

Table 3 – 33 Fremont Corporation AutoAccounting Rules for Labor Cost Clearing Function (Page 1 of 1)

Enable the Clearing Account Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Labor Cost Clearing Account*
- Transaction Name: *Clearing Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Employee Company
1	Cost Center	Division Cost Center
2	Account	Payroll Clearing

Table 3 – 34 Segment Rule Pairings for Labor Cost Clearing (Page 1 of 1)

Accounting for Expense Report Costs

Oracle Projects uses the Expense Report Cost Account function to calculate costs of expense report items.

Expense Report Cost Account Function

When you run the PRC: Distribute Expense Reports Costs process, Oracle Projects calculates and distributes costs originating from expense reports, and uses the Expense Report Cost Account transactions to determine which expense account to debit for expense report costs.

The Expense Report Cost Account function consists of the following transactions:

- All Expenses
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital,
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect Private Expenses
- Indirect Public Expenses
- Indirect, All
- Private, Billable Expenses
- Private, Non-Billable Expenses
- Public, Billable Expenses
- Public, Non-Billable Expenses

Fremont Corporation Expense Report Cost Account Function

Fremont posts expense report costs to the project-managing organization's cost center, and relies upon expenditure type to determine which account to debit.

Although the Expense Report Cost Account function consists of transactions that distinguish between public and private; and between billable and non-billable expenses, Fremont does not differentiate between any of these characteristics in its chart of accounts. Therefore, rather than enabling the six very specific transactions, Fremont's accounting department enables just the general All Expenses transaction.

Fremont Corporation uses three accounts to record expense report costs:

- Travel & Lodging Expense (5200)
- Meals Expense (5201)
- Miscellaneous Expense (5202)

Define a Lookup Set:

To implement the Expense Report Cost Account function, Fremont defines a lookup set to map expenditure types to each of its three expense accounts. Fremont uses the lookup set to define a rule to supply an account code for the Account segment of its Accounting Flexfield.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Exp Type to Expense Account	Map the expenditure type for expense report items to the appropriate expense account

Table 3 – 35 Lookup Set for Expense Report Cost Account Function (Page 1 of 1)

Segment Value Lookups for Expense Type to Expense Account Lookup Set:

The segment value lookups for the Expense Type to Expense Account lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Air Travel	5200
Automobile Rental	5200
Personal Auto Use	5200
Meals	5201
Entertainment	5202
Other Expenses	5202

Table 3 – 36 Lookups for Expense Type to Expense Account (Page 1 of 1)

Define a Rule to Determine Account Segment Value:

Fremont Corporation defines the following AutoAccounting rule to determine the account segment value for the Expense Report Cost function:

- Name of Rule: *Expense Report Cost*
- Description: *Determine expense report cost account based on the expenditure type*
- Intermediate Value Source: *Parameter*
- Parameter Name: *Expenditure Type*

- Segment Value Source: *Segment Value Lookup Set*
- Lookup Set: *Exp Type to Expense Account*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the All Expenses Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Expense Report Cost Account*
- Transaction Name: *All Expenses*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Expense Report Cost

Table 3 – 37 Segment Rule Pairings for All Expenses Transaction (Page 1 of 1)

Expense Report Liability Account Function

When you run the PRC: Interface Expense Reports to Payables process, Oracle Projects interfaces expense report costs to the Oracle Payables Invoice Import feature, and uses a transaction to credit an accounts payable liability account.

The Expense Report Liability Account function consists of the following transaction:

- AP Liability Account

The Expense Report Liability Account function is very similar to the Labor Cost Clearing Account function. Instead of determining a payroll clearing liability account, the Expense Report Liability Account function determines an accounts payable liability account.

Fremont Corporation Expense Report Liability Account Function

Fremont Corporation uses one account to record accounts payable to employees:

- Accounts Payable, Employee (2400)

Define a Rule to Determine Account Segment Value:

To implement the Expense Report Liability Account function, Fremont defines a rule to supply an account code for the Account segment of its Accounting Flexfield. This rule always supplies account 2400, the only accounts payable liability account in Fremont’s chart of accounts:

- Name of Rule: *AP Employee Liability*
- Description: *Determine the accounts payable liability account*
- Intermediate Value Source: *Constant*
- Parameter Name: *2400*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the AP Liability Account Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Expense Report Liability Account*
- Transaction Name: *AP Liability Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Employee Company
1	Cost Center	Division Cost Center
2	Account	AP Employee Liability

Table 3 – 38 Segment Pairings for AP Liability Account Transaction (Page 1 of 1)

Accounting for Usage Costs

Oracle Projects uses the Usage Cost Account function to calculate costs of usage items.

Usage Cost Account Function

When you run the PRC: Distribute Usage and Miscellaneous Costs process, Oracle Projects uses the Usage Cost Account transactions to debit an expense account for raw usages costs.

The Usage Cost Account function consists of the following transactions:

- All Usages
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect, All
- Indirect, Private Usages
- Indirect, Public Usages
- Private, Billable Usages
- Private, Non-Billable Usages
- Public, Billable Usages
- Public, Non-Billable Usages

Fremont Corporation Usage Account Function

Because Fremont's chart of accounts tracks all usage costs in the same way, regardless of the type of project, Fremont's accounting department enables only the All Usages transaction.

Usage costs are posted to the organization that owns the non-labor resource; expenditure type determines which expense account AutoAccounting debits.

Fremont Corporation charges usages costs to one of three expense accounts, depending on the expenditure type:

- Computer Expense (5400)
- Vehicle and Equipment Expense (5401)
- Other Asset Expense (5402)

Define a Lookup Set:

Fremont defines a lookup set to map expenditure types to the appropriate expense account. Fremont uses the lookup set to define the expense account rule. Fremont uses existing lookup sets to define the other two rules.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Usage to Expense	Map the expenditure type for a usage item to the appropriate expense account

Table 3 – 39 Fremont Lookup Set for Usage Cost Account Function (Page 1 of 1)

Segment Value Lookups:

The segment value lookups for the Usage to Expense lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Computer Services	5400
Vehicle	5401
Field Equipment	5401
Other Asset	5402

Table 3 – 40 Lookups for Usage to Expense Account (Page 1 of 1)

Define Rules to Determine Segment Values:

To implement the Usage Cost Account function, Fremont defines three rules:

- One rule to find the company of the resource organization
- One rule to find the cost center of the resource organization
- One rule to determine the expense account based on expenditure type

These rules are shown in the following table:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Company	Resource Company	Find the company of the non-labor resource owning organization	Parameter	Non-Labor Resource Org	Segment Value Lookup Set	Organization to Company
Cost Center	Resource Cost Center	Find the cost center of the non-labor resource owning organization	Parameter	Non-Labor Resource Org	Segment Value Lookup Set	Organization to Cost Center
Account	Usage Costs	Map usage items to cost accounts using the usage expenditure type	Parameter	Expenditure Type	Segment Value Lookup Set	Usage to Expense

Table 3 – 41 Fremont Corporation AutoAccounting Rules for Usage Cost Account Function (Page 1 of 1)

Enable the All Usages Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Usage Cost Account*
- Transaction Name: *All Usages*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Resource Company
1	Cost Center	Resource Cost Center
2	Account	Usage Costs

Table 3 – 42 Segment Rule Pairings for All Usages (Page 1 of 1)

Usage Cost Clearing Account Function

When you run the PRC: Interface Usage and Miscellaneous Costs to General Ledger process, Oracle Projects credits an asset usages liability account to balance the usages expense account it debits when you run the PRC: Distribute Usage and Miscellaneous Costs process. The process then transfers both the liability credits and the expense debits to the Oracle General Ledger interface tables so you can post them to the general ledger.

The Usage Cost Clearing Account function consists of the following transaction:

- Clearing Account

Oracle Projects uses the Clearing Account transaction to determine which account to credit for asset usage liabilities.

Fremont Corporation Usage Cost Clearing Account Function

Fremont Corporation uses one liability account to record asset usage liabilities:

- Asset Usage Clearing (2300)

Define a Rule to Determine Account Segment Value:

To implement the Usage Cost Clearing Account function, Fremont defines a rule to supply an account code for the Account segment of its Accounting Flexfield. The asset usage liability account is always 2300 since Fremont uses only one account in its chart of accounts:

- Name of Rule: *Usage Clearing*
- Description: *Usage clearing liability account*
- Intermediate Value Source: *Constant*
- Parameter Name: *2300*
- Segment Value Source: *Intermediate Value*
- Lookup Set: *Exp Type to Expense Account*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Clearing Account Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Usage Cost Clearing*
- Transaction Name: *Clearing Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Resource Company
1	Cost Center	Resource Cost Center
2	Account	Usage Clearing

Table 3 – 43 Segment Rule Pairings for All Expenses Transaction (Page 1 of 1)

Accounting for Miscellaneous Costs

Use Expenditure Type Classes with AutoAccounting to set up accounting for miscellaneous costs.

See: Expenditure Type Classes: page 3 – 19 and Overview of AutoAccounting: page G – 2.

Accounting for Burden Transactions

Use Expenditure Type Classes along with AutoAccounting to set up accounting for burden transactions.

See: Expenditure Type Classes: page 3 – 19 and Overview of AutoAccounting: page G – 2.

Accounting for Burdened Cost

In this section, we describe the AutoAccounting functions that are related to burden cost distribution and interface to Oracle General Ledger.

Total Burdened Cost Debit/Credit

When you run the PRC: Distribute Total Burdened Cost process, Oracle Projects creates two burdened cost distribution lines for the total burdened cost. One distribution line holds the burden cost debit and the other distribution line holds the burden cost credit. Oracle Projects creates these two distributions for all expenditure items charged to projects which are defined to burden costs.

Note: Set up the Total Burdened Cost functions only if you want to account for total burdened cost for burdened cost accounting.

The Total Burden Costs Debit/Credit function consists of the following functions: Total Burdened Cost Debit and Total Burdened Cost Credit. Each of these functions consist of the following transactions:

- All Burdened
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect Private Burdened
- Indirect Public Burdened
- Indirect, All
- Private Billable burdened
- Private Non-Billable Burdened
- Public Billable Burdened
- Public Non-Billable Burdened

Fremont Corporation Total Burdened Cost Debit/Credit Functions

The following example shows how Fremont Corporation uses the Total Burdened Cost Debit and Total Burdened Cost Credit functions.

Fremont Corporation uses one expense account and one asset account to record burdened cost:

- Transfer Out to Inventory (5199)
- Inventory (1200)

Define Rules to Determine Segment Values:

Fremont defines one rule to supply the Transfer Out to Inventory account code for the Total Burdened Cost Credit transaction; this rule reverses the fully burdened cost from the employee's owning organization.

Because Fremont credits the Transfer Out to Inventory account of the employee's owning organization, Fremont can use existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield for the Total Burdened Cost Credit transaction.

Fremont defines one rule to supply the Inventory account code for the Total Burdened Cost Debit transaction; this rule debits an asset account of the project-managing organization.

Fremont defines one rule to supply the Inventory account code for the Total Burdened Cost Debit transaction; this rule debits an asset account of the project-managing organization.

Because Fremont debits the Inventory account of the project-managing organization, Fremont needs to define two rules to supply values for the Company and Cost Center segments of its Accounting Flexfield for the Total Burdened Cost Debit transaction. (Fremont uses these two rules nearly as frequently as it uses the Employee Company and Employee Cost Center rules.)

The following table shows the AutoAccounting rules that Fremont Corporation defines for the Total Burdened Cost Debit/Credit functions:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Company	Project Company	Map the project-managing organization to a company	Parameter	Project Organization	Segment Value Lookup Set	Organization to Company
Cost Center	Project Cost Center	Map the project-managing organization to a cost center	Parameter	Project Organization	Segment Value Lookup Set	Organization to Cost Center
Account	Transfer Out to Inventory	Expense account used to reverse burden labor cost from the employee's owning organization	Constant	5199	Intermediate Value	NA
Account	Inventory	Inventory asset account records burdened labor cost incurred on a project	Constant	1200	Intermediate Value	NA

Table 3 – 44 Fremont Corporation Rules for Total Burdened Cost Debit/Credit Functions (Page 1 of 1)

Enable Transactions and Assign Rules:

Fremont enables the transactions shown in the following table:

Function Name	Transaction Name
Total Burdened Cost Credit	All Burdened
Total Burdened Cost Debit	All Burdened

Table 3 – 45 Transactions for the Burdened Cost Functions (Page 1 of 1)

The segment rule pairings for these transactions are shown in the following table:

Function Name	Segment Number	Segment Name	Rule Name
Total Burdened Cost Credit	0	Company	Employee Company
Total Burdened Cost Credit	1	Cost Center	Employee Cost Center
Total Burdened Cost Credit	2	Account	Transfer Out to Inventory
Total Burdened Cost Debit	0	Company	Project Company
Total Burdened Cost Debit	1	Cost Center	Project Cost Center
Total Burdened Cost Debit	2	Account	Inventory

Table 3 – 46 Segment Rule Pairings for Burdened Cost Transactions (Page 1 of 1)

Accounting for WIP and Inventory Costs

Use Expenditure Type Classes along with AutoAccounting to set up accounting for WIP and Inventory Costs.

See: Expenditure Type Classes: page 3 – 19 and Overview of AutoAccounting: page G – 2.

Accounting for Supplier Invoice Adjustment Costs

When you enter project-related supplier invoices in Oracle Payables, the Oracle Payables Invoices or detail window invokes the Account Generator in real time. The Account Generator derives the Accounting Flexfield values based on project information in much the same way that

AutoAccounting works in Oracle Projects processes. See: Setting Up the Account Generator for Oracle Projects: page G – 25.

Oracle Projects then creates an expenditure item for each project-related supplier invoice distribution line in Oracle Payables.

You can adjust the supplier invoice expenditure items in Oracle Projects to transfer or split the items. Oracle Projects processes these supplier invoice adjustments using the Supplier Invoice Cost Account AutoAccounting function.



Attention: When you set up your rules to account for supplier invoice costs, ensure that the assignments and rules in AutoAccounting and Account Generator derive the same values.

Supplier Invoice Cost Account Function

Oracle Projects uses the Supplier Invoice Cost Account transactions to debit the appropriate expense account for supplier invoice adjustment costs.

The Supplier Invoice Cost Account function is called by the Distribute Supplier Invoice Adjustments program. The function consists of the following transactions:

- All Supplier Invoices
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital, Capital, Public, Non-Capital
- Contract, All
- Indirect, All
- Indirect, Private Invoices
- Indirect, Public Invoices
- Private, Billable Invoices
- Private, Non-Billable Invoices
- Public, Billable Invoices
- Public, Non-Billable Invoices

Fremont Corporation Supplier Invoice Cost Account Function

Fremont posts supplier invoice costs to the project-managing organization's cost center; expenditure type determines which expense account AutoAccounting debits.

Fremont does not distinguish between supplier invoice expenditures for public/private, or capital, contract, or indirect projects, or for billable/non-billable expenditure items. Therefore, Fremont enables only the All Supplier Invoices transaction.

Fremont Corporation uses three expense accounts to record supplier invoice costs:

- Construction Subcontracting Expense (5600)
- Consulting Expense (5610)
- Miscellaneous Subcontract Expense (5620)
- Supplies (5630)

Define a Lookup Set:

To implement the Supplier Invoice Cost Account function, Fremont defines a lookup set to map expenditure types to each of its three expense accounts. Fremont uses the lookup set to define a rule to supply an account code for the Account segment of its Accounting Flexfield.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Supplier Invoice Cost	Map supplier invoice expenditure types to appropriate cost account

Table 3 – 47 Fremont Lookup Set for Supplier Invoice Cost Account (Page 1 of 1)

Segment Value Lookups:

The segment value lookups for the Supplier Invoice Cost lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Construction	5600
Consulting	5610

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Other Invoice	5620
Supplies	5630

Table 3 – 48 Lookups for Supplier Invoice Cost Account (Page 2 of 2)

Define a Rule to Determine Account Segment Value:

Fremont Corporation defines the following AutoAccounting rule to determine the account segment value for the Supplier Invoice Cost Account function:

- Name of Rule: *Supplier Invoice Costs*
- Description: *Accounts Payable supplier invoice costs*
- Intermediate Value Source: *Constant*
- Parameter Name: *Parameter*
- Segment Value Source: *Expenditure Type*
- Lookup Set: *Supplier Invoice Cost*

Enable the All Supplier Invoices Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Supplier Invoice Cost Account*
- Transaction Name: *All Supplier Invoices*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Supplier Invoice Costs

Table 3 – 49 Segment Rule Pairings for All Supplier Invoices (Page 1 of 1)

Non-Labor Costing Definitions

The following instructions give details about steps PJC-17 through PJC-19 in the Oracle Project Costing Feature Implementation Checklist: page 3 - 3.

Non-Labor Resources

You specify a name and a description of an asset, or pool of assets, to define a non-labor resource. For example, you can define a non-labor resource with a name such as *Earth Mover* to represent one earth mover your business owns. You can also define a non-labor resource with a name such as *PC* to represent multiple personal computers your business owns.

Every usage item you charge to a project must specify the non-labor resource utilized and the non-labor resource organization that owns the resource.

When defining your non-labor resources, you can choose only expenditure types with the *Usage* expenditure type class.

You can use the non-labor resource organization in your AutoAccounting rules for usage cost and revenue.

Prerequisites

- Define organizations. See: Organizations: page 2 - 21.
- Define expenditure types. See: Expenditure Types: page 3 - 15.

Defining Non-Labor Resources

► **To define non-labor resources:**

1. In the Non-Labor Resources window enter a name, description, effective date(s), and a usage expenditure type for each non-labor resource your organization owns.
2. For each non-labor resource you define, enter the organization(s) to which the resource is assigned in the Organizations region. Enter the effective dates during which the resource is owned by each organization.

The organizations you enter can include any organization from your organization hierarchy, regardless of whether the organization has the Expenditure Organization classification, and regardless of the start and end dates for the organization.

3. If you want to override the cost rate of the expenditure type by the resource and organization combination, choose Cost Rates and enter the cost rate and its effective date(s) in the Cost Rates Overrides window.
4. Save your work.

See Also

Effective Dates: page 1 – 10

Non-Labor Resources by Organization Listing, *Oracle Projects Fundamentals*

Fremont Corporation Non-Labor Resources

Fremont Corporation’s implementation team assigns computers, surveying equipment, and vehicles to the appropriate groups.

The Other Assets expenditure type is assigned to all divisions. This non-labor resource provides a bucket non-labor resource to capture miscellaneous items.

Table 3 – 50 shows Fremont’s non-labor resources.

Resource Name	Description	Expenditure Type	Organizations
PC	PC on the HQ Network	Computer Services	Information Services, Data Systems, Finance, Risk Analysis
HQ1 Sequent	Headquarters Accounting Sequent	Computer Services	Information Services
Vax 9000	Data Systems Vax	Computer Services	Data Systems

Table 3 – 50 Fremont Corporation Non-Labor Resources (Page 1 of 2)

Resource Name	Description	Expenditure Type	Organizations
Sparc	Engineering, Services Sun SparcStation	Computer Services	Fremont Engineering, Fremont Services
Survey	Standard surveying equipment	Field Equipment	Fremont Engineering
Van	Heavy Duty Van	Vehicle	Fremont Construction, West, Midwest, East, South, International
Minivan	Site Visit Minivan	Vehicle	Fremont Construction, West, Midwest, East, South, International
Pickup Truck	Heavy Duty Pickup	Vehicle	West, Midwest, East
Other Assets	Other Assets	Other Assets	Administration, Fremont Construction, Fremont Engineering, Fremont Services

Table 3 – 50 Fremont Corporation Non-Labor Resources (Page 2 of 2)

Non-Labor Cost Rates

This section describes non-labor cost rates.

Defining Cost Rates for Expenditure Types

An expenditure type cost rate is a currency amount that Oracle Projects multiplies by the expenditure type unit to calculate cost.

You define a cost rate in the Expenditure Types window by selecting an expenditure type and entering a cost rate for it. You can select only a non-labor expenditure type that requires a cost rate. You cannot define

a cost rate for a non-labor expenditure type that does not require a cost rate. Instead, you must disable the expenditure type and create a new one that requires a cost rate and has a unique name.

Note: In a multi-organization environment, expenditure types are set up once and are shared across all operating units. However, the cost rates for expenditure types are specific to each operating unit. Each operating unit must have cost rates set up for expenditure types in which expenditures are expected to be incurred.

Prerequisite

Define Expenditure Types. See: Expenditure Types: page 3 – 15.

► **To define a cost rate for expenditure types:**

- You define costs rates when you define expenditure types. See: Expenditure Types: page 3 – 15.

See Also

Units: page 3 – 13

Expenditure Cost Rates Listing, *Oracle Projects Fundamentals*

Fremont Corporation Cost Rates

Fremont Corporation defines cost rates for the expenditure types shown in the following table:

Expenditure Type	Unit	Cost Rate
Personal Auto Use	Miles	0.25
Computer Services	Hours	7.00
Vehicle	Days	25.00
Field Equipment	Hours	24.00

Table 3 – 51 Fremont Corporation Cost Rates (Page 1 of 1)

Non-Labor Cost Rate Overrides

When you defined non-labor resources, you assigned each asset an expenditure type with the *Usages* expenditure type class. The cost rates you define for each expenditure type consequently apply to all non-labor resources classified with that expenditure type.

You can define a usage cost rate override for any non-labor resource. Usage cost rate overrides are defined by the non-labor resource and organization. The cost rate override applies only to a specific non-labor resource owned by that organization; if there are multiple non-labor resources with that expenditure type or multiple owning organizations of the same resource, they retain the existing expenditure type cost rate you define.

For example, if you want to override the expenditure type cost rate of personal computers, you define a usage cost rate override for personal computers. All other non-labor resources that share the same expenditure type as the personal computers retain the existing expenditure type cost rate.

Note: In a multi-organization environment, non-labor resources are set up once and are shared across all operating units. For each of the non-labor resources that an operating unit may put in service, you must set up a cost rate for the associated expenditure type. If you wish to have a non-labor resource with different cost rates in different operating units, you can define operating unit-specific usage cost rate overrides for organizations in the business group associated with an operating unit.

Defining Usage Cost Rate Overrides

- ▶ **To define a cost rate for non-labor resources and an owning organization:**
 - You define usage cost rate overrides in the Non-Labor Resources window when you define Non-Labor Resources. See: Non-Labor Resources: page 3 – 55.

See Also

Expenditure Types: page 3 – 15

Fremont Corporation Cost Rate Overrides

Fremont Corporation's implementation team overrides the expenditure type cost rate for PCs owned by the Data Systems group. The Computer Services expenditure type cost rate is \$7.00 per hour. Fremont changes the rate to \$3.00 per hour.

- Non-Labor Resource:
 - Non-Labor Resource: *PC*
 - Expenditure Type: *Computer Services*
 - Organization: *Data Systems*
- Usage Cost Rate Overrides:
 - Rate Override: *3.00*

Labor Costing Definitions

The following instructions give details about steps PJC-20 through PJC-28 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Labor Cost Multipliers

A labor cost multiplier is a value by which Oracle Projects multiplies an employee's labor cost rate to calculate the employee's overtime premium cost rate:

$$\text{Labor Cost Rate} * \text{Labor Cost Multiplier} = \text{Overtime Premium Labor Cost Rate}$$

Oracle Projects then multiplies this overtime premium labor cost rate by the number of overtime hours an employee works to calculate the overtime premium for that employee:

$$\text{Overtime Premium Labor Cost Rate} * \text{OT Hours} = \text{Overtime Premium}$$

You define a labor cost multiplier for each kind of overtime your business uses such as double time, or time and a half.

For example, if you pay an employee double time for all overtime hours, you define a labor cost multiplier of 1.0. You multiply the employee's labor cost rate by 1.0 to calculate the employee's overtime premium labor cost rate.

If you pay an employee time and a half for all overtime hours, you define a labor cost multiplier of 0.5 to calculate the employee's overtime premium labor cost rate.

An employee's total labor cost is the overtime premium plus the total number of hours that employee worked multiplied by the employee's labor cost rate:

$$\text{Overtime Premium} + (\text{Total Hours} * \text{Labor Cost Rate}) = \text{Total Labor Cost}$$

See Also

Labor Costing Rules: page 3 – 62

Defining Labor Cost Multipliers

- ▶ **To define a labor cost multiplier:**
 1. In the Labor Cost Multipliers window, enter a unique Name for the labor cost multiplier you are defining. Enter a numeric value for the labor cost multiplier.
 2. Save your work.

See Also

Creating Overtime, *Oracle Project Costing User Guide*

Labor Cost Multipliers Listing, *Oracle Projects Fundamentals*

Effective Dates: page 1 – 10

Fremont Corporation Labor Cost Multipliers

Fremont Corporation uses labor cost multipliers for double time, time and a half, and uncompensated overtime. The negative multiplier for uncompensated overtime reverses the cost of any overtime hours for those individuals who do not get paid overtime. The following table shows Fremont Corporation's labor cost multipliers:

Labor Cost Multiplier Name	Multiplier
Double Time	1.0
Time and Half	0.5
Uncompensated OT	-1.0

Table 3 – 52 Fremont Corporation Labor Cost Multipliers (Page 1 of 1)

Labor Costing Rules

A labor costing rule determines how an employee is paid. You define a labor costing rule for each pay type your business uses. For example, you can define a labor costing rule for pay types such as exempt, non-exempt, uncompensated, compensated, or hourly.

When an employee charges time to a project, Oracle Projects processes the labor hours according to the employee's labor costing rule. For example, if an employee's labor costing rule is Hourly, the employee is eligible for overtime pay; if the employee's labor costing rule is Exempt, the employee is not eligible for overtime pay.

You can also use labor costing rules when defining AutoAccounting. See: Overview of AutoAccounting: page G – 2.

Defining Labor Costing Rules

Prerequisites

- Define an expenditure type with the expenditure types class Overtime. See: Expenditure Types: page 3 – 15 and Expenditure Type Classes: page 3 – 19.

► To define a labor costing rule:

1. In the Labor Costing Rules window, enter a unique rule name and select a costing method.

Costing methods determine how labor costs are calculated. The available options are:

Rates: When you select Rates, Oracle Projects calculates the labor costs for entered hours using hourly cost rates.

Extension: When you select Extension, labor costs are calculated by the labor costing extension. When using this option you are not required to maintain hourly cost rates in Oracle Projects.

2. If overtime hours are created by the overtime calculation extension, you can use the Defaults for Overtime Entry region to specify a default project and task for system generated expenditure items.
3. Enter the Effective Dates during which the labor costing rule is valid.
4. If your employees enter overtime hours manually, use the Overtime Cost Multipliers region to assign cost multipliers to overtime expenditure types. When a costing method of Rates is selected and a transaction is charged to an expenditure type that has an assigned multiplier, the multiplier is applied as labor costs are calculated.

Note: If the transaction is charged to an overtime task and a cost multiplier is assigned to the task, the task multiplier takes precedence over the expenditure type multiplier.

If overtime hours are derived using the overtime calculation extension, you can use the Overtime Cost Multipliers region to default expenditure types for system generated expenditure items.

5. Save your work.

Note: You must define the labor costing rules listed in the Fremont example below to use the sample Overtime Calculation extension provided by Oracle Projects.

See Also

Effective Dates: page 1 – 10

Creating Overtime, *Oracle Project Costing User Guide*

Entering Pre-Approved Batches, *Oracle Project Costing User Guide*

Labor Costing Rules Listing, *Oracle Projects Fundamentals*

Fremont Corporation Labor Costing Rules

Fremont Corporation uses the Oracle Projects Overtime Calculation Extension to calculate overtime hours for non-exempt employees. All overtime premiums for non-exempt employees are charged to an indirect project. The expenditure types for system-generated overtime entries are derived from the overtime cost multipliers assigned to the costing rule.

Hourly employees are required to enter overtime hours manually. All labor costs, including overtime premiums, are charged to the project and task indicated on the timecard. When time is charged to an overtime expenditure type, the cost multiplier assigned to the costing rule is applied as labor costs are calculated.

The following table shows the labor costing rules that Fremont defines:

Labor Costing Rule Name	Costing Method	Project	Task
Non-Exempt	Rates	Overtime	Time and Half
Hourly	Rates		

Table 3 – 53 Fremont Corporation Labor Costing Rules (Page 1 of 1)

The following table shows the Overtime Cost Multipliers associated with the costing rules:

Costing Rule	Expenditure Type	Cost Multiplier
Non-Exempt	Overtime	Time and Half
Hourly	Overtime	Time and Half
Hourly	Premium Overtime	Double Time

Table 3 – 54 Fremont Corporation Overtime Cost Multipliers (Page 1 of 1)

Rate Schedules

Rate schedules are defined for both billing and costing. A bill rate schedule maintains the rates and percentage markups over cost that you charge clients for your labor and non-labor expenditures. A cost rate schedule maintains hourly cost rates for employees or jobs. In addition, Oracle Project Resource Management uses bill rate schedules and cost rate schedules to perform forecasting based on staffing plan.

You can define or copy rate schedules for your entire organization. You can also define or copy separate rate schedules for individual business units.

Note: There is no system attribute to distinguish between a bill rate schedule and a cost rate schedule. It is recommended that you use naming conventions when you create rate schedules that distinguish bill rates from cost rates.

You specify one of the following schedule types for each rate schedule you define:

- **Employee** – Use this type of rate schedule to define standard hourly rates or percentage markups for billing by employee.
- **Job** – Use this type of rate schedule to define standard hourly rates by job title.

When you enter a job-based rate schedule, you enter a job group to indicate which jobs are used to determine rates.

When a project uses a job-based bill rate schedule, the job group on the schedule must match the project's billing job group.

- **Non-Labor** – Use this type to define standard bill rates or percentage markups by non-labor expenditure type or non-labor resource. All expenditure types that you want to bill must be enabled. If you want to bill at cost, you must enter a 0% markup.

Note: In a multi-organization environment, you can share rate schedules across different operating units, or have different rates for the same resource in different operating units.

Defining Rate Schedules

Prerequisites

- Define Organizations. See: Organizations: page 2 – 21
- Define Employees. See: Employees: page 2 – 52.
- Define Jobs (for job-based rate schedules). See: Jobs: page 2 – 46.
- Define Implementation Options. See: Implementation Options: page C – 2.
- Define Expenditure Types. See: Expenditure Types: page 3 – 15.
- Define Non-Labor Resources (for bill rate schedules). See: Non-Labor Resources: page 3 – 55.

► To define a rate schedule:

1. In the Rate Schedules window enter a schedule name and a description of the schedule.
2. Specify the organization that maintains the schedule.

The organization you enter can be any organization from your organization hierarchy, regardless of whether the organization has the Expenditure Organization classification, and regardless of the start and end dates for the organization.

3. Specify a currency for the schedule.

Note: You can specify a different currency for your Bill Rate Schedule if the Enable Multi Currency Billing option is enabled

for the operating unit. See: Enable Multi Currency Billing: page C - 18.

4. Check the Share Across Operating Units check box to allow other operating units to use this schedule.

Note: To share bill rate schedules, you must also enable the Share Bill Rate Schedules Across Operating Units options in the Billing tab of the Implementation Options window. See: Share Bill Rate Schedule Across Operating Units: page C - 19.

5. Select a schedule type.
6. Depending on the schedule type, specify rates or markups for employees, job titles, or non-labor expenditure types.

Note: When a project uses a job-based bill rate schedule, the job group on the schedule must match the project's billing job group. If you need to change to a different schedule, only those schedules that match the project's billing job group are allowed.

7. Save your work.



Attention: Retroactive changes to rates and markups do not automatically create adjustments. You need to adjust and recalculate revenue or costs for affected items manually.

Copying Rate Schedules

To minimize the effort of creating new rate schedules, you can copy existing rate schedules. You can then modify the newly copied schedules.

► To copy a rate schedule

1. In the Rate Schedules window, query the name of the schedule name you want to copy.
2. Specify the organization that uses the schedule.
3. Specify the currency of the schedule.
4. Click Copy Rate Schedule.
5. Enter the following details for the new rate schedule:
 - Organization: The default value is copied from the organization of the source rate schedule.
 - Schedule
 - Description

- Currency: The default value is copied from the source rate schedule.
- Share Across Operating Units: Indicate whether you want to share this schedule across operating units. The default value is copied from the source rate schedule.
- Rate Escalation %: Specify a numeric factor to increase or decrease the source rate schedule rates.
- Markup Escalation %: Specify a numeric factor to increase or decrease the source rate schedule markup rates.

See Also

Defining Bill Rate Schedules: page 4 – 16

Fremont Corporation Cost Rate Schedules

Fremont Corporation uses two cost rate schedules based on employees: a standard corporate cost rate schedule, and a special cost rate schedule for hazardous work used only in the Fremont Engineering’s Environmental group. The currency of the schedule is US dollars and schedule is shared across operating units.

The rate schedules are shown in the following table:

Rate Schedule Attributes:	Standard Schedule	Hazardous Work Schedule
Organization:	Fremont Corporation	Environmental
Schedule Name:	Standard Rates by Employee	Hazardous Work
Description:	Corporate standard cost rates	Hazardous area cost rates
Schedule Type:	Employee	Employee
Currency:	USD	USD
Share Across Operating Units	Yes	No

Table 3 – 55 Fremont Corporation Rate Schedules (Page 1 of 1)

The following table shows the cost rates defined under the rate schedules:

Rate Schedule	Employee	Cost Rate
Standard Rates by Employee	James Robinson	90/hr
Standard Rates by Employee	Donald Gray	100/hr
Standard Rates by Employee	Amy Marlin	110/hr
Hazardous Work	James Robinson	120/hr
Hazardous Work	Donald Gray	140/hr

Table 3 – 56 Fremont Corporation Cost Rates (Page 1 of 1)

Costing Rules and Rate Schedules

To calculate labor costs, you must assign a costing rule to each expenditure organization. If a costing rule has a costing method of Rates, you must also assign a cost rate schedule to each organization using the costing rule.

Use the Organization Labor Costing Rules window to:

- Assign costing rules and rate schedules, if appropriate, to operating units, parent organizations, or specific expenditure organizations. The costing rule and rate schedules assigned to an organization apply to all employees in the organization.
- Specify currency rate attributes to be used during calculation of labor costs if the currency of the cost rate schedule is different from the currency of the operating unit in which the timecard is entered.
- Define default overtime projects and tasks for organizations using the overtime calculation extension to generate overtime transactions.

When you assign a costing rule and a rate schedule to an organization, Oracle Project applies the following rules in the order presented to determine the costing rule for each transaction:

- If an assignment exists for the transaction expenditure organization, then the corresponding costing rule and rate schedule are used to calculate labor costs.
- If an assignment does not exist for the expenditure organization, Oracle Projects uses the Expenditure Organization Hierarchy and

searches for an assignment for the parent organization owning the expenditure organization. If an organization has multiple parents and a rule is assigned to each, the rule assigned to the lowest level parent organization is applied.

- If an assignment does not exist for a parent organization, Oracle Projects searches for an assignment for the expenditure operating unit.

Assigning Costing Rules and Rate Schedules

Prerequisites

Define Rate Schedules: page 3 – 66

► **To assign costing rules and rate schedules:**

1. In the Organization Labor Costing Rules window, select an Operating Unit, Organization or both.
2. Select a labor costing rule. If the labor costing rule has a costing method of Rates, select the cost rate schedule that defines the hourly cost rates for employees in the selected organization.
3. Enter a default job rate schedule to be used when forecasting costs for unstaffed positions.
4. Enter the Effective Dates during which the assignment of the costing rule and rate schedule are valid for the organization.
5. If you use the overtime calculation extension, optionally enter a default project and task for system generated transactions.
6. If your cost rate schedule currency is different from your operating unit currency, enter the currency conversion attributes in the Currency Conversion Attributes region. If you do not specify currency attributes, the rate attributes defined in the Implementation Options window are applied.

See Also

Overview of Tracking Overtime, *Oracle Project Costing User Guide*

Currency Implementation Options: page C – 6

Labor Cost Rates Listing, *Oracle Projects Fundamentals*

Labor Cost Rates By Organization Listing, *Oracle Projects Fundamentals*

Implementing Forecasting Based on Staffing Plan: page 5 – 17

Fremont Corporation Costing Rule and Cost Rate Schedules

Fremont Corporation assigns the following cost rate schedules and labor costing rule to its Administration and Engineering organizations:

Organization	Cost Rate Schedule	Labor Costing Rule
Administration	Standard Rates by Employee	Exempt
Engineering	Hazardous Work	Exempt

Table 3 – 57 Fremont Corporation Costing Rule and Rate Schedules (Page 1 of 1)

Labor Costing Overrides

For individual employees, you can enter labor costing overrides. You can:

- Override the assigned costing rule.
- Override the assigned cost rate schedule.
- Enter an overriding cost rate.

Overriding Labor Costing

► **To override labor costing:**

1. In the Labor Costing Overrides window, enter either the Employee Name or Employee Number and click the Find button.

The current overrides for the selected employee are displayed.

2. Specify whether you wish to override the assigned rate schedule or enter an overriding cost rate by choosing an override type:

Schedule: Enter the overriding rate schedule in the Cost Rate Schedule field.

Rate: Enter an overriding rate. Optionally, select a new currency code and define currency conversion attributes.

3. Enter the Effective Dates during which the labor costing override is valid for this employee.
4. Save your work.

Labor Costing Extension

Use labor costing extensions to implement unique costing methods for labor transactions. The standard method calculates raw cost using the number of hours multiplied by the employee's hourly cost rate.

For more information, see: Labor Costing Extensions, *Oracle Projects User Guide*.

Labor Transaction Extension

Use labor transaction extensions to create additional transactions for labor items charged to projects.

For more information, see: Labor Transaction Extensions, *Oracle Projects User Guide*.

Implementing Overtime Processing

This section describes each implementation step you need to complete to set up Oracle Projects to charge overtime costs to an indirect project. Each step includes an example of how Fremont Corporation implements overtime.

Complete the following steps to implement an indirect project to collect overtime premium costs:

- Implement the Oracle Projects Overtime Calculation extension
- Define overtime expenditure types
- Define labor cost multipliers
- Enter an overtime project
- Define overtime tasks
- Define labor costing rules
- Assign a labor cost multiplier for each overtime task
- Implement AutoAccounting

How Fremont Corporation Implements Overtime

Fremont Corporation records all overtime labor hours in one indirect project. Fremont regards these hours as overhead, and does not directly bill clients for overtime premiums. Fremont accounts for overtime labor cost in its bill rates.

Fremont implements the Oracle Projects Overtime Calculation extension to calculate overtime hours automatically.

Implement the Overtime Calculation Extension

You can specify the way you want to use the Overtime Calculation extension in the Implementation Options window. See: Enable Overtime Calculations: page C – 13 and Overtime Calculation Extension, *Oracle Projects User Guide*.

How Fremont Uses the Overtime Calculation Extension

Fremont uses the standard Overtime Calculation extension without modifying it. The extension already recognizes the kinds of overtime Fremont uses.

Note: If you want to use the standard Overtime Calculation extension without modifying it, you must define the costing

rules, Overtime expenditure type, and overtime project and tasks just as Fremont Corporation does.

Define Overtime Expenditure Types

You need to define at least one overtime expenditure type. You use the Expenditure Types window to define overtime expenditure types classified by the *Overtime* expenditure type class. See: Expenditure Types: page 3 – 15.

Fremont Corporation Overtime Expenditure Types

Fremont’s implementation team defines one overtime expenditure type with the following attributes:

- Name: *Overtime*
- Expenditure Type Class: *Overtime*

Define Labor Cost Multipliers

For each type of overtime your business uses, you need to define a corresponding labor cost multiplier. Later, you assign the appropriate labor cost multiplier to each overtime task.

Fremont Corporation Labor Cost Multipliers for Overtime

Fremont defines a labor cost multiplier for each kind of overtime it uses.

Uncompensated overtime uses a multiplier of -1.0 to create negative overtime cost in the overtime project. The negative cost reverses the straight time cost charged to the project on which the employee worked. The total cost for an employee’s uncompensated overtime is then zero, since the overtime cost reverses the straight time cost.

The following table shows Fremont’s labor cost multipliers for overtime:

Name	Multiplier
Time and Half	0.5
Double Time	1.0
Uncompensated OT	-1.0

Table 3 – 58 Fremont Corporation Overtime Labor Cost Multipliers (Page 1 of 1)

Enter One or More Overtime Projects

You can define one indirect project to hold all of your company's overtime costs, or you can define many indirect projects – one for each group or office of your company – to make it easier to enter and report overtime by group or office. For example, you can create an overtime project for each office. You then charge each employee's overtime hours to the overtime project for the office to which they are assigned.

If you decide to use more than one indirect project to hold your company's overtime costs and you are using automatic overtime calculation, you must include the logic in your Overtime Calculation extension to charge the overtime hours to the appropriate overtime project.

Fremont Corporation Overtime Project

Fremont Corporation uses one indirect project to record overtime hours.

Note: This project number is referenced in the Overtime Calculation extension. If you define a different project number for your overtime project, you must change the Overtime Calculation extension to reference that project.

The attribute for Fremont's overtime project are shown below:

- Project Number: *OT*
- Project Name: *Overtime Premium*
- Description: *This project is the corporate bucket for all overtime labor hours*
- Organization: *Human Resources*
- Status: *Permanent*
- Public Sector: *No*
- Project Type: *Overhead*

Define Overtime Tasks

For each overtime project, you must define a task for each type of overtime your business uses. Different types of overtime use different labor cost multipliers to calculate overtime costs. Examples of overtime include the following:

- Time and Half
- Double Time

- Uncompensated Overtime

If you are using automatic overtime calculation, you must include the logic in your Overtime Calculation extension to charge overtime hours to the appropriate overtime task.

Note: The task numbers Double, Half, and Uncomp are referenced in the Overtime Calculation extension. If you define different task numbers for your overtime project, you must change the Overtime Calculation extension to reference those numbers.

Fremont Corporation Overtime Tasks

Fremont defines the following tasks for overtime:

- **Double Time:** In the default Overtime Calculation Extension, employees with either the *Compensated* or *Hourly* compensation rule are eligible for double time.
- **Time and Half:** In the default Overtime Calculation Extension, employees with either the *Compensated* or *Hourly* compensation rule are eligible for time and half.
- **Uncompensated:** In the default Overtime Calculation Extension, employees with either the *Exempt* compensation rule are not eligible for overtime.

The following table shows Fremont’s overtime tasks:

Task Number	Task Name	Description	Organization	Task Type
Double	Double Time	Double time overtime labor hours	Human Resources	Overtime
Half	Time and Half	Time and a half overtime labor hours	Human Resources	Overtime
Uncomp	Uncompensated	Uncompensated overtime labor hours	Human Resources	Overtime

Table 3 – 59 Fremont Corporation Overtime Tasks (Page 1 of 1)

Implementing Overtime Charged to an Indirect Project (Case Study)

If you charge overtime costs to an indirect project, you can use Oracle Projects to record the premium your business pays employees for overtime hours they work. Your business can then recover overtime costs with higher bill rates or higher overhead rates.

This case study describes procedures for implementing the Overtime Calculation Extension, as delivered by Oracle, to charge overtime to an indirect project. You must customize the Overtime Calculation Extension if you use multiple indirect projects to track costs.

Time Entry

You charge the total hours an employee works to the projects on which that employee worked regardless of overtime hours. Additionally, you charge a project in which you collect overtime to calculate and track the overtime cost.

For example, if Don Gray worked 10 hours of overtime (Time and Half) on a bid and proposal project for Fremont Corporation, you charge 10 hours to the bid and proposal project (total hours worked), and 10 hours to the project on which you collect overtime (total overtime premium hours worked). In this case, the project on which you collect overtime is an indirect project. Oracle Projects calculates the cost of Gray's time using the following information:

- Gray's labor cost rate is \$40.00 per hour
- The labor cost multiplier for Time and Half is 0.5

Thus, Gray is paid \$600 for the 10 hours he worked. Table 3 – 60 illustrates how Oracle Projects calculates this total:

Type of Cost	Project	Hours	Cost
Straight Time	B&P	10	\$400.00 <i>(10 Hours x \$40.00)</i>
Overtime	OT	10	\$200.00 <i>(10 Hours x \$40.00 x .05)</i>
Totals:		10	\$600.00

Table 3 – 60 Sample Labor Hours (Page 1 of 1)

There are a few things to note about straight time and overtime:

- When summing total hours for an employee, only include straight time hours. If both straight time and overtime hours were summed, the overtime hours would be double counted. For example, Gray's total hours equal 10, not 20.
- When summing total overtime hours for an employee, include overtime hours only. In the example, above, the 10 hours Gray worked are recognized as overtime.

- When summing total cost for an employee, include both straight time and overtime costs. For example, Gray's total cost is his straight time cost (\$400.00) plus his overtime cost (\$200.00).
- The straight time and overtime costs are burdened based on your burden costing setup.

Define Labor Costing Rules

You define labor costing rules to identify different pay types. Labor costing rules determine how straight time and overtime costs are calculated.

Listing an overtime project in each of your costing rules identifies that project as a project for recording overtime, and thus, a project for which you can assign labor cost multipliers to overtime tasks. If you do not specify a default project, you cannot assign labor cost multipliers to the overtime tasks in that project.

You use the Labor Costing Rules window to define labor costing rule. Use the Organization Labor Costing Rules window to assign costing rules to expenditure organizations. Assigned rules apply to all employees belonging to the selected organizations. See Labor Costing Rules: page 3 – 63.

Assign a Labor Cost Multiplier to Each Overtime Task

For each overtime project, you assign the appropriate labor cost multiplier to each overtime task.

After you specify an overtime project in the Costing Rules window, you can assign a labor cost multiplier to each task in that project using the Task Details window in the Projects window. See: Entering Tasks for a Project, *Oracle Projects Fundamentals*.

Note: The Labor Cost Multiplier field is available only for lowest tasks on projects that are assigned to costing rules.

Oracle Projects calculates the cost of an overtime item based on the labor cost multiplier of the task to which you charge the item.

Fremont Corporation Labor Cost Multiplier Assignments

Fremont makes the following labor cost multiplier assignments:

- **For double time overtime:** Fremont records a premium amount equal to the employee's labor cost, thus doubling the total costs.

- **For time and a half overtime:** Fremont records an additional one half the employee’s labor cost for every overtime hour the employee works.
- **For uncompensated overtime:** Fremont records a negative premium amount to reverse the straight time cost of the overtime hours charged. (Fremont does not incur overtime costs for an *Exempt* employee’s overtime hours.)

The following table shows Fremont’s labor cost multiplier assignments.

Note: The project for each of these assignments is Project Number *OT*, Project Name *Overtime Premium*.

Task Number	Task Name	Labor Cost Multiplier Name	Labor Cost Multiplier
Double	Double Time	Double Time	1.0
Half	Time and Half	Time and Half	0.5
Uncomp	Uncompensated Overtime	Uncompensated OT	-1.0

Table 3 – 61 Fremont Corporation Overtime Labor Cost Multipliers (Page 1 of 1)

Implement AutoAccounting to Charge Appropriate Expense Accounts

When you implement AutoAccounting, you can charge straight time costs to a labor expense account and overtime costs to an overhead or overtime expense account.

To charge straight time and overtime to different accounts, you define an AutoAccounting rule based on expenditure type, expenditure category, service type, costing rule, or labor cost multiplier. See: Accounting for Labor Costs: page 3 – 29.

Or, if you want to charge all labor costs to one account, you can define a constant rule.

Fremont Corporation AutoAccounting for Overtime

Fremont implemented AutoAccounting to use the service type to charge overtime labor costs to the following expense account:

5173 – Overtime Labor Costs : page 3 – 29.

Each of the three overtime tasks (Double Time, Time and Half, and Uncompensated) uses the Overtime service type.

Implementing Overtime Charged to a Project

When you charge overtime to the project on which overtime was worked you can track all overtime costs on one expenditure item or you can create new transactions to track premium amounts.

Tracking all Overtime Costs on One Expenditure

This section describes procedures for applying cost multipliers to overtime transactions without implementing client extensions.

Time Entry

Employees are required to record overtime and straight time separately on their timecards. For example, if Don Gray worked 50 hours on a bid and proposal project and company policy states that overtime is paid for all hours over 40, Don must record two timecard entries: One charging 40 hours against a straight time expenditure type and another charging 10 hours against an overtime expenditure type.

Implementation Steps

Complete the following steps to automatically calculate overtime costs for overtime transactions entered by employees.

1. Define overtime expenditure types.
2. Define labor cost multipliers.
3. Define costing rules.

Note: In order to have overtime costs calculated automatically without using a client extension, you must specify a costing method of rates and you must assign overtime expenditure types and cost multipliers when defining costing rules.

4. Implement AutoAccounting.

Automatic Overtime Calculation

When an employee charges time to an overtime expenditure type, Oracle Projects applies the assigned cost multiplier as the raw cost for the transaction is calculated. The following formula is used:

$$(\text{Overtime Hours} * \text{Hourly Cost Rate}) + (\text{Overtime Hours} * \text{Hourly Cost Rate} * \text{Labor Cost Multiplier})$$

For information on Implementation Steps for Labor Costing, See:
Implementation Steps: page 3 – 73.

Tracking Overtime Premiums as Separate Expenditures

This section demonstrates how to design client extensions that solve the business problem of charging and billing overtime premium transactions to projects on which the overtime is worked.

Business Rule

The first step in the design process is to determine the business rule that you want to solve using client extensions.

Business Rule: Create overtime premium transactions charged to the contract project on which the overtime was worked.

You charge overtime premium costs to the project and task on which the overtime is worked. You also bill the overtime premium costs at cost, and bill all straight time hours based on the billing methods defined for the project and task.

Employees identify the overtime hours worked on their timecard with one of the following expenditure types:

- Double Time
- Time and Half

The appropriate overtime premium multipliers are defined based on the type of overtime work, as identified by the overtime expenditure types.

Note: This method of accounting for overtime premium costs is different from the method that charges overtime premium to an indirect project as supported by the Overtime Calculation extension.



Suggestion: If you determine that you need to use both the Labor Transaction Extension and the Overtime Calculation extension to process overtime for your employees, you need to ensure that you have defined conditions in each of these functions so that each transaction is processed by only one of these functions, based on your company policies.

The following chart shows an example of the transactions that can exist on a project for which overtime is charged according to this business rule.

Source	Expenditure Type Class	Quantity	Cost Rate	Raw Cost	Bill Rate	Billable Status	Bill Amount
Professional	Straight Time	8	\$40	\$320	\$140	Yes	\$1,120
Time and Half (Source Transaction)	Straight Time	2	\$40	\$80	\$140	Yes	\$280
Time and Half Premium	Overtime	0	20 (40 X .5)	\$40 (A)	NA	Yes	\$40 (B)

Table 3 – 62 (Page 1 of 1) Overtime Premium to Contract Project Example

Table Legend:

(A) Raw Cost = Raw Cost Amount * Time and Half Premium Multiplier: $\$80 * .5$

(B) Bill Amount = Raw Cost Amount of Overtime Premium Transaction: (A) = (B)

List Business Requirements

After you define the business rule you want to solve using client extensions, list the business requirements behind the business problem. This will help ensure that you are acknowledging all of the aspects of the business problem during the design stage.

- Create overtime premium items for any overtime charged to projects on timecards.
- Charge the overtime premium costs to the same project that incurred the straight time costs for the overtime worked.
- Calculate raw cost overtime premium using the appropriate labor cost multiplier and the source transaction raw cost amount.
- Overtime premium is not burdened.
- Bill overtime premium at cost. (Straight time is billed using appropriate bill or burden rates based on the project setup.)
- Separate items are required for the overtime premium and the straight time, to bill the overtime premium and straight time differently.
- Overtime premium costs are not accounted for differently than straight time costs.

Required Extensions

To implement charging and billing overtime to a contract project, you use two extensions:

- Labor Transaction Extension to create the overtime premium transactions as related transactions
- Labor Billing Extension to determine the bill amount of the overtime premium transactions

Additional Implementation Data

Before you start charging overtime to a contract project, you need to create the appropriate implementation data to implement this business requirement.

First, you define expenditure types classified with the *Straight Time* expenditure type class; these expenditure types are used by employees to identify overtime worked when recording their timecards.

Next, you define expenditure types classified with the *Overtime* expenditure type class, which is used to identify the overtime premium transactions. These expenditure types are named using the corresponding expenditure type that identifies the overtime worked along with the word *Premium* concatenated to the end of it. For example, the *Double Time Premium* expenditure type holds the overtime premium costs for the overtime worked identified by the expenditure type of *Double Time*. The following table shows these expenditure types and their corresponding expenditure type classes.

Expenditure Type	Expenditure Type Class
Double Time	Straight Time
Time and Half	Straight Time
Double Time Premium	Overtime
Time and Half Premium	Overtime

Table 3 – 63 Overtime Expenditure Types (Page 1 of 1)

Finally, you define the appropriate overtime premium multipliers using the labor cost multipliers functionality in Oracle Projects. You define the labor cost multiplier name to match the expenditure type name for which the labor cost multiplier is used. For example, an overtime multiplier for double time is recorded in a labor cost multiplier with a name of *Double Time* and a multiplier value of 1. The following table

shows these overtime premium expenditure types and their corresponding labor cost multiplier values.

Related Item Expenditure Type	Labor Cost Multiplier
Double Time Premium	1
Time and Half Premium	.5

Table 3 – 64 Overtime Premium Multipliers (Page 1 of 1)

With this implementation data, you can easily add more types of overtime, without having to change your labor transaction extension to calculate the overtime premium costs. For example, if you want to add *Time and Quarter* in which the overtime premium costs are calculating using a multiplier of .25, you define two new expenditure types of *Time and Quarter* and *Time and Quarter Premium*. You then define a new labor cost multiplier with the name of *Time and Quarter*, and a multiplier value of .25. After defining this data, you have completed the implementation of a new type of overtime which can be processed in the labor transaction extension that you defined to create overtime premium transactions using this implementation data.

Attributes of Straight Time Transactions

You do not need to use a client extension to create the straight time transactions; they are created within the standard processing of Oracle Projects when you enter timecard items. However, you may wish to review some of the attributes of the straight time transactions to help you determine what additional information you need for the related transactions for overtime premium costs.

Raw Cost Calculation. Cost straight time items according to the standard processing of Oracle Projects (*hours * employee hourly cost rate*).

Burdening. Burden straight time cost based on project and task setup using the standard cost plus processing of Oracle Projects.

Billable Status. All straight time transactions are billable, as determined by the project and task setup.

Bill Amount. Bill straight time labor as determined by the billing setup for projects and tasks using standard billing methods.

Accounting. Account for all straight time costs and revenue to contract projects according to your AutoAccounting rules.

Creating Overtime Premium Transactions. To create the overtime premium transactions for each overtime transaction recorded on a timecard, use the Labor Transactions Extension. See: Labor Transactions Extensions, *Oracle Projects User Guide*.

Identifying Overtime Transactions. You can identify the overtime transactions for which to create overtime premium transactions based on the implementation data defined for this business requirement. You create overtime premium transactions for all overtime transactions classified with an expenditure type name that also exists as a labor cost multiplier name. This functionality is illustrated in the example in the template files for the labor transaction extension.

You could also have identified these transactions by explicitly listing the appropriate expenditure type values in your labor transaction extension. However, with this method, any time you wanted to implement a new overtime type, you would have had to change the explicit list of overtime expenditure types in your labor transaction extension.

Note: There are many ways to implement a solution to a business requirement using client extensions. However, as illustrated by these two methods just described, you can see that one way may be superior to any other method to reduce maintenance of the extension. This type of implementation requires creative design skills along with an understanding of the client extensions, the PL/SQL language, and the Oracle Projects data structures.

Assigning Expenditure Types. Create overtime premium related transactions for source labor transactions charged with specific expenditure types.

For example, for any expenditure item with an expenditure type of *Double Time* or *Time and Half*, you want to create a related transaction to record the overtime premium costs. You create the related transaction with the associated overtime premium expenditure type. Based on your implementation data, you know that the overtime premium expenditure types uses the same name as the overtime expenditure type with the word *Premium* concatenated to the end of it. These overtime expenditure types and their corresponding overtime premium expenditure types are listed in the table below.

Source Expenditure Type	Related Transaction Expenditure Type	Related Transaction Expenditure Type Class
Double Time	Double Time Premium	Overtime
Time and Half	Time and Half Premium	Overtime

Table 3 – 65 Expenditure Type Assignments (Page 1 of 1)

Charging to a Project and Task. Charge the related transaction to the same project and task as the source transaction, since the business requirements specify that all overtime premium transactions are charged to the same project as the overtime worked.

In this case, you do not need to explicitly specify the project and task values when you call the Create Related Item procedure in your labor transaction extension. If you do not specify these values, the Create Related Item procedure automatically charges the related transaction to the same project and task as the source transaction.

Calculating Raw Cost. Cost overtime premium items according to the following formula:

*Source transaction raw cost amount * appropriate labor cost multiplier*

You have defined labor cost multipliers with names that match the expenditure types which identify the overtime hours worked. Use the appropriate labor cost multiplier to calculate the overtime premium transaction raw cost.

For example, if the expenditure type of the related transaction is *Time and Half Premium*, calculate the raw cost of the related transaction according to the raw cost amount of the source transaction times the labor cost multiplier of 0.5.

Billing Overtime Premium Transactions

To establish the bill amount of the related transactions for overtime premium, you use the Labor Billing Extension. See: Labor Billing Extensions, *Oracle Projects User Guide*.

Identifying Overtime Premium Transactions

Identify all billable transactions classified with the *Overtime* expenditure type class.

Oracle Projects passes only billable transactions to the labor billing extension, so you only need to include logic based on the expenditure type class to identify the appropriate transactions.

Note: This assumes that all expenditure types classified with the *Overtime* expenditure type class are to be billed in this way. If this is not true in your case, you can explicitly list the expenditure types to which this rule applies.

Calculating Bill Amount

According to the business requirements, bill overtime premium transactions based on the raw cost of the overtime premium transaction.

For all transactions that you identified with the *Overtime* expenditure type class, you set the bill amount equal to the raw cost.

For all other labor transactions, you do not set the bill amount in the labor billing extension. Oracle Projects then uses the standard billing methods to calculate the bill amounts for these transactions.

Other Design Considerations for Related Transactions

Determining Billable Status

You set the billable status of the related transactions based on the setup of project/task transaction controls.

Accounting for Revenue

Charge all overtime premium charged to contract projects using the same accounts that straight time labor is charged on those projects.

Displaying Related Transactions on an Invoice

Display overtime premium on separate invoice line from straight time transactions.

You can do this by defining the appropriate labor invoice format to group straight time and overtime premium transactions on different invoice lines. You may do this by grouping the labor invoice lines by expenditure type or by expenditure category or revenue category, if you have straight time and overtime premium expenditure types assigned to different expenditure categories or revenue categories.

Testing Your Implementation

You must test your client extension to ensure that you have correctly implemented this business requirement.

Below are listed the basic steps that you may perform to test your implementation. You should develop detailed test cases, which include the appropriate implementation and project data and the resulting cost, revenue, and invoice amounts for the transactions.

1. Create labor transactions using *Double Time* and *Time and Half* expenditure types charged to a contract project.
2. Process for costing, revenue accrual, and invoicing.
3. Review results of related transactions to ensure that the related transactions are correctly created and processed. Verify the following values of the related transactions:
 - Raw cost
 - Burdened cost
 - Raw cost account
 - Billable flag
 - Bill amount
 - Revenue amount
 - Revenue account
 - Item is included on an invoice
4. Release invoice
5. Change cost rate of the employee for which you created the overtime premium transactions.
6. Mark overtime transactions for cost recalculation.
7. Process for costing, revenue accrual, and invoicing.
8. Review results of related items with new cost rate to ensure that the related transactions are properly processed (use the values in step 3).
9. Change the related transactions to be non-billable (independent of the source transaction).
10. Process for costing, revenue accrual, and invoicing.
11. Review the results of resulting credit memo (you created this when you changed the billable status of the related transactions).

12. Interface cost, revenue, and invoices.
13. Review summarized amounts by expenditure types to ensure that cost and revenue amounts are correct for the overtime and overtime premium expenditure types.

Calculating and Entering Overtime

After you completely set up your projects to collect overtime, you need to calculate overtime hours and enter them in Oracle Projects.

You calculate overtime hours and charge the hours to your overtime project using one of the following methods:

- Manually calculate overtime hours and charge them to your indirect project.
- Use a client extension or use the labor client extensions to calculate and charge the hours to your projects automatically.



Attention: You need to specify an overtime calculation method using the Implementation Options window during your implementation of Oracle Projects. See: Implementation Options: page C – 2.

Manual Overtime Calculation and Entry

You can manually enter overtime hours along with straight time hours using the Expenditure Batches window.

When a timecard clerk enters pre-approved timecards, the clerk calculates an employee's overtime manually based on company overtime policies and the employee's costing rule.

The clerk charges an employee's overtime hours to the overtime project and appropriate overtime task using an expenditure type that is classified with a expenditure type class of *Overtime*.

For example, suppose Pat Miller, a compensated employee, turns in a timecard with the following information:

- Employee Name: Pat Miller
- Number: 1030
- Organization: Structural
- Project/Task Number: TM4/1.0
- Project/Task Name: Engineering Survey/Collect Data

The timecard hours are shown in the following table:

Day	Date	Hours
Monday	April 18	8
Tuesday	April 19	9
Wednesday	April 20	10
Thursday	April 21	10
Friday	April 22	8
Saturday	April 23	7
Sunday	April 24	0
Total Hours:		52

Table 3 – 66 Sample Timecard (Page 1 of 1)

According to Fremont Corporation’s policy, Miller is entitled to time and a half overtime for the first 40 hours she works beyond 40 hours per week. When the accounting department enters Miller’s timecard into Oracle Projects, a clerk enters the following two timecard lines:

- 52 hours of straight time charged to the engineering survey project
- 12 hours of overtime charged to the overtime project, Time and Half task

The first line records 52 hours of straight time labor cost charged to the engineering survey project, which is costed using Miller’s hourly labor cost rate.

Note: Fremont Corporation enters summary timecards for the expenditure week. They do not enter daily timecard lines.

The second line accounts for the overtime premium Fremont pays Miller for her overtime hours. The 12 overtime hours are charged to Fremont’s indirect project, Time and Half task; the task’s labor cost multiplier (0.5) calculates half Miller’s labor cost rate.

Notes:

- The expenditure item date can be set in two different ways, depending upon whether overtime is calculated for the week or a day. Generally, overtime is calculated for the week, so the clerk sets the expenditure item date of the overtime item to the week ending date. If overtime is calculated based on daily hours, the clerk can enter the overtime for each day or can summarize the overtime and enter the total overtime hours with a date of the end of the week. This is a company policy decision, but it is

recommended that you enter overtime with the week ending date to reduce the number of overtime entries.

- After the clerk selects an Overtime expenditure type, the project and task default from the overtime project and task specified for the employee's costing rule. You can override these values.
- Oracle Projects calculates the cost of the expenditure item using the labor cost multiplier that is assigned to the overtime task to which it is charged.
- All expenditure item dates must be within the expenditure week ending date of the timecard.

Automatic overtime calculation and entry

You can use the Overtime Calculation extension or labor client extensions to automatically calculate and charge all overtime hours to the project and tasks you specify according to your business policies.

Unlike manual overtime calculation, in which you calculate and enter overtime hours when you enter timecards, you can use automatic overtime calculation to calculate and charge overtime hours to a project and task when your accounting department distributes labor costs. Employees and timecard clerks, thus, enter only straight time hours.

Using the example, above, but this time using automatic overtime calculation, if Pat Miller works 52 hours on an engineering survey, the clerk in the accounting department enters only one line:

- 52 hours of time charged to the engineering survey project

When the accounting department distributes labor costs, the PRC: Distribute Labor Costs process runs the Overtime Calculation extension, or the labor client extension which automatically calculates overtime hours, and creates the following new expenditure item in a new expenditure and expenditure batch:

- 12 hours charged to the overtime project, Time and Half task

Oracle Projects uses two expenditure items to process Miller's labor cost whether you use manual or automatic overtime calculation; the difference is how and when the overtime items are calculated and entered.

See Also

Labor Costing Extensions, *Oracle Projects User Guide*

Labor Transaction Extensions, *Oracle Projects User Guide*

Overtime Calculation

Oracle Projects includes a standard Overtime Calculation extension that supports three kinds of overtime. You probably need to customize this extension to support the kinds of overtime your business uses.

The Overtime Calculation extension determines which kind of overtime to award an employee based on the assigned costing rule and hours worked. The following table illustrates the overtime policy that the overtime calculation extension delivered with Oracle Projects provides as an example for you to use as a starting point:

Costing Rule	Time and a Half	Double Time	Uncompensated
Hourly	First 4 hours over 8 per day	Every hour over 12 per day; Every hour on weekends	
Compensated	First 40 hours over 40 per week	Every hour over 80 per week	
Exempt			All hours over 40 hours per week

Table 3 – 67 Sample Overtime Policy (Page 1 of 1)

The Overtime Calculation Extension

If you want to use automatic overtime calculation, you need to enable the Overtime Calculation extension using the Implementation Options window.

Before you enable the Overtime Calculation extension, you need to set up your overtime project, and, if necessary, customize the Overtime Calculation extension to implement your company's overtime policy. The Overtime Calculation extension is a client extension that, if enabled, is called by the PRC: Distribute Labor Costs process.

See: Overtime Calculation Extension, *Oracle Projects User Guide*.

Overtime Adjustments

To handle overtime adjustment processing, the Overtime Calculation extension sums the amount of existing overtime hours for the employee and week, along with summing the total hours of straight time for the employee and week. Before overtime items are created, the Overtime Calculation extension compares the new total overtime hours with the existing overtime hours. If a difference exists between the new total overtime hours and the existing overtime hours, the existing overtime hours are fully reversed before a new overtime expenditure item is created for the new calculated overtime hours. If a difference does not exist, no new overtime items are created.

For example, a week after Pat Miller charged 52 hours to the engineering survey project, Miller submits an adjusting timecard for the previous week to charge an additional 2 hours to the survey project. The timecard clerk enters a timecard line:

- 2 hours of straight time charged to the engineering survey project

The Overtime Calculation had originally calculated and created 12 hours of overtime. With this new timecard line, Miller is entitled to 14 hours of overtime. The Overtime Calculation extension creates two overtime items to record this adjustment:

- -12 hours of overtime charged to the overtime project, Time and Half task
- 14 hours of overtime charged to the overtime project, Time and Half task

These two items together record the adjusting 2 hours of overtime.

Overtime adjustments that reduce the overtime hours are processed in the same way as overtime adjustments that increase the overtime hours. The original overtime item is fully reversed and a new overtime item is created to record the new overtime hours.

Adjusting Overtime

Occasionally, you may need to revise the number of hours on a timecard, which may affect the number of overtime hours you want to charge to an overtime project.

If you use manual overtime entry, a clerk must manually revise the overtime hours, and re-enter them when timecard hours are changed.

If you use automatic overtime calculation, the Overtime Calculation extension or other client extensions automatically handle adjustments to overtime hours that result from straight time adjustments.

Manual overtime adjustments

Overtime adjustment hours are entered the same way that straight time adjustment hours are entered.

If the adjustment hours increase the total number of hours, create a new expenditure item to record the positive number of hours that is the difference between the original number of hours entered and the new total number of hours to be entered.

If the adjustment hours decrease the total number of hours, create a new expenditure item to fully reverse the original amount of overtime hours and create a new item to enter the new amount of overtime hours. An expenditure item with negative hours must match an existing expenditure item based on the person, expenditure item date, expenditure type, project, and task. The numbers of hours reversed must equal the total number of hours of the original item.

To illustrate the way adjustments are entered, we will use Pat Miller's timecard as discussed in Calculating and Entering Overtime: page 3 – 89.

Increasing Overtime Hours

Assume Pat Miller charged 52 hours to the engineering survey project as described earlier. A week later, Miller submits an adjusting timecard for the previous week to charge an additional 2 hours to the engineering survey project. This increases the number of hours worked to 54 hours for the week; this also increases the number of overtime hours from 12 to 14 hours for the week. The timecard clerk enters an adjusting timecard with the expenditure ending date set to the previous week ending date and enters the following two timecard lines to record this adjustment:

- 2 hours of straight time charged to the engineering survey project
- 2 hours of overtime charged to the overtime project, Time and Half task

These two timecard lines record the hours and cost for the additional 2 hours for the previous week.

Decreasing Overtime Hours

Again, assume Pat Miller charged 52 hours to the engineering survey project. A week later, Miller submits an adjusting timecard for the previous week to back out 2 hours charged to the engineering survey project. This adjustment decreases the number of hours worked to 50

hours for the week; this also decreases the number of overtime hours from 12 to 10 hours for the week. The timecard clerk enters an adjusting timecard with the expenditure ending date set to the previous week ending date and enters the following timecard lines to record this adjustment:

- -52 hours of straight time charged to the engineering survey project
- 50 hours of straight time charged to the engineering survey project
- -12 hours of overtime charged to the overtime project, Time and Half task
- 10 hours of overtime charged to the overtime project, Time and Half task

The net result of these lines is a reduction of 2 straight time hours, and a reduction of 2 overtime hours.

The two reversing lines must match the existing items entered the previous week, based on the employee, expenditure item date, expenditure type, project, and task, and must fully reverse the existing item.

Reversing Overtime

Another type of overtime adjustment may result if overtime hours are incorrectly charged to the wrong overtime task. To handle this, the timecard clerk reverses the incorrect item and enters a new item charged to the correct overtime task.

Assume Pat Miller's 12 overtime hours charged to the Time and Half overtime task, should have been charged to the Double Time overtime task. The timecard clerk enters two timecard lines:

- -12 hours of overtime charged to the overtime project, Time and Half task
- 12 hours of overtime charged to the overtime project, Double Time task

These two lines record the adjustment to correct the overtime hours entered.

Automatic overtime adjustments

Timecard clerks or employees enter straight time adjustment items that increase or reduce the number of hours worked during a week using the Expenditure Batches window. After these items are costed by the PRC: Distribute Labor Costs process, the Overtime Calculation extension or

other client extensions identify the employees and weeks that may potentially have new overtime to process, sums the hours required to calculate overtime, and then calculates overtime.

Overtime Calculation Extension

Use the overtime calculation extension to implement company-specific overtime calculation policies. The extension calculates overtime costs and charges them to an indirect project other than the project where the labor was charged.

For more information, see: Overtime Calculation Extension, *Oracle Projects User Guide*.

Capital Projects

The following instructions give details about steps PJC-29 through PJC-32 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Implement Asset Extensions

This section describes the client extensions you can implement for asset processing in Oracle Projects.

Asset Assignment Extension

Use the Asset Assignment Extension to implement your company's rules for assigning an asset to a task during the Generate Asset Lines process.

For more information, see: *Asset Assignment Extension, Oracle Projects User Guide.*

Asset Cost Allocation Basis Extension

Use this extension to define your own allocation bases for allocating unassigned and common costs across multiple project assets.

For more information, see: *Asset Cost Allocation Basis Extension, Oracle Projects User Guide.*

Asset Lines Processing Extension

You can use this extension to automatically create project assets (capital assets and retirement adjustment assets) and asset assignments prior to generating asset lines when you submit the *PRC: Generate Asset Lines* process.

For more information, see: *Asset Lines Processing Extension, Oracle Projects User Guide.*

Capital Event Processing Extension

You can use this extension to automatically create project assets (capital assets and retirement adjustment assets) and asset assignments prior to creating capital events when you submit the *PRC: Create Periodic Capital Events* process.

For more information, see: Capital Event Processing Extension, *Oracle Projects User Guide*.

CIP Account Override Extension

Use the CIP Account Override Extension to optionally override the CIP account associated with an asset line and specify a different account for posting CIP clearing amounts.

For more information, see: CIP Account Override Extension, *Oracle Projects User Guide*.

CIP Grouping Extension

Use the CIP Grouping extension to define a unique method that your company uses to specify how expenditure lines are grouped to form asset lines.

For more information, see: CIP Grouping Extension, *Oracle Projects User Guide*.

Depreciation Account Override Extension

Use this extension to define your own logic for deriving the depreciation expense account when you define an asset or interface asset lines to Oracle Assets.

For more information, see: Depreciation Account Override Extension, *Oracle Projects User Guide*.

Define Standard Unit Costs for Asset Cost Allocations

You can set up a capital project to automatically allocate unassigned and common costs to multiple assets by selecting an asset cost allocation method for the project. To allocate costs using the *Standard Unit Cost* method, you must define a standard unit cost for each asset book and asset category combination for which you want to allocate costs. When you choose this method of cost allocation, Oracle Projects multiplies the standard unit cost times the units installed for each asset to determine the proration basis for allocating costs.

For more information on asset cost allocation methods, see: Allocating Asset Costs, *Oracle Project Costing User Guide*.

- ▶ **To define standard unit costs for asset cost allocations:**
 1. Navigate to the Project Assets Standard Unit Cost window.
 2. Select an asset book from the list of values.
 3. Select a major asset category and a minor asset category from the list of values.

Note: You can choose the Combinations button on the Asset Category window to execute a query of all major and minor asset category combinations.
 4. Enter a standard unit cost for the selected asset book, and major and minor asset category.
 5. Save your work.

Enable Retirement Cost Processing

To enable retirement cost processing features, the value of the site-level profile option *PA: Retirement Cost Processing Enabled* must be set to *Yes*. For more information, see: Profile Options in Oracle Projects: page B – 2.

Define Proceeds of Sale Expenditure Types

To enter and record proceeds of sale amounts for retirement cost processing in Oracle Projects, you must define unique expenditure types to classify and account for the amounts. To define and update expenditure types for proceeds of sale, navigate to the *Retirement Cost Classification Lookups* window.

You can also define and update expenditure types for proceeds of sale by navigating to the *Oracle Projects Lookups* window and querying the lookup type: `PROCEEDS_OF_SALE_EXP_TYPES`.

For more information and procedures on defining lookups from either window, see: Oracle Projects Lookups: page F – 2.

Note: When you define lookup values, you can use the Tag field to define the sort order in which Oracle Projects displays lookup values in a list of values. If you do not specify tag values, then Oracle Projects sorts the list based on the value displayed in the lookup Code field.



Warning: Do not use the PROCEEDS_OF_SALE_EXP_TYPES lookup type to define expenditure types that you want to account for as cost of removal. Oracle Projects classifies all amounts you enter for the expenditure types defined in this lookup as proceeds of sale amounts. Conversely, when you enter amounts for a retirement cost task and specify an expenditure type that is not defined in the PROCEEDS_OF_SALE_EXP_TYPES lookup type, Oracle Projects automatically classifies the amounts as cost of removal.

Capitalized Interest

The following instructions give details about steps PJC-33 through PJC 37 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Capitalized Interest Rate Names

You can define a unique name for each type of interest you want to capitalize in the Capitalized Interest Rate Information window. For example, you can define a rate name to maintain interest rates for debt and another to maintain interest rates for equity.

For each rate name, you can define thresholds that determine when projects become eligible for interest calculation. You can select interest calculation basis attributes that determine how interest amounts are calculated. For example, you can select an interest method to specify whether interest is calculated on a simple or compound basis. You can specify a period rate convention to determine whether interest amounts are spread evenly across accounting periods or are derived based on the number of days in each accounting period.

You can determine the CIP balance on which interest is calculated by specifying the current period convention and expenditure type exclusions. The current period convention controls how much of the current period CIP costs are included in the balance on which interest is calculated. Expenditure type exclusions prevent interest calculation on specific types of costs.

The process for defining a capitalized interest rate name includes the following tasks:

- **Defining rate names:** Define a unique name for each interest rate type.
- **Defining additional information:** Specify an expenditure organization source, optionally define thresholds, and select attributes for the interest calculation basis.
- **Define expenditure type exclusions:** Optionally, select expenditure types to exclude from the cost basis used to calculate capitalized interest.

Defining Rate Names

► To define a rate name:

1. Navigate to the Capitalized Interest Rate Information window.
2. Enter a unique rate name and optionally a description.
3. Select the expenditure type for generated interest transactions.
Note: The expenditure type list displays only expenditure types with the expenditure type class Miscellaneous Transaction.
4. Enter an effective start date for the rate and optionally an end date.
5. Save your work.

Defining Additional Information

► To define additional information:

1. In the Capitalized Interest Rate Information window, select the rate name that you want to update, and select the Additional Information button.
2. Select an expenditure organization source to define the expenditure organization for generated interest transactions.
3. Optionally, select a threshold amount type to use when determining whether a project is eligible for capitalized interest.
Note: You can specify any combination of threshold settings. All entered thresholds must be met before interest is calculated.
4. If you select the threshold amount type Budget, then select the budget type or plan type you use to define cost budget amounts. If you use budget types for some projects and plan types for other projects, then select a value for both.
5. Optionally, enter a project threshold amount.



- Attention:** If you use the threshold amount type *Budget* and a budget is not defined for a project, then the project is ineligible for interest calculation.
6. Optionally, enter a number of days from the project start date at which the project is eligible for capitalized interest calculation.
 7. Optionally, enter a task threshold amount.



Attention: If you use the threshold amount type *Budget* and a budget is not defined for a task, then the task is ineligible for interest calculation.

8. Optionally, enter a number of days from the task start date at which the task is eligible for capitalized interest calculation.
9. Select a current period convention to specify the portion of the current period CIP amount to include in the interest calculation.
10. Select a period rate convention to specify how interest amounts are spread across accounting periods.
11. Select an interest method to specify whether to use a simple or compound interest calculation.
12. Save your work.

Defining Expenditure Type Exclusions

► **To define expenditure type exclusions:**

1. In the Capitalized Interest Rate Information window, select the rate name that you want to update, and select the Expenditure Type Exclusion button.
2. Select one or more expenditure types that you want to exclude from the CIP basis on which interest is calculated.
3. Save your work.

Capitalized Interest Rate Schedules

You can define capitalized interest rate schedules in the Capitalized Interest Rate Schedule window. Interest rate schedules enable you to maintain interest rates at the organization level. If you do not define a rate for an organization, the capitalized interest calculation uses the rate for the next higher level organization in the organization hierarchy. You can assign an interest rate schedule to a project type and allow override of the assigned schedule at the project level.

► **To define an interest rate schedule:**

1. Navigate to the Capitalized Interest Rate Schedule window.
2. Enter a rate schedule name and optionally a description.

3. Enter an effective from date and optionally enter an end date.
4. Select an organization hierarchy to specify the source of assignment organizations.
5. Enter a hierarchy version number. The hierarchy version is the default version of the organization hierarchy to be applied to the schedule.
6. Select a start organization within the organization hierarchy.
7. In the Versions region, enter a version name to define a unique set of rates.
8. Enter a start date for the version and optionally enter an end date.
Enable the Hold check box if you want to hold this schedule from compiling.
Choose the Details button to review the details of a revision.
9. In the Multipliers region, select an organization name to which you want to assign an interest rate.
10. Select a rate name to which you want to assign an interest rate.
11. Enter an interest rate in the Multiplier field. Enter an annual rate to use for this rate name and organization.
Note: Enter a decimal and not a percentage value. For example, for 10% you enter 0.10.
Optionally, choose the Copy button to copy multipliers from one schedule revision to a new revision.
12. Save your work.
13. After you have completed entry of all multipliers, choose Compile to compile new multipliers. When you compile a schedule, Oracle Projects automatically submits the Compile Rate Schedule Revision process.

Specifying Capitalized Interest Rate Schedules for Project Types

You can specify a default capitalized interest rate schedule for a capital project type. The rate schedule that you specify for a project type is the default rate schedule for all projects that you create for the project type. In addition, you can specify whether the default schedule for a project type can be overridden at the project level.

To specify a default capitalized interest rate schedule for a capital project type and set the override control, navigate to the Capitalization Information tab on the Project Types window. For more information, see: Project Types: page 2 – 117.

Setting Project Status Controls for Capitalized Interest

You use project status controls to determine whether capitalized interest is calculated throughout the various stages of a project. By default, all project statuses to which you assign a system status of *Approved* allow calculation of capitalized interest. You must determine the project statuses for which you want to allow the calculation of capitalized interest and update project status controls accordingly.

To update project status controls for capitalized interest, navigate to the Project Statuses window and select a project status. For each status, either select or deselect the *Allow* check box for the *Capitalized Interest* status controls action.

For more information about defining project statuses and status controls, see: Defining Statuses and Status Profile Options: page 2 – 77.

Capitalized Interest Extension

You can use the Capitalized Interest Extension to customize calculation and recording of capitalized interest.

For more information, see: Capitalized Interest Extension, *Oracle Projects User Guide*.

Allocations

The following instruction describes step PJC-38 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Defining Allocation Rules

The following instructions give details about step PJC-38 in the Oracle Project Costing Product Implementation Checklist: page 3 – 2.

The procedures for creating allocation rules are presented in several sections:

1. Name the allocation rule. See Naming the Allocation Rule: page 3 – 106
2. Define the sources. See: Defining the Sources: page 3 – 111.
3. Define the targets. See: Defining the Targets: page 3 – 114.
4. *(Optional)* Define the offset: page 3 – 116.
5. If the basis method is Prorate, specify how you want the amounts prorated. See: Defining Prorated Basis Methods: page 3 – 117.
6. Save your work. You can also save periodically as you define an allocation rule.

Naming the Allocation Rule

Each rule consists of attributes that you can define:

- The name of the rule and when it is effective
- The basis and allocation method that specifies how and in what proportion to allocate the source pool to the target projects
- Whether to run the allocation rule based on General Ledger or Oracle Projects periods
- The expenditure organization, expenditure type class, and expenditure type to be used in creating allocation transactions

Selecting a Basis Method

When you define an allocation rule, you select a basis method. The basis method defines how the amounts in the source pool are to be

divided among the target lines. You enter the target lines in the Targets window. Each target line identifies projects and tasks.

Each basis method has its own characteristics.

Spread Evenly: This method is the most simple and direct. The rule divides the source pool amount equally among all the chargeable target tasks included in the rule.

Target % and Spread Evenly: This is another simple method. You specify the percentage of the source pool that you want to allocate to each target line. The rule calculates the amount to allocate to the line, and then spreads the results evenly among the tasks.

Prorate and Target % and Prorate: These two proration basis methods provide precise control over how the rule distributes the source pool. The rule uses the attributes set in the Basis window to derive the rate at which the source pool amount is apportioned among the target projects and tasks. For the Prorate basis method, the rule uses the basis attributes to apportion the source amount among all the tasks defined by the rule. For the Target % and Prorate method, the rule first uses the target percentage to calculate the amount to allocate to the line, and then goes on to apportion the results among all the tasks. For more information about the Basis window, see: See Refining Prorated Basis Methods: page 3 – 117.

Use Client Extension Basis: Another way to define percentages and a basis is to use the Allocation Basis extension. If you use this extension, you cannot use the Basis window. For more information, see: Allocation Basis Extension, *Oracle Projects User Guide*.

Example: Comparing Basis Methods

Table 3 – 68 through Table 3 – 71 show how the different basis methods would affect the allocation of a source pool amount of \$1,000 to two target projects, P1 and P2.

P1 has three chargeable tasks (A, B, and C) and P2 has two chargeable tasks (Y and Z).

For the basis methods *Prorate* and *Target % and Prorate*, the proration is based on labor hours. At the time of the allocation, tasks have accrued labor hours as indicated in the Labor Hours column, for a total of 400 hours (300 hours for P1 and 100 hours for P2).

Spread Evenly Basis Method

In the spread evenly basis method shown in Table 3 – 68, the source pool amount is divided evenly between the tasks in all the target projects. The formula is shown below:

Source Pool Amount / Number of Tasks in All Target Projects

Target Project	Target Task	Allocation Amount (Total = \$1,000)
P1	A	\$200
P1	B	\$200
P1	C	\$200
P2	Y	\$200
P2	Z	\$200

Table 3 – 68 Spread Evenly Basis Method (Page 1 of 1)

Target Percent and Spread Evenly Basis Method

In the target percent and spread evenly basis method shown in Table 3 – 69, the source pool amount is multiplied by the target line percentage, then divided by the number of tasks in all target projects for the target line. The formula is shown below:

Source Pool Amount * Target Line Percentage
/ Number of Tasks in All Target Projects for the Target Line

Target Project	Target Task	Target Percent	Allocation Amount (Total = \$1,000)
P1	A	90%	\$300
P1	B	90%	\$300
P1	C	90%	\$300
P2	Y	10%	\$50
P2	Z	10%	\$50

Table 3 – 69 Target Percent and Spread Evenly Basis Method (Page 1 of 1)

Prorate Basis Method

In the prorate basis method shown in Table 3 – 70, the source pool amount is multiplied by the task labor hours divided by all target project labor hours. The formula is shown below:

$$\text{Source Pool Amount} * (\text{Task Labor Hours} / \text{All Target Project Labor Hours})$$

Target Project	Target Task	Labor Hours	Allocation Amount (Total = \$1,000)
P1	A	40	\$100
P1	B	60	\$150
P1	C	200	\$500
P2	Y	80	\$200
P2	Z	20	\$50

Table 3 – 70 Prorate Basis Method (Page 1 of 1)

Target Percent and Prorate Basis Method

In the target percent and prorate basis method shown below, the source pool amount is multiplied by the target line percentage. The product is multiplied by the target task labor hours divided by all target project labor hours for the target line. The formula is shown below:

$$(\text{Source Pool Amount} * \text{Target Line Percentage}) * (\text{Target Task Labor Hours} / \text{All Target Project Labor Hours for the Target Line})$$

Target Project	Target Task	Target Percent	Labor Hours	Allocation Amount (Total = \$1,000)
P1	A	90	100	\$150
P1	B	90	20	\$300
P1	C	90	300	\$450

Table 3 – 71 Prorate Basis Method (Page 1 of 2)

Target Project	Target Task	Target Percent	Labor Hours	Allocation Amount (Total = \$1,000)
P2	Y	10	0	\$0
P2	Z	10	50	\$100

Table 3 – 71 Prorate Basis Method (Page 2 of 2)

► **To name the allocation rule and define its attributes:**

1. Navigate to the Allocation Rule window.

You may want to use an existing rule as a template when you create a new rule. See: Copying Allocation Rules: page 3 – 119.

2. Enter a unique rule name and optional description, and specify the effective dates.

The allocation rule is effective during the dates you specify. You can use a rule to generate allocation transactions only within its effective date range.

3. Select a basis method. See Selecting a Basis Method: page 3 – 106.
4. For Allocation Method, select Full or Incremental:

If you want to use the rule...	Select
Only once within the same GL or PA run period (as set up in Step 5)	Full
Several times within the same GL or PA run period (as set up in Step 5)	Incremental

The allocation method you select has important implications for your business. See: Full and Incremental Allocations, *Oracle Project Costing User Guide*.

5. For Allocation Period Type, select GL or PA.

This field specifies if you want to identify amounts based on the Oracle General Ledger (GL) fiscal calendar or the Oracle Projects (PA) calendar.

6. For Target Selection, select Operating Unit, Legal Entity, Business Group, or all.

This field specifies whether you want to select target projects from the current operating unit only (default), the current legal entity,

the current business group, or all project organizations in the project hierarchy. The last three options require cross-charge setup.

- Specify the attributes that you want to associate with this rule. The following table describes some of the attributes:

Field	Description
Target Selection	When you select targets on the Targets window, you can select projects owned by the entity. If you select Legal Entity, Business Group, or All, you must set up your system to use cross charge and intercompany billing. See: Setting Up for Cross Charge Processing: page 3 – 147.
Auto Release	Enable this option if you want to release automatically the transactions generated by the allocation rule. If this option is not enabled, you must release the transactions in a separate step. See: Releasing the Allocation Run, <i>Oracle Project Costing User Guide</i> .
Allow Duplicate Targets (Available only if the rule uses the full allocation method.)	Enable this option if you want to be able to allocate an amount to a chargeable task two or more times. Note: If you do not allow duplicates, the rule creates one transaction per target project and task, even if an allocation run returns a particular target project and task several times.
(Descriptive flexfield)	Enter the information specified by your system administrator. This descriptive flexfield is set up using an extension. See: Allocation Descriptive Flexfields Extension, <i>Oracle Projects User Guide</i> .

Table 3 – 72 Allocation Transaction Attributes (Page 1 of 1)

Defining the Sources

You can create the allocation pool from a fixed amount, open projects (including resources within a project), Oracle General Ledger account balances, and projects defined by a client extension.



Warning: Unless you define each source project and task individually, the results may change each time you run the allocation.

The rule accumulates the amounts for the source pool during a specific period of time. The end date of that time period is based on the *amount class*. (The amount class is the period or periods during which the amounts are accumulated and is set in the Sources window.) The start date is determined by both the:

- Allocation period type (either GL or PA, as set in the Allocation Rule window)

- Amount class

You must define at least one source. All source projects and tasks must be open and from the same operating unit. This means that tasks must be the top or lowest level task. The exception report for the allocation run lists any duplicate projects.

► **To define the sources:**

1. In the Allocation Rule window, choose Sources.

The Sources window opens.

2. In the Allocation Pool % field, enter a percentage to specify how much of the source pool to allocate. The default is 100%.

Next, you specify the amounts that you want to include in the source pool.

3. (*Optional*) In the Fixed Source Amount field, enter an amount that you want to include in the source pool.

4. For Amount Class, select from the list.

The field name is preceded by GL or PA, depending on the allocation period type you selected in the Allocation Rule window.

The following table shows the items available, depending on the allocation period type:

Amount Class	Period Type: PA	Period Type: GL	Description
PTD	Yes	Yes	Period-to-Date
QTD		Yes	Quarter-to-Date
FYTD		Yes	Year-to-Date
ITD	Yes		Inception-to-Date

Table 3 - 73 Allocation Period Types (Sources window)

5. If you want to use projects as sources, go to Step 6. If you want to use only GL accounts as sources, skip to Step 8.
6. (*Including project sources in the source pool is optional.*) For Amount Type, select from the list of values.
7. As shown in the following table, specify the projects whose amounts you want to include in the allocation pool:

To ...	Do This
Use projects designated in the Allocation Source client extension	Select Use Client Extension Sources.
Use one or more projects that you designate	<p>For Line Num, enter a number greater than 0. You can enter project information in the following fields: Project Org, Project Type, Class Category, Class Code, Project, Task. To exclude a line, select the Exclude check box on the appropriate line.</p> <p>Notes:</p> <p>If the system does not display a list of values for Project and Task, it is possible that you entered a combination of project organization, project type, class category, class code, or other attributes for which no project (or task) exists.</p> <p>If you do not enter a task, the rule uses the amounts for all the tasks on the source line.</p> <p>You can add columns (Project Name, Service Type, Task Name, and Task Org) to the Sources window. For more information, see: Customizing the Presentation of Data <i>Oracle Applications User's Guide</i>.</p>
<p>(Optional) Limit the resources that are part of the designated projects.</p> <p>(If you do not limit the resources, the rule uses all the resource types in the specified project in the source pool amount.)</p>	<p>Choose Resources. In the Resources window, enter a name for the resource list. In the Resource field, you can enter the resource or resource group and the percent you want to include. The total percentage for included resources must equal 100. To exclude a specific resource, select Exclude on the appropriate line.</p> <p>Notes:</p> <p>If you specify an allocation pool percentage in the Sources window, the rule multiplies the percentage specified in the Allocation Pool % field (Sources window) to the percentage specified in the Resources window.</p> <p>If you include a resource group, you cannot include its members. If you exclude a resource group, you cannot include or exclude its members.</p>

Table 3 - 74 Sources and Resources windows (Page 1 of 1)

8. (Optional) The GL Sources region is available only if you selected the GL allocation period type in the Allocation Rule window. Specify one or more GL accounts whose amounts you want to include in the allocation pool:
 - For Line Num, enter an integer greater than 0. Then select from the list of values for Account and Description.

You cannot select or enter GL summary accounts (also known as accounts that contain a parent segment value).

- In the % field, enter the percentage of the account balance that you want to include.
- To subtract the amount in the GL summary account from the source amount, select Subtract.

9. Save your work.

10. Return to the Allocation Rule window.

Defining the Targets

Targets are the projects and tasks to which the allocation distributes amounts. You can define targets by specifying projects and tasks either in the Target window, or by designating projects and tasks in the Allocation Target client extension.

Note: You must define at least one target. All target projects must be open. All target tasks must be open and chargeable. If cross charging is enabled in Oracle Projects, you can allocate amounts to target projects that are in different operating units from the source projects. See: Allow Cross Charges to All Operating Units Within Legal Entity: page C – 22.

How the Target Interacts with the Basis

The rule charges allocation transactions to the target projects and tasks according to the basis method. (You select the basis method in the Allocation Rule window and define prorated methods further in the Basis window.)

The rule first allocates the specified percentage of the source pool to each target line, and then uses the information in the Basis window to prorate the allocated amount across the tasks on each line. For more information, see Allocation Costs: Precedence, *Oracle Project Costing User Guide*.

Duplicate Target Projects

You can include the same project on multiple lines in the Target window. For example, you could enter Project Y in the Project field on one line, and then specify a project organization that includes Project Y on a different line.

If you include the same project on multiple lines, the Allow Duplicate Targets option in the Allocation Rule window affects the way the rule behaves:

- If you allow duplicate targets, the rule allocates amounts to the project as many times as it appears in the transactions generated by the PRC: Generate Allocations Transactions process.
- If you do not allow duplicate targets, the rule allocates amounts only to the project with the lowest line number.

► **To define the targets:**

1. In the Allocation Rule window, choose Targets.

The Targets window opens. You can designate projects using Step 2, Step 3, or both.

2. To use open projects designated in the Allocation Target client extension, select Use Client Extension Targets. See: Allocation Target Extension, *Oracle Projects User Guide*.
3. Specify one or more open projects to which you want to distribute the amounts in the allocation pool:
 - Enter a number in the Line Num field, and then select from the list of values to enter project information in the Project Org, Project Type, Class Category, Class Code, Project, and Task fields.

Notes:

- If the system does not display a list of values for Project and Task, it is possible that you entered a combination of project organization, project type, class category, class code, or other attributes for which no project (or task) exists.
- If you do not enter a task, the rule distributes the allocation to all the chargeable tasks in the proportion specified by the basis method.
- You can add columns (Billable/Capitalizable, Service Type, Task Name, and Task Org) to the Targets window. For more information, see: Customizing the Presentation of Data, *Oracle Applications User's Guide*.
- (Optional) If you selected one of the target percentage basis methods in the Allocation Rule window (*Target % and Spread Evenly* or *Target % and Prorate*), enter a value in the % field. The value is the percentage of the source pool to allocate to the line. The total percentage for included targets must equal 100.

Note: The rule ignores the % field if you use the Allocation Target client extension (that is, if you select Use Client Extension Targets) and the extension returns a target percentage.

- To exclude a project from the target definition, select Exclude on the appropriate line. To exclude a specific task within a project, enter the project on two lines: on one line, leave the Task field blank; on the other line, enter the task that you want to exclude and select Exclude.
4. Save your work.
 5. Return to the Allocation Rule window.

(Optional) Defining the Offset

Offsets are reversing transactions used to balance the allocation transactions with the source or other project. All projects and tasks to which you apply offsets must be open and chargeable.

Do not specify an offset to the source project if you do not want to change the total amount in the source project.

All offset projects and tasks must be open and chargeable, and in the same operating unit as the source projects.

The rule creates the offset transactions for the offset project and task when you run the PRC: Generate Allocations Transactions process.

► **To define the offset:**

1. In the Allocation Rule window, choose Offset.

The Offset window opens.

2. Select an offset method.

Note: If the source is an Oracle General Ledger account and you want to create offsetting transactions, select the offset method *Use Client Extension for Project and Task* or *Specific Project and Task*. Then you can specify the project and task that you want to receive the offset transactions. The following table provides a description of each offset method you can select in the Offset window.

Offset Method	Description
None (Default)	The PRC: Generate Allocations Transactions process will not create any offset transactions.
Source Project and Task	The rule creates reversing transactions for the source projects and tasks.
Source Project, Use Client Extension for Task	The rule creates reversing transactions in specific tasks in the source project. Specify the tasks in the Allocation Offset Tasks client extension.
Use Client Extension for Project and Task	The rule creates reversing transactions in projects and tasks as specified in the Allocation Offset Projects and Tasks client extension.
Specific Project and Task	The rule creates reversing transactions in one project and one of its tasks, as specified in the Project and Task fields.

Table 3 – 75 Offset window (Page 1 of 1)

3. For the fields in the Offset Transaction Attributes region, select from the list of values.
4. Save your work.
5. Return to the Allocation Rule window.

(Optional) Defining Prorated Basis Methods

If you select a proration basis method (Prorate or Target % and Prorate) in the Allocation Rule window, you must define exactly how you want to prorate the source pool amount to the target projects. Proration basis methods derive the proportion of the source amount to be allocated to target projects and tasks. For example, based on the number of labor hours recorded by workers on a project, you can allocate a proportionate amount of the source to that project.

Use the following procedure to define the basis method. (Another way to prorate the source pool is to use an extension. See: Allocation Basis Extension, *Oracle Projects User Guide*.)

How the rule computes a proration basis

Prorate basis method: The rule prorates the amount specified by the source pool to the targets based on the definition in the Basis window.

Target % and Prorate basis method: The rule first computes the percentage of the source pool to be allocated to the target lines. (The

percentage is specified in the Targets window.) The rule prorates the result to the targets based on the definition in the Basis window.

For more information about basis methods, see *Selecting a Basis*: page 3 – 106.

► **To define the basis:**

For more information on basis methods, see: Step 3 page 3 – 110.

1. In the Allocation Rule window, choose Basis.

The Basis button is available only if you selected the basis methods of *Prorate* or *Target % and Prorate*.

2. Enter the Basis information. Selected fields are shown in the following table:

Field	Description
Basis Category	Select Budget (to use the estimated amounts from the project budget) or Actual (to use the actual amounts in the project).
Relative Period	Enter a number to denote the current (0) or earlier (less than 0) period. For example, if you want to use the period preceding the current one, enter -1.
Budget Type (Available only if the basis category is Budget)	Select from the list of budget types. Note: The list of values displays only cost (non-revenue) budget types. The basis is computed using the latest baselined budget.

Table 3 – 76 Basis window (Page 1 of 1)

3. For Resource List, choose from the list of values those resources that you want to include in the basis computation.
4. In the Resources area, choose resources and resource groups from the list of values. To exclude a specific resource or resource group, select Exclude on the appropriate line.

Note: If you include a resource group, you cannot also include a resource that is a member of that group. However, you can exclude the resource.

Saving Your Work

Save your work when you have completed the definition of the allocation rule. You also can save intermittently as you define an allocation rule.

Copying Allocation Rules

Copy a rule when you want to use an existing rule as a template. You can copy rules only within the same operating unit.

► **To copy an allocation rule:**

1. In the Allocation Rule window, find an existing rule that you want to use as a template. See *Finding and Viewing Allocation Rules: page 3 – 119*.
2. Choose Copy To.
3. Enter a new name and optional description, and then choose OK.
You see the new rule in the Allocation Rule window.
4. Change the attributes of the rule as needed. See: *Deleting or Modifying Allocation Rules: page 3 – 120*.
5. Save your work.

See Also

Finding and Viewing Allocation Rules

The Last Run Details region in the Allocation Rule window show the period and date of the most recent allocation run (if any) and the status for each rule. For information about the Status field, see: *About the Run Status, Allocations* chapter, *Oracle Project Costing User Guide*.

► **To find and view an allocation rule:**

1. Navigate to the Allocation Rule window.
2. Select the Name field, and choose Find from the Query menu.
3. Select the rule you want to find and choose OK.
For more information about finding records (rules, in this case), see: *Using Query Find, Oracle Applications User's Guide*.
4. To view other aspects of the rule, choose Sources, Targets, Offset, and Basis.

See Also

Overview of Allocations, *Oracle Project Costing User Guide*

Troubleshooting Allocations and AutoAllocations, *Oracle Project Costing User Guide*

Deleting or Modifying Allocation Rules

You can modify most aspects of an allocation rule or delete a rule, with certain restrictions:

- If an allocation run exists for a rule, you cannot modify the:
 - allocation method
 - basis method, allocation period type, source amount class, source amount type, or offset method for an incremental rule
- You cannot delete a rule that is used in an existing allocation run.
- You can delete or modify source lines, but this may affect the audit trail of the earlier runs.

Error messages may notify you of other restrictions as you work with an allocation rule.

► **To modify or delete an allocation rule:**

1. Find the rule you want to modify or delete. See: Finding and Viewing Allocation Rules: page 3 – 119.
2. Delete or modify the rule as shown in the following table:

To...	Do This
Modify a rule	Navigate to the appropriate window, and then enter the changes.
Delete a rule	Choose Delete Record from the Edit menu.

3. Save your changes.

Case Study: Incremental Allocations

This section includes a case study describing how Fremont Corporation uses incremental allocations:

Before you read the case study, you should be familiar with the allocations feature, particularly the concepts of *full allocation*, *incremental allocation*, *period name*, *allocation period type*, and *amount class*.

Case Study: Comparing Full and Incremental Allocations

This case study demonstrates the effects of processing full and incremental allocation rules twice in a single run period.

Setting Up the Rules

Secretarial labor supports all construction projects, so Fremont Corporation records all the overhead costs in a single project, ADMINISTRATION. (Typical overhead costs might include office supplies and project management.)

Fremont wants to allocate amounts proportionately to, or *prorate*, the target projects based on the total raw costs in two construction projects, BUILDING and POWER PLANT.

This case study shows how the results differ when you process the same information using two allocation rules:

- ADMIN FULL uses the full allocation method.
- ADMIN INCR uses the incremental allocation method.

ADMIN FULL and ADMIN INCR are identical except for the allocation method.

Naming the Rule

Fremont uses the Allocation Rule window to enter a name, description, and other parameters for the rule. The full and incremental rules are identical except for the name and allocation method. The following table shows Fremont's entries into the Allocation Rule window.

Field	Full Allocation Rule	Incremental Allocation Rule
Name	ADMIN FULL	ADMIN INCR
Description	Administrative overhead	Administrative overhead

Table 3 – 77 Rule Setup (Allocation Rule window) (Page 1 of 2)

Field	Full Allocation Rule	Incremental Allocation Rule
Effective Dates	[date]	[date]
Basis Method	Prorate	Prorate
Allocation Method	Full	Incremental
Allocation Period Type	GL	GL
Allocation Transaction Attributes Expnd Org Expnd Type Class Expnd Type	Finance Miscellaneous Allocation	Finance Miscellaneous Allocation
Auto Release	[unselected]	[unselected]
Allow Duplicate Targets	[unselected]	[unselected]

Table 3 – 77 Rule Setup (Allocation Rule window) (Page 2 of 2)

Fremont has business reasons for the way they set certain fields:

- Allocation Period Type is set to GL so that Fremont can perform allocation based on a monthly accounting cycle.
- Auto Release is disabled, at least initially, so that Fremont can review the results of the draft allocation run before releasing it.
- Allow Duplicate Targets is disabled so that Fremont can let the system prevent duplicate targets.

Source, Target, Offset, and Basis

The two rules use the same source, target, offset, and basis information.

Sources. Fremont collects all administrative costs in a single project, ADMINISTRATION. Fremont uses the amount type *Total Raw Costs*. The following table shows Fremont’s entries in the Sources window.

Field	Entry
Allocation Pool %	100
Fixed Source Amount	[not entered]
GL Amount Class	PTD
Amount Type	Total Raw Cost
Project [in Line 1]	ADMINISTRATION
[Project Org and other columns]	[unused]

Table 3 – 78 Rule Setup (Sources window) (Page 1 of 1)

Targets. Fremont wants to allocate the administrative expense to the tasks *Floors* in the BUILDING project and *Generator* in the POWER

PLANT project. The following table shows Fremont's entries in the Targets window.

Line	Project	Task
1	BUILDING	Floors
2	POWER PLANT	Generator

Table 3 – 79 Rule Setup (Targets window)

Offset. Offsets are optional. Fremont decides not to use an offset for the rules.

Basis. The rules use the Prorate basis method, which computes the proportional allocation of the cost of administration to each construction project. The allocation formula divides the pool amount for each task proportionally, according to the raw costs for each target task. The following table describes Fremont's entries into the Basis window.

Field	Entry
Basis Category	Actuals
GL Amount Class	PTD
Budget Type	[unused]
Amount Type	Total Raw Costs
Relative Period	0
Resource List	[unused]
Resource	[unused]

Table 3 – 80 Rule Setup (Basis window) (Page 1 of 1)

Note: *All three allocation runs described below use the following formula to determine the allocation amount:

allocation = source pool amount * raw cost of target task / total raw costs of target tasks

Note: ** The total allocation amounts in the runs described below are amounts in the source project.

First Allocation Run

On 05-January-97 (in the GL period Jan-97), Fremont generates allocation transactions for the two rules ADMIN FULL and ADMIN INCR for the first time.

- The source pool amount, ADMINISTRATION, contains \$2,000 for this period.

- The tasks in the target projects contain the following raw costs for this period:
 - \$10 in the Floors task (BUILDING project)
 - \$90 in the Generator task (POWER PLANT project)

Recall that the rules prorate the pool amount to the two target tasks based on their raw costs.

After the first run, the two rules have the same results, as shown in the following table:

Note: The allocation formula is: source pool amount * raw cost of target task / total raw costs of target tasks.

Target Project	Task	Raw Cost	Formula*	Total Allocation	Previous Allocation	Current Allocation
BUILDING	Floors	10	2000 (10 / 100)	200	0	200
POWER PLANT	Generator	90	2000 (90 / 100)	1800	0	1800
	Totals	100		2000**	0	2000

Table 3 – 81 First Allocation Run Results (Page 1 of 1)

Second Allocation Run

A week later, on 12-January-97 (in the GL period Jan-97), Fremont generates allocation transactions for the rules ADMIN FULL and ADMIN INCR a second time.

- The source pool amount has increased by \$2,000, so it now contains \$4,000 for this period
- The tasks in the target project now contain the following raw costs for this period:
 - \$6,000 in the Floors task (BUILDING project)
 - \$4,000 in the Generator task (POWER PLANT project)

During this second allocation run, the differences between the results of the two rules become apparent.

ADMIN INCR Rule, Second Run

In the second run of the ADMIN INCR rule, the amounts allocated to the target for this run (shown in the Current Allocation column in the following table) equal the *increment*, the \$2000 that was added to the source between the first and second run.

Target Project	Task	Raw Cost	Formula*	Total Allocation	Previous Allocation	Current Allocation
BUILDING	Floors	6000	2000 (10 / 100)	2400	200	2200
POWER PLANT	Generator	4000	2000 (90 / 100)	1600	1800	(200)
	Totals	10000		4000**	2000	2000

Table 3 – 82 Second Allocation Run Results (Page 1 of 1)

For both the first and second run of the ADMIN INCR rule, the total pool amount is \$4,000. The total allocation amount is \$4,000, which is the sum of \$200 + \$1,800 + \$2,200 – \$200.

ADMIN FULL Rule, Second Run

The results of the second run of the ADMIN FULL rule, as shown in the following table, show that the \$2,000 that was allocated in the first run was allocated again.

Target Project	Task	Raw Cost	Formula*	Total Allocation	Previous Allocation	Current Allocation
BUILDING	Floors	6000	2000 (10/100)	2400	0	2400
POWER PLANT	Generator	4000	2000 (90/100)	1600	0	1600
	Totals	10000		4000**	0	4000

Table 3 – 83 Second Allocation Run Results (Page 1 of 1)

For both the first and second run of the ADMIN FULL rule, the total pool amount is \$4,000. The total allocation amount is \$6,000, which is

the sum of \$200 + \$1,800 + \$2,400 + \$1,600. (The quantities \$200 and \$1,800 are from the first run.)

To correct the over-allocation, you can reverse the first run.

For more information, including comments on system performance for incremental allocations, see Full and Incremental Allocations, *Oracle Project Costing User Guide*.

See Also

Overview of Allocations, *Oracle Project Costing User Guide*

AutoAllocations, *Oracle Project Costing User Guide*

Setting up for AutoAllocations

The following instructions give details about steps PJC-39 through PJC 41 in the Oracle Project Costing Feature Implementation Checklist:
page 3 – 3.

Defining AutoAllocation Sets

► **To specify an allocation set:**

1. Using the Projects responsibility, navigate to the AutoAllocation Workbench window.
The AutoAllocation Workbench window opens.
2. For Allocation Set, enter a unique name for the set.
3. *(Optional)* For Description, enter a set description.
4. For Allocation Set Type, select Step-Down or Parallel.



Warning: After you save the allocation set, you cannot change the allocation set type.

The allocation set type that you select has important implications for your business. See: Terminology and Types of AutoAllocations Sets, *Oracle Project Costing User Guide* and AutoAllocations, *Oracle General Ledger User Guide*.

If you create a step-down allocation that contains an Oracle Projects allocation rule, you cannot roll back any allocations transactions that you generate. You can, however, choose View Status to see which steps are complete and which steps failed.

5. Fill in the rest of the fields as shown in the following table:

For this field...	Do This
Default Contact	<i>(Available only for step-down autoallocations)</i> Select or enter the user ID for the person that you want to approve or be notified about the status of the process.
[]	Descriptive flexfield. Enter the information specified by your system administrator.
Step	Enter a step number. Note: The system carries out the steps in numerical order, although you can enter the steps in any order.

Table 3 – 84 AutoAllocation Workbench window

For this field...	Do This
Type	Select the type of allocation that you want to include in the set. Note: The button in the lower-left corner of the window changes to reflect the type you select.
Batch/Rule	Select a GL allocation batch (if GL is installed and integrated) or a Projects allocation rule from the list of values. Items available in the list of values depend on the selection in the Type field.
Contact	<i>(Available only for step-down autoallocations)</i> Select or enter the user ID (or accept the default) for the person to be notified about the status of the process for this rule.
Allocation Method	<i>(For GL batches)</i> Select Incremental or Full. For more information, see: Full and Incremental Allocations, <i>Oracle Project Costing User Guide</i> <i>(Display only for Project Allocations rules)</i> The system displays the allocation method of the selected rule.

Table 3 – 84 AutoAllocation Workbench window

- As shown in the following table, you can view information about the set or the steps within the set:

To see...	Do this...
The status of a submitted autoallocation set	Choose View Status. See: Viewing the Status of AutoAllocation Sets, <i>Oracle Project Costing User Guide</i> .
Information about the allocations rule or batch for a step	Select a step, and then choose the button in the lower-left corner of the AutoAllocations Workbench window. The window that you see depends on the type of batch or rule that you select. For example, if you select a Project Allocations rule, you see the Allocations Rules window. See: Defining Allocations Rules: page 3 – 106. If you select a batch, you see the appropriate Oracle General Ledger window. See: AutoAllocations, <i>Oracle General Ledger User Guide</i> .

Table 3 – 85 AutoAllocation Workbench window

- Save your work.
- Now you can submit the set, or schedule the submission for another time. See: Submitting an Allocation Set, *Oracle Project Costing User Guide*.

See Also

AutoAllocations, *Oracle General Ledger User Guide*

Implementing Workflow and Client Extensions for AutoAllocations

You can implement Workflow and client extensions to expand the capabilities of AutoAllocations.

Implementing Workflow for AutoAllocations

The PA Step Down Allocations workflow (item type) automates the execution of step-down autoallocation sets. For details, see: AutoAllocations Workflow: page 8 – 14.

Implementing the Allocation Extension

You can use the allocation extension to expand the capabilities of the AutoAllocations feature.

For more information, see: Allocation Extensions, *Oracle Projects User Guide*.

Burden Costing Definitions

The following instructions give details about steps PJC-42 through PJC 48 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Burden Costing is a method of applying burden costs to raw costs, allowing you to track the total burdened costs of your projects.

How Fremont Corporation Implements Burden Costing

Fremont Corporation's burden costing consists of the following configurations:

- Multiple burden structures
- Firm and provisional schedules
- Separate burden structures for different purposes

View Burdened Costs Window

Use this window to view the total burdened cost for particular project transaction criteria. You can also use this window to test your burden structure and burden schedule implementation.

To use this window, enter values in the first six fields of this window. Then choose Burden to obtain values for total burdened amounts in the Costing, Revenue, and Invoice fields. If the revenue and invoice totals are blank, the project is either an indirect or capital project or the criteria does not use a burden schedule for revenue accrual and invoicing.

To see the burden cost components that make up the total amounts, select the Costing, Revenue, or Invoice check boxes in the Details region. You can also view additional information about the burden schedule and burden cost code used to calculate the total burdened amount, such as the input multiplier and the compiled multiplier.

See Also

Overview of Costing, *Oracle Project Costing User Guide*

Accounting for Total Burdened Costs, *Oracle Project Costing User Guide*

Cost Bases and Cost Base Types

Cost bases refer to the bases of raw costs used for applying burden costs. You assign cost bases to burden structures, and then specify the types of raw costs that are included in the cost base along with the types of burden costs that are applied to the cost base.

You can also use cost bases as groupings of expenditure types for use in billing extension calculations. These cost bases are not used for burdening, and are defined with a cost base type other than Burden Cost. When you assign these cost bases with a type other than Burden Cost to a burden structure, you can specify expenditure types for the cost base, but you cannot specify burden cost codes for the cost base since the cost base is not used for burdening.

Cost base types refer to the use of cost bases. Oracle Projects predefines the cost base types *Burden Cost* and *Other*. Cost bases with the type *Burden Cost* are used in burden calculations. Cost bases with the a type other than *Burden Cost* are not included in burden calculations; these cost bases are used for grouping expenditure types for different purposes, such as for billing extension calculations.

► **To define cost bases and cost base types:**

1. In the Cost Bases window, enter a unique name for the cost base.

In the Report Order field, specify the order in which this cost base should appear for reporting purposes.

In the Type field, specify the type of this cost base.

Enter Effective Dates for the cost base.

Enter a description of the cost base.

2. If you want to define a cost base type, choose Cost Base Type to display the Cost Base Type Lookups window. Enter the following information for the cost base:

- Code
- Meaning
- Description
- Tag Value (optional -- tag value is not used by Oracle Projects)
- Effective dates

Check the Enabled check box to enable the cost base.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

3. Save your work.

See Also

Effective Dates: page 1 – 10

Fremont Corporation Cost Bases

All of the cost bases that Fremont Corporation defines have the type *Burden Cost*, since they are used to group types of raw costs that are directly related to calculating burdened costs. Fremont does not define any additional cost base types.

Fremont defines the cost bases shown in the following table:

Cost Base	Report Order	Type
Labor	10	Burden Cost
Material	20	Burden Cost
Expenses	30	Burden Cost

Table 3 – 86 Fremont Corporation Cost Bases (Page 1 of 1)

Burden Cost Codes

Burden cost codes represent the types of costs that you want to allocate to raw costs. You can use burden cost codes for internal costing, revenue generation, and billing. You can also use burden cost codes to report and account for on burden cost recovery components in Oracle Projects.

Prerequisite

- Define an Expenditure Type for burden cost codes that will be processed as separate, summarized burden transactions. See: Expenditure Types: page 3 – 15.

► **To define a burden cost code:**

1. In the Burden Cost Codes window, enter the Burden Cost Code and a Description.
2. Optionally assign an expenditure type to the burden cost code for creating separate burden transactions.

The expenditure type you enter must have the *Burden Transactions* expenditure type class assigned to it. (Only expenditure types with the *Burden Transactions* expenditure type class assigned to them are displayed in the list of values for this field).

3. Save your work.

See Also

Effective Dates: page 1 – 10

Accounting for Total Burdened Costs, *Oracle Project Costing User Guide*

View Burdened Costs window: page 3 – 130

Fremont Corporation Burden Cost Codes

Fremont defines many burden cost codes that correspond to the company's burden costs. The following table shows Fremont's burden cost codes for burdening:

Burden Cost Code	Description
Fringe	Employer paid payroll costs, insurance, and pension
Overhead	Support staff, equipment rental, supplies, building rent, facilities
G&A	Corporate expenses like corporate staff and marketing
Materials Handling	Materials handling costs

Table 3 – 87 Fremont Corporation Burden Cost Codes (Page 1 of 1)

Burden Structures

Burden structures group cost bases for a given use, and specify what types of raw costs are included in each cost base, and what burden costs are applied to the raw costs in each cost base. Your company may define many different burden structures; for example, you may define one for internal costing, one for revenue generation, and one for billing.

Defining Burden Structures

Prerequisites

- Define Expenditure Types. See: Expenditure Types: page 3 – 15.
- Define Cost Bases. See: Cost Bases and Cost Base Amount Types: page 3 – 131.
- Define Burden Cost Codes. See: Burden Cost Codes: page 3 – 132.

► **To define a burden structure:**

1. Navigate to the Burden Structures window.
2. **Header Information**

Enter a unique name and description for the burden structure.

Select Additive if you want to apply each burden cost code assigned to a cost base using the same precedence when calculating burden costs. Additive schedules automatically provide a default value of 1 to each burden cost code in the structure. Select Precedence if you want to specify the order in which each burden cost code in a cost base should be applied to raw costs.

Select Allowed if users can use this burden structure when defining a burden schedule override for a project or task. Select Default if you want this burden structure to appear as the default structure for burden schedule overrides for projects and tasks. You can only select one default structure for burden schedule overrides.

3. **Cost Base Assignment**

Enter the names of the cost bases included in this burden structure.

If you need to define additional cost bases, choose the Cost Bases button.



Suggestion: After you enter a cost base, we recommend that you enter all of the associated expenditure types and burden cost codes for the cost base before you enter the next cost base.

4. Burden Cost Codes

Enter the burden cost codes associated with a particular cost base. If you are using a precedence based structure, enter the precedence in which you want to apply each burden cost code to raw costs within the cost base.

If you need to define a new burden cost code, choose the New Burden Cost Codes button.

5. Expenditure Types

Enter the expenditure types associated with a particular cost base. Expenditure types represent the types of raw costs within a cost base.

Each expenditure type can belong to only one cost base having a type of *Burden Cost* within each burden structure so that transactions of that expenditure type are not burdened more than once.

If you do not assign an expenditure type to a cost base, transactions using that expenditure type are not burdened. The burdened cost for these transactions equals the raw cost of the transaction.

6. Save your work.

See Also

Effective Dates: page 1 – 10

Copying Burden Structures

When you copy a burden structure, Oracle Projects copies the following assignments from the existing (*From*) structure to the new (*To*) structure:

- Cost base assignments
- Burden cost codes
- Expenditure types

Note: To copy an existing burden structure to a new burden structure, you must first enter header information for the new burden structure.

► **To copy a burden structure:**

1. In the Burden Structures window, review the copy from structure to ensure that it contains the information you want to copy to the new structure.
2. Clear the window and create the To structure, entering header information only.
3. Save your work.
4. Choose the Copy Structure button. The To field automatically defaults to the current copy To structure.
5. Enter the name of the burden structure you want to copy from.
6. Choose OK.

Fremont Corporation Burden Structures

Fremont defines two burden structures: one standard corporate labor structure and one structure for building up costs for cost plus processing. Fremont's burden structures are shown in the following table:

Structure	Structure Type	Structure Usage in Override Schedule
Labor Only Structure	Additive	Allowed
CP Buildup Structure	Precedence	Allowed, Default

Table 3 – 88 Fremont Corporation Burden Structures (Page 1 of 1)

Labor Only Structure

Details of the Labor Only Structure are shown in the following table:

Cost Base	Burden Cost Codes	Expenditure Types
Labor	Overhead (Precedence=1)	Administrative, Clerical, Other Labor, Professional, Double Time, Time and Half

Table 3 – 89 Fremont Corporation Labor Only Structure (Page 1 of 1)

CP Buildup Structure

Details of the CP Buildup Structure are shown in the following table:

Cost Base	Burden Cost Codes	Expenditure Types
Labor	Overhead (Precedence=10), Fringe (Precedence=20), G&A (Precedence=30)	Administrative, Clerical, Other Labor, Professional, Double Time, Time and Half
Materials	Materials Handling (Precedence=25), G&A (Precedence=30),	Material
Expenses	G&A (Precedence=30)	Air Travel, Automobile Rental, Entertainment, Equipment Rental, Lodging, Meals, Misc. Travel Expenses, Other Expenses, Other Invoice, Personal Auto Use, Supplies

Table 3 – 90 Fremont Corporation CP Buildup Structure (Page 1 of 1)

Burden Schedule Type Profile Option

You can set this profile option to specify the default burden schedule type that is assigned when you enter a standard burden schedule.

For more information, see: PA: Default Burden Schedule Type: page B – 16.

Burden Schedules

Use the Burden Schedules window to define firm and provisional burden schedules. When you create a schedule, you associate a burden

structure to the schedule. You can create an unlimited number of schedules; for example, you may define unique schedules for the different purposes of internal costing, revenue, and invoicing.

For Single Business Group Access, you must set up and compile burden schedules for each business group. The schedule name must be unique within each business group. For Cross Business Group Access, you can share burden schedules across business groups. The schedule name must be unique across the system.

Burden schedules are shared among operating units defined by the burdening hierarchy. If organization burden multipliers are not explicitly defined in the Define Burden Schedule window, they will default from the next higher level organization in the hierarchy.

You assign burden schedules to project types, projects, or tasks; project type assignments provide default schedules to a project. Whenever special multipliers are negotiated for a project, you can create project or task burden schedule overrides with the negotiated burden multipliers.

Prerequisites

- Define business groups. See: Business Groups: page 2 – 29.
- Define burden schedule hierarchy. See: Project Burdening Hierarchy Organizations, *Oracle Projects Fundamentals*.
- Define Implementation Options. See: Implementation Options: page C – 2.
- Define burden structures. See: Burden Structures: page 3 – 134.

Defining Burden Schedules

► To define a burden schedule:

1. In the Burden Schedules window, enter the name and description of the burden schedule you are defining.

Enter the default burden structure for this schedule, which is automatically used whenever you create a new revision. You can see the structure of a particular revision when you review revision details. You can change the default structure of the schedule at any time. Oracle Projects uses the new default structure for any new revisions that you create. You can update the default structure to create revisions that use a different burden structure for a given burden schedule.

2. Choose the burdening hierarchy for this schedule.

The burden hierarchy you enter for the burden schedule is the default hierarchy for the latest version. The burden hierarchy information is displayed in the Burden Schedule Version Details window and can be overridden at this level.

3. Choose the Type of schedule, either Firm or Provisional.
4. In the Versions region, define revisions. You may have many different revisions of a particular schedule; for example, you may have a schedule revision for each quarter in your fiscal year. You also create schedule revisions when you want to use a new burden structure, enter new burden multipliers, or apply actual rates to provisional multipliers.

The start and end dates for revisions in a provisional schedule must match GL periods. For firm schedules, Oracle Projects provides you with the flexibility to use any date as the start or end date.

Whenever you create a new schedule revision, Oracle Projects automatically closes the previous open revision. The end date defaults to the date preceding the start date of the new revision.

Enable the Hold check box if you want to hold this schedule revision from compiling.

Choose the Details button to review the details of a particular revision.

Choose Actual if you want to apply actual multipliers to provisional revisions. See: *Applying Actuals*; page 3 – 143.

5. In the Multipliers region, enter multipliers for a schedule revision. You also use this region to compile burden multipliers.

Choose Copy to copy multipliers from one schedule revision to a new revision. See: *Copying Multipliers*; page 3 – 140.

6. Save your work.
7. After you have completed entry of all multipliers, choose Compile to compile new multipliers. When you compile a schedule, Oracle Projects automatically submits the Compile Rate Schedule Revision process. You can also use the Compile All Burden Schedule Revisions process to compile multiple schedules at one time.

See Also

Effective Dates: page 1 – 10

Burden Schedule Overrides, *Oracle Projects Fundamentals*

Copying Multipliers

Use the Copy Multipliers window to copy multipliers from one schedule revision to another. Using this feature, you can copy multipliers across schedules and schedule revisions. However, you can only copy multipliers between revisions that use the same burden structure.

Note: You must create and save the Copy To revision before you can copy multipliers to the new revision.

Fremont Corporation Burden Schedules

Fremont defines the following three burden schedules:

- **Labor Burden Only:** Initially, provisional multipliers are used in the billing schedule. As better estimates are available, Fremont defines new revisions of burden schedules.

The Labor Burden Only schedule is the standard schedule for labor costing on specific indirect projects. This schedule is based on firm multipliers, and consists of two revisions, one for 1993, and one for 1994.

- **Internal Costing:** This is the standard schedule for internal costing of contract and capital projects. This schedule is based on firm multipliers, and consists of one revision.

Note: Fremont defines the labor burden and internal costing schedules with firm multipliers, because the multipliers should not change for the year. Provisional multipliers are ultimately replaced by actual multipliers.

- **Cost Plus Billing:** This standard schedule for billing is based on provisional multipliers, and consists of two schedule revisions: one for each half of the calendar year. Burden costs for Overhead are higher for the Administration group and lower for other divisions of Fremont Corporation.

The attributes of the burden schedules are shown in the following table:

Burden Schedule Name	Description	Structure	Type
Labor Burden Only	Burden schedule for labor costing	Labor Only Structure	Firm
Internal Costing	Burden schedule for internal costing	CP Buildup Structure	Firm
Cost Plus Billing	Burden schedule for billing	CP Buildup Structure	Provisional

Table 3 – 91 Fremont Corporation Burden Schedules (Page 1 of 1)

Labor Burden Only Schedule Revisions

The following table shows the Labor Burden Only schedule revisions:

Revision Name	Start Date	End Date
1993 Multipliers	01-JAN-1993	31-DEC-1993
1994 Multipliers	01-JAN-1994	31-DEC-1994
1995 Multipliers	01-JAN-1995	(no end date)

Table 3 – 92 Fremont Corporation Labor Only Schedule Revisions (Page 1 of 1)

The following table shows the multipliers for the Labor Burden Only schedule revisions:

Revision Name	Multipliers: Organization	Burden Cost Code	Multiplier
1993 Multipliers	Fremont Corporation	Overhead	1.20
1994 Multipliers	Fremont Corporation	Overhead	1.25
1995 Multipliers	Fremont Corporation	Overhead	1.5

Table 3 – 93 Fremont Corporation Labor Only Schedule Multipliers (Page 1 of 1)

Internal Costing Schedule Revision

The Internal Costing schedule has one revision, with the following attributes:

- Revision Name: *Revision 1*
- Start Date: *01-JAN-1993*

The following table shows the multipliers for Revision 1 of the Internal Costing schedule revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	0.95
Fremont Corporation	G&A	0.15
Fremont Corporation	Fringe	0.30
Fremont Corporation	Materials Handling	0.08

Table 3 – 94 Fremont: Internal Costing Schedule Multipliers (Page 1 of 1)

Cost Plus Billing Schedule Revision

The following table shows the Cost Plus Billing schedule revisions:

Revision Name	Start Date	End Date
1993-1 Prov Multipliers	28-DEC 1992	27-JUN-1993
1993-2 Prov Multipliers	28-JUN-1993	26-DEC-1993
1994 Prov Multipliers	27-DEC-1993	(no end date)

Table 3 – 95 Fremont: Cost Plus Billing Schedule Revisions (Page 1 of 1)

The following table shows the multipliers for the Cost Plus Billing schedule 1993-1 Prov Multipliers revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	1.02
Fremont Corporation	G&A	0.15
Fremont Corporation	Fringe	0.35
Fremont Corporation	Materials Handling	0.05
Administration	Overhead	1.10

Table 3 – 96 Fremont: Internal Costing Schedule 1993-1 Multipliers (Page 1 of 1)

The following table shows the multipliers for the Cost Plus Billing schedule 1993-2 Prov Multipliers revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	1.10
Fremont Corporation	G&A	0.15

Table 3 – 97 Fremont: Internal Costing Schedule 1993-2 Multipliers (Page 1 of 2)

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Fringe	0.35
Fremont Corporation	Materials Handling	0.05
Administration	Overhead	1.10

Table 3 – 97 Fremont: Internal Costing Schedule 1993-2 Multipliers (Page 2 of 2)

The following table shows the multipliers for the Cost Plus Billing schedule 1994 Prov Multipliers revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	1.00
Fremont Corporation	G&A	0.16
Fremont Corporation	Fringe	0.30
Fremont Corporation	Materials Handling	0.05
Administration	Overhead	1.05
Fremont Engineering	Overhead	0.95
Fremont Services	Overhead	0.90
Fremont Construction	Overhead	0.80
Fremont Construction	Materials Handling	.015

Table 3 – 98 Fremont: Internal Costing Schedule 1994 Multipliers (Page 1 of 1)

Applying Actuals

You apply actuals by creating an actual schedule revision which replaces one or more provisional revisions. When you apply actual multipliers, the multipliers are applied retroactively to all transactions that were processed using the provisional revision being replaced. After you apply actual multipliers, you must process existing items to recalculate cost, revenue, or invoice amounts.

► **To apply actuals:**

1. In the Burden Schedules window, review the provisional schedule revisions that you want to replace with actual multipliers. Enter an End Date for any open provisional revisions if they do not already have an End Date.
2. Choose the Actual button to navigate to the Apply Actuals window.

3. Create an actual revision by entering a revision name in the Actual Revisions field.
4. Select the specific provisional revisions that you want to replace with the actual revision.

The effective dates of the actual revision defaults from the earliest provisional revision and the latest provisional revision respectively.
5. Choose OK to return to the Burden Schedules window. Notice that Oracle Projects creates a new revision for the actual revision you specified.
6. Enter actual burden multipliers in the Multipliers region. When you are finished entering actual multipliers, save your changes.
7. Remove the hold placed on the actual revision.
8. Save your work.
9. Choose the Compile button to complete the task.

Changing Burden Schedules

You can correct burden multipliers within a schedule revision, or you can create new schedule revisions to correct multipliers. After you create a burden schedule revision, or update your current schedule, you need to compile the multipliers.

Note: If you change any of the attributes of the burden hierarchy for a burden schedule version, you must recompile the schedule.

► To correct burden multipliers:

If you need to correct a multiplier within a particular burden schedule revision, you just change the multiplier for the organization and burden cost code. You can correct multipliers for any schedule type.

1. Correct the burden schedule revision by changing multipliers, adding new multipliers, or deleting existing multipliers in the Multipliers region.
2. Choose Compile to compile the new multipliers for the revision.

When you compile the schedule revision, Oracle Projects marks all items that were processed using the burden schedule revision. You must reprocess these items by running the appropriate cost, revenue, and invoice processes.

► **To create a new revision:**

If you do not want to apply corrected multipliers retroactively, but want the new multipliers to affect all expenditure items in the future, create a new schedule revision. You use start and end dates to indicate the time period of the revision.

1. Create a new revision (or copy it from existing revision). Based on the start date of new revision, the old revision is automatically closed with an end date as the date preceding the new revision start date.
2. Enter organizations and multipliers in the Multipliers region.
3. Choose Compile to compile the new schedule revision.

When you compile the schedule revision, Oracle Projects marks all items that were processed using the burden schedule and have an expenditure item date that falls in the new revision's date range. You must then reprocess these items by running the appropriate cost, revenue, and invoice processes.

Burden Costing Extension

Use the Burden Costing Extension to override the burden schedule ID.

For more information, see: *Burden Costing Extension, Oracle Projects User Guide.*

Allowing Incremental Accounting for Burden Schedule Revisions

You can optionally enable the *PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation* profile option. When this profile option is enabled and you reprocess transactions after burden multipliers are recompiled, Oracle Projects generates incremental accounting entries to post the difference between the original and new burden cost amounts. When you reprocess transactions, Oracle Projects reverses the original accounting entries and generates new entries to post the adjusted cost amounts.

See Also

Accounting for Cost Adjustments Resulting from Burden Schedule Revisions, *Oracle Project Costing User Guide*

PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation: page B – 14

Setting Up for Cross Charge Processing: Borrowed and Lent

The following instructions give details about steps PJC-49 through PJC-54 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Use borrowed and lent processing to charge expenditures between operating units, but within the same set of books (legal entity).

Prerequisite

1. Define organizations and organization hierarchies (operating units, legal entities, and business groups) that will share resources.

Define Transfer Price Rules

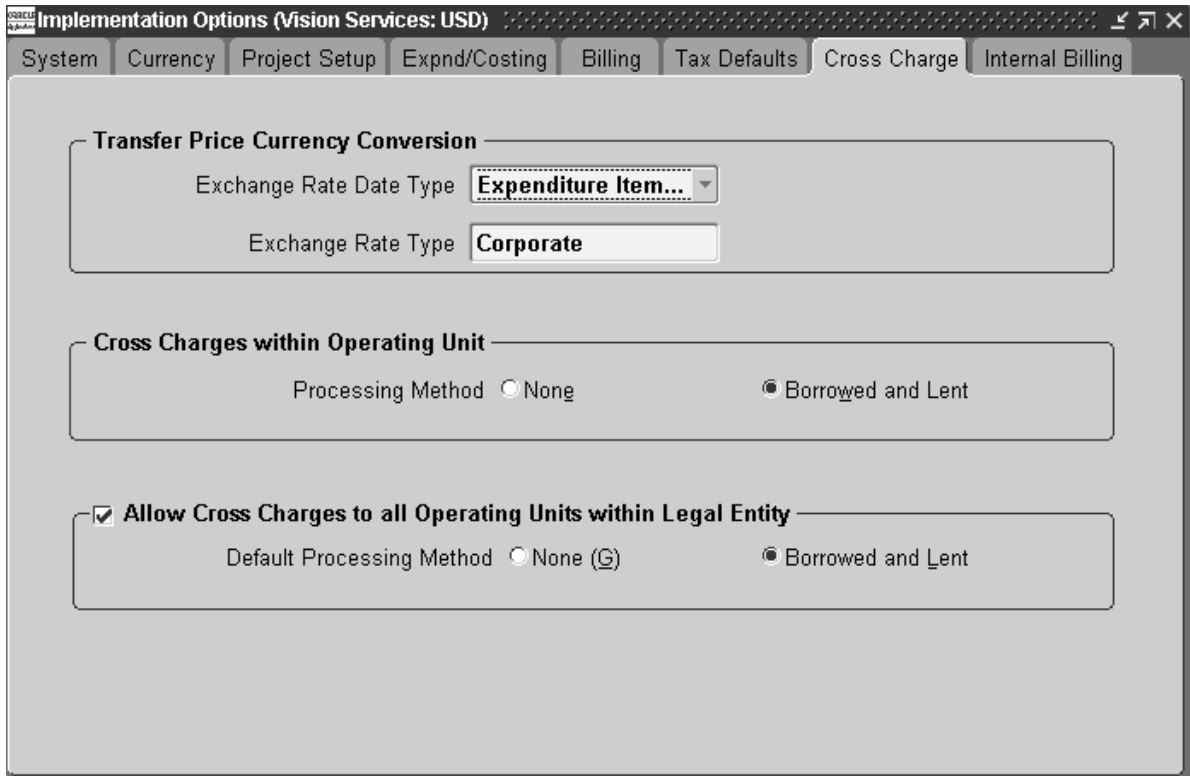
See: Defining Transfer Price Rules: page 3 – 162.

Define Transfer Price Schedules

See: Defining Transfer Price Schedules: page 3 – 164.

Define Cross Charge Implementation Options

You must define cross charge implementation options for all operating units that will use borrowed and lent processing.



► **To define cross charge implementation options:**

1. Navigate to the Implementation Options window and select the Cross Charge tab.
2. Enter the exchange rate date type and the exchange rate type that Oracle Projects uses to convert the transfer price amount to the functional currency of the provider operating unit:
 - For Exchange Rate Date Type, choose Expenditure Item Date or PA Date.
 - For Exchange Rate Type, specify the rate type that will be used as the default for transfer price conversions.
3. Select a method for processing cross charges within an operating unit. If you select:
 - None, Oracle Projects will not process intra-operating unit transactions for cross charge.

- Borrowed and Lent, the system creates borrowed and lent accounting entries only; Oracle Projects does not generate invoices for transactions processed by borrowed and lent accounting.
4. To allow cross charges to all operating units within a legal entity, select the check box, and then choose a default processing method for these type of transactions. If you select:
 - None, Oracle Projects does not process inter-operating unit transactions for cross charge.
 - Borrowed and Lent, Oracle Projects creates borrowed and lent accounting entries only.
 5. Save your work.

Defining Provider and Receiver Controls

See: Defining Provider and Receiver Controls: page 3 – 166.

Defining AutoAccounting Rules for Borrowed and Lent Transactions

Define AutoAccounting rules for borrowed and lent cross charges in each provider operating unit (these transactions are processed in the provider operating units). Use the Borrowed Account and Lent Account AutoAccounting functions to select the appropriate intercompany borrowed and lent accounts. For more information on the related function transactions and parameters, see: AutoAccounting Functions: page G – 3.

Implement Cross Charge Extensions

You can implement your business rules for various aspects of cross charging using the Cross Charge Extensions.

See: Cross Charge Client Extensions, *Oracle Projects User Guide*.

Setting Up for Cross Charge Processing: Intercompany Billing

The following instructions give details about steps PJC-55 through PJC-74 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Use intercompany billing to charge expenditures across sets of books (legal entities).

Prerequisites

1. Install and implement Oracle Project Billing, Oracle Receivables, and Oracle Payables (for intercompany billing only). See: *Oracle Receivables User Guide* and *Oracle Payables User Guide*.
2. Define organizations and organization hierarchies (operating units, legal entities, and business groups) that will share resources.

Global and Operating Unit Setup

The setup steps are divided into the following phases:

- Global Setup:
 - Define transfer price rules: page 3 – 151
 - Define transfer price schedules: page 3 – 151
 - Define additional expenditure types, agreement types, billing cycles, invoice formats, and supplier types: page 3 – 151
 - Define an internal supplier: page 3 – 151
 - Define an internal customer: page 3 – 152
- Operating Unit Setup:
 - Define supplier sites for the internal supplier (receiver): page 4 – 84
 - Define bill to and ship to sites for the internal customer (provider): page 3 – 152
 - Define internal billing implementation options (each operating unit): page 3 – 153
 - Define internal tax codes for Receivables invoices (provider): page 3 – 153

- Define internal tax codes for Payables invoices (receiver): page 3 – 153
- Define an agreement for intercompany billing projects: page 3 – 153
- Define additional expenditure types, agreement types, billing cycles, invoice formats, and supplier types

Defining Transfer Price Rules

For details about this step, see: *Defining Transfer Price Rules*: page 3 – 162.

Defining Transfer Price Schedules

For details about this step, see: *Defining Transfer Price Schedules*: page 3 – 164.

Defining Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types

For details about this step, see: *Defining Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types*: page 3 – 157.

Defining Internal Suppliers

In Oracle Payables, define a supplier for intercompany billing transactions. Payables invoices will be sent to this internal supplier during the Tieback Invoices from Receivables process.

For this supplier, you define supplier sites for each operating unit. See: *Entering Suppliers*, *Oracle Payables User Guide* and *Oracle Purchasing User Guide*.

Defining Internal Customers

In Oracle Receivables, define a customer for intercompany billing transactions. This internal customer generates intercompany invoices.

Defining Supplier Sites for the Internal Supplier (Receiver)

You must define a supplier site for each internal supplier that provides cross charged transactions to the current operating unit. Supplier sites are define in Oracle Payables. Payables invoices created by the internal billing process are sent to these supplier sites. When defining an internal supplier site, specify a Payables account for internal billing purposes. See: Entering Suppliers, *Oracle Payables User Guide*.

Defining Bill To and Ship To Sites for the Internal Customer (Provider)

You must define a customer bill and ship site for each internal customer that receives internal invoices from the current operating unit. Customer bill and ship sites are defined in Oracle Receivables. See: Entering Customers, *Oracle Receivables User Guide*.

Define internal billing implementation options for every operating unit that uses the internal billing feature of Oracle Projects as either a provider or receiver organization. You can designate an operating unit as a provider organization, a receiver organization, or both.

See: Defining Internal Billing Implementation Options: page 4 – 85.

See: Defining Tax Account Codes for Internal Receivables Invoices: page 3 – 160.

See: Defining Tax Account Codes for Internal Payables Invoices: page 3 – 160.

Define an agreement with a soft limit to fund each intercompany billing project.

To define agreements for intercompany billing, enter the receiver operating unit as the customer, and an agreement type defined for intercompany billing. Use the agreement to fund the corresponding intercompany billing project. The Agreements window automatically updates the baselined amount from the funding amount (in other words, you do not need to create a budget for the project). Oracle Projects uses this agreement to generate internal Receivables invoices.

See: Agreements, *Oracle Project Billing User Guide*.

You may need to define tax codes to apply separate tax distributions on internal Payables invoices. These tax codes are defined in Oracle Payables.

You must also enable the Use Automatic Tax Calculation Payables option in Payables. Choose Supplier Site for the calculation level and override it at the line level.

See: Defining Automatic Accounting in Oracle Receivables: page 4 – 96 and Defining Automatic Accounting, *Oracle Receivables User Guide*.

The internal billing processes use the same tax codes when creating Receivables and Payables invoices. You must verify that identical tax codes exist in Receivables and Payables, for each pair or provider and receiver operating units.

Defining Internal Billing Implementation Options (Each Operating Unit)

For details, see: Defining Internal Billing Implementation Options: page 3 – 159.

Defining Internal Tax Codes for Receivables Invoices (Provider)

For details, see: Defining Internal Tax Codes for Receivables Invoices: page 3 – 160.

Defining Internal Tax Codes for Payables Invoices (Receiver)

For details, see: Defining Internal Tax Codes for Payables Invoices: page 3 – 160.

Defining an Agreement for Intercompany Billing Projects

Define an agreement for your intercompany billing projects. See: Agreements, *Oracle Project Billing User Guide*.

Define an Intercompany Project Type and Project Template

Define an intercompany project type and project template, as described below.

Defining a Project Type for Intercompany Billing Projects

You must define a project type of for intercompany billing projects. This project type must have the project type class Contract. Select the Intercompany Billing Project check box to distinguish this project type from non-intercompany billing project types. See: Project Types: page 2 – 117.

Defining Project Templates for Intercompany Billing Projects

You will probably want to define project templates especially for cross charge processing projects. Use one of the project types defined for intercompany billing. See: Project Templates, *Oracle Projects Fundamentals*.

Defining Intercompany Billing Projects

To use intercompany billing, you must set up an intercompany billing project for each receiver operating unit that receives charges from the current operating unit.

Use one of the project templates created for intercompany billing. Then enter the project details:

1. Enter the internal customer defined for the receiver operating unit. The project must have only one customer with a contribution level of 100%.
2. Enter the bill and ship sites defined for the internal customer.
3. Select one of the invoice formats defined for cross charge processing.
4. Select one of the billing cycles defined for cross charge processing.
5. Enter the intercompany receivables manager as the project manager.
6. Enter billing currency and conversion attributes as required by the receiver operating unit.

Defining Provider and Receiver Controls

See: Defining Provider and Receiver Controls: page 3 – 166.

Defining the Supplier Invoice Charge Account Process for Internal Invoicing

See: Modifying the Supplier Invoice Charge Account Process: page 3 – 161.

Implementing the Payables Open Interface Workflow

See: Customizing the Payables Open Interface Workflow: page 3 – 161.

Defining AutoAccounting for Intercompany Billing Transactions

Intercompany billing accounting entries in the provider operating unit include a debit to an Intercompany Receivables account and a credit to an Intercompany Revenue account. Oracle Projects provides the *Intercompany Revenue Account* and *Intercompany Invoice Accounts* AutoAccounting functions to determine the appropriate intercompany revenue and receivables accounts. For more information on the related function transactions and parameters, see: AutoAccounting Functions: page G – 3.

Defining AutoAccounting Rules for Provider Cost Reclassifications

If you have enabled provider cost reclassification for intercompany billing, you must define AutoAccounting Rules for provider cost reclassification entries using the *Provider Cost Reclass Dr* and *Provider Cost Reclass Cr* functions.

Defining Invoice Rounding Account for Intercompany Transactions

See: Invoice Rounding: page 4 – 77.

Implementing Cross Charge Extensions

Use the Cross Charge Extensions to implement your business rules for intercompany billing.

See: Cross Charge Client Extensions, *Oracle Projects User Guide*.

Shared Setup Details for Cross Charge Processing

Following are instructions for the setup steps that are shared by the setup procedures for borrowed and lent processing, intercompany billing, and inter-project billing.

Define Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types for Cross Charge Processing

Defining Expenditure Types

You may need to define expenditure types to associate with internal Payables invoices and distributions that contain project information.

You can associate the expenditure types that you define in this step with the Supplier Invoices expenditure type class. (These expenditure types are also used to create non-recoverable tax lines on internal Payables invoices.) See: Expenditure Types: page 3 – 15.

Defining Agreement Types

You can define additional agreement types to help you distinguish internal agreements from those with your external customers. See: Agreement Types: page 4 – 50.

Defining Work Types for Cross Charge Processing

If your transfer price rules vary for revenue sharing and cost reimbursement agreements between your provider and receiver organizations, define work types to distinguish the agreement types. See Work Types: page 2 – 111.

Defining Supplier Types for Internal Suppliers

You can define separate supplier types in Oracle Payables for internal suppliers to distinguish them from external suppliers. You can also define separate supplier types in Oracle Purchasing. See: Entering Suppliers, *Oracle Payables User Guide* and *Oracle Purchasing User Guide*.

Defining Transaction Sources for Cross Charge Processing

If you import cross charge transactions that are processed by an external system, enable the option for that system's transaction source. Doing so means that Oracle Projects does not perform any cross charge processing on transactions originating from that source. See: Transaction Sources: page 3 – 21.

Defining an Internal Supplier

In Oracle Payables, define a supplier for inter-project billing transactions. Payables invoices will be sent to this internal supplier during the Tieback Invoices from Receivables process.

For this supplier, you define supplier sites for each operating unit.

Defining an Internal Customer

In Oracle Receivables, define a customer for inter-project billing transactions. This internal customer generates inter-project invoices.

Defining Internal Billing Implementation Options

The screenshot shows the 'Implementation Options (Vision Services: USD)' window with the 'Internal Billing' tab selected. The window contains the following fields and options:

- Provider for Internal Billing** (checked):
 - Supplier Name: **Vision**
 - Number: **1015**
 - Invoice Numbering**:
 - Method**: Manual, Automatic
 - Type**: Alphanumeric, Numeric
 - Invoice Batch Source: **PA Internal Invoices**
 - Reclassify Costs for Cross Charged Transactions**:
 - Cost Accrual Projects: None, Raw, Burdened
 - Non Cost Accrual Projects: None, Raw, Burdened
- Receiver for Internal Billing** (checked):
 - Customer Name: **IntraOrg3 Company**
 - Number: **2487**

For each operating unit that uses the internal billing feature of Oracle Projects you must set up internal billing implementation options as either a provider or receiver organization, or both.

► **To define internal billing implementation options:**

1. Navigate to the Implementation Options window and select the Internal Billing tab.
2. If the current operating unit is a provider organization for internal billing, select Provider for Internal Billing.
3. For Supplier Name and Number, enter the name and number of the supplier associated with the current operating unit.
4. Select an invoice numbering method, as shown in the following table:

To...	Do This
Specify invoice numbers	Select Manual, and then select Alphanumeric or Numeric Numbering.
Use invoice numbers generated by the system	Select Automatic, and then specify a starting number to use for internal invoices.

5. For Invoice Batch Source, select PA Internal Invoices.
6. Indicate how you want to reclassify cross charged costs for cost accrual and non-cost accrual projects. Select None if you do not want to reclassify cross charges for either category.
7. Select Receiver for Internal Billing if the current operating unit is a receiver organization for internal billing.

Use the Cost Accrual Identification extension to identify the project as a cost accrual project. See: Cost Accrual Identification Extension, *Oracle Projects User Guide*.
8. For Customer Name and Number, enter the name and number of the customer associated with this operating unit.
9. Save your work.

Defining Tax Account Codes for Internal Receivables Invoices

In Oracle Receivables, define tax account codes for the tax amounts on internal Receivables invoices. See: Defining Automatic Accounting in Oracle Receivables: page 4 – 96.

Defining Tax Account Codes for Internal Payables Invoices

In Oracle Payables, define tax codes to apply separate tax distributions on internal AP invoices. This step is required for each receiver operating unit.

You must also enable the Use Automatic Tax Calculation Payables option in Payables. Choose Supplier Site for the calculation level and override it at the line level.

See: Defining Automatic Accounting in Oracle Receivables: page 4 – 96 and Defining Automatic Accounting, *Oracle Receivables User Guide*.

Note: Verify that Receivables and Payables share the same tax codes. The internal billing processes use the same tax codes when creating Receivables and Payables invoices. You must verify that identical tax codes exist in Receivables and Payables, for each pair or provider and receiver operating units.

Customizing the Payables Open Interface Workflow

You can modify the AP Open Interface Workflow process to override the default attributes used to convert the internal Payables invoice from the transaction currency to the functional currency of the receiver operating unit. See: Payables Open Interface Workflow, *Oracle Payables User Guide*.

Modifying the Supplier Invoice Charge Account process

In Oracle Payables, you must modify the *Supplier Invoice Charge Account* process so that it returns a generic cost account for internal invoices.

You can use different supplier types to differentiate between regular and internal invoices. You can further differentiate internal invoices between intercompany and inter-project invoices by specifying the appropriate invoice source for Projects intercompany invoices and inter-project invoices.

Defining Transfer Price Rules

Transfer Price Rules (Vision Services)

Name

Type **Labor**

Effective Dates

From **17-JAN-2003**

To

Description

Basis **Raw Cost**

Use

Basis

Burden Schedule

Bill Rate Schedule

Operating Unit

Schedule

Apply **100** %

Define transfer price rules at the business group level to determine how Oracle Projects calculates the transfer price for cross charged transactions.

Each rule consists of attributes that you can define:

- Rule name, type, description, and effective dates
- Basis and calculation method
- Rate (percentage) at which to apply the rule

Changes to transfer price rules affect only future transactions. To change a previously processed transaction, adjust the transaction manually from the Expenditure Items window.

Before you define a transfer price rule, you must define the bill rate or burden schedule that you want to use in the rule (if applicable). See: Bill

► **To define a transfer price rule:**

1. Navigate to the Transfer Price Rules window.
2. Enter a unique name for the rule, select a type (Labor or Non-Labor), and specify a description and the effective dates.

Note: Transfer price rule names must be unique within a business group if you are using Single Business Group Access. For Cross Business Group Access, transfer price rule names must be unique across the system.

3. For the [] field (descriptive flexfield), enter the information specified by your system administrator.
4. For Basis, select Raw Cost, Burdened Cost, or Revenue.
5. Select one of the calculation methods described in the following table to use to determine the transfer price:

Method	Description
Basis	Use the transfer price with no further adjustments.
Burden Schedule	Specify the name of an existing burden schedule to apply to the basis. See: Burden Schedules: page 3 – 137.
Bill Rate Schedule	For Operating Unit, specify the name of the operating unit that owns the bill rate schedule that you want to use. See Defining Bill Rate Schedules: page 3 – 66. For Schedule, specify a bill rate schedule to apply to the basis. The window will display the schedule's currency code.

Table 3 – 99 Transfer Price Rule window (Page 1 of 1)

6. For Apply, enter a percentage (zero or any positive number).
 The percentage is the amount of a markup or discount to the transfer price amount calculated by the rule. Numbers less than 100 indicate a discount, and numbers greater than 100 indicate a markup. For example, to give a 20% discount on a bill rate, enter 80.
7. Save your work.

Defining Transfer Price Schedules

Line Num	Provider	Receiver	Labor Rule	Apply %	Non Labor Rule	Apply %
1	Vision Services	Vision Project Mfg	AC Labor	100	AC NonLabor	100
2	Vision Project Mfg	Vision Services	AC Labor	100	AC NonLabor	100

A transfer price schedule is a list of transfer price rules. The schedule specifies which rules determine the transfer price amount for transactions charged from a provider organization to a receiver organization.

When defining transfer price schedule lines, you can use the amount type classification to assign different rules for revenue sharing and cost reimbursement agreements. As cross charge transactions are processed, the work type attribute classifies each transaction as cost or revenue, and therefore, determines the schedule line used when the transfer price is calculated. See *Work Types, Oracle Projects Fundamentals*.

You can define different schedules to use different rules for various projects and tasks between the same pairs of provider and receiver organizations. For example, you can define one schedule that contains all the rules for capital projects and another for contract projects.

Changes to a transfer price schedule affect only future transactions. To change a previously processed transaction, use the Expenditure Items window to adjust the transaction manually.

Before you define transfer price schedule, you must define:

- Organizations
- Transfer price rules (see: Defining Transfer Price Rules: page 3 – 162)

► **To define a new transfer price schedule:**

1. Navigate to the Transfer Price Schedules window.
2. Enter a unique name for the schedule, select a type (Labor or Non-Labor), and specify a description and the effective dates.

The schedule is effective during the dates you specify. You will be able to use this schedule for projects and tasks within the effective date range only.

3. For the [] field (descriptive flexfield), enter the information specified by your system administrator.
4. In the Schedule Lines region, specify the provider and receiver organizations and the transfer price rules that you want to associate with those rules.
5. Enter the schedule lines, as shown in the following table:

For this field...	Do This
Line Num	Enter a number greater than zero to specify the display order for the lines.
Provider	Choose any organization, parent organization, operating unit, legal entity, or business group
<i>(Optional)</i> Receiver	Choose any organization, parent organization, operating unit, legal entity, or business group. If you leave this field blank, this transfer price schedule applies to any receiver organization receiving transactions from the specified provider organization.
Labor Rule Non Labor Rule	For Labor Rule, choose a valid transfer type rule with a type of Labor for this provider and receiver organization pair. For Non Labor Rule, choose a rule with a type of Non Labor. You must specify at least one transfer price rule (labor, non-labor, or both) for each schedule line.

Table 3 – 100 Transfer Price Schedule window (Page 1 of 2)

For this field...	Do This
Apply %	<i>(One Apply % field applies to labor rules, the other to non-labor rules.)</i> Enter a percentage (zero or any positive number). The percentage is a markup or discount to the transfer price amount calculated by the rule. Numbers less than 100 indicate a discount, and numbers greater than 100 indicate a markup. For example, to give a 20% discount on a bill rate, enter 80.
Transfer Price Amount Type	Select one of the following: Cost Transfer: The schedule line is applied to transactions when the assigned work type has an amount type of Cost Revenue Transfer: The schedule line is applied to transactions when the assigned work type has an amount type of Revenue. Cost and Revenue: The schedule line applies to all cross charge transactions.
Effective Dates	Enter effective dates for this schedule line. The schedule line will be applied to transactions within the effective date range only.
Default	Choose one schedule line to be a default for this schedule. The rule associated with this line is used to derive the transfer price if none of the other lines match your transaction. Note: The system does not require that a transfer price schedule line be identified as the default line. However, the system does issue an error message if it cannot determine a rule to apply to a transaction.
[] (Descriptive flexfield)	Enter the information specified by your system administrator.

Table 3 – 100 Transfer Price Schedule window (Page 2 of 2)

6. Save your work.

Defining Provider and Receiver Controls

This section describes how to define provider and receiver controls to:

- Control the ability to allow cross charges to other operating units within a legal entity by individual receiver operating unit
- Override the default processing method for cross charges to receiver operating units within a legal entity
- Allow cross charges to operating units outside the legal entity
- Use internal billing

Defining Provider Controls

Provider/Receiver Controls (Vision Services: USD)

Operating Unit: **Vision Services** Legal Entity: **Vision Services**

Provider Controls Receiver Controls

Allow Cross Charge to all Operating Units within Legal Entity

Default Processing Method: None Borrowed and Lent

Receiver		Allow Cross Charge	Processing Method	Intercompany Billing Project	Invoice Grouping
Vision Project Mfg	Vision Project Mfg	<input checked="" type="checkbox"/>	Intercompany...	IC Billing - VisPM	By Receiv...
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

► To define provider controls:

1. Navigate to the Provider/Receiver Controls window.

You can change the name of the operating unit and legal entity that appears in the window.

2. Select the Provider Controls tab.

The *Allow Cross Charge To All Operating Units within Legal Entity* and *Default Processing Method* options display the implementation options you selected. You can change these options only from the Implementation Options window.

3. Enter the name of the operating unit that can receive cross charges from the current operating unit.

The operating unit can belong to a different legal entity than the current legal entity displayed at the top of the window. Once you

enter an operating unit, Oracle Projects displays the name of the corresponding legal entity.

4. Select *Allow Cross Charge* to allow cross charges to this operating unit.

This value overrides the *Allow Cross Charges To All Operating Units Within Legal Entity* option. Changes to the *Allow Cross Charge* check box affect future cross charges to this receiver operating unit.

5. For Processing Method, select the cross charge processing method that you want to use for transactions charged to this receiver operating unit.

You can choose Intercompany Billing only if you have identified the operating unit as a receiver for internal billing. If you change the processing method to or from Intercompany Billing, you must mark any unprocessed transactions for cross charge reprocessing (do so in the Expenditure Items window). If you do not mark these items, they may fail processing for intercompany billing. You can choose Borrowed and Lent only if the receiver operating unit and provider operating unit are in the same legal entity.

6. (*Intercompany billing only*) Enter the name of the intercompany billing project created to generate intercompany Receivables invoices for this provider operating unit.

Oracle Projects validates that the customer associated with the receiver operating unit is the same as the customer for the intercompany billing project.

You cannot change the intercompany billing project once you have created any billing transactions by running the Generate Intercompany Invoices process.

7. (*Intercompany billing only*) Enter an invoice grouping method.

- **Receiver Project.** Oracle Projects generates a separate invoice for each project that receives cross charges from the current operating unit.
- **Receiver Operating Unit.** Oracle Projects generates a single invoice for all projects in the receiver operating unit that receive cross charges from the current operating unit.

8. For [] (descriptive flexfield), enter the information specified by your system administrator.
9. Save your work.

Defining Intercompany Receiver Controls

Oracle
Provider/Receiver Controls (Vision Services: USD)

Operating Unit: **Vision Services** Legal Entity: **Vision Services**

Provider Controls Receiver Controls

Provider

Operating Unit	Legal Entity	Supplier	Supplier Site	Expenditure Type	Expenditure Org
Vision Services	Vision Services	Vision	LOCAL-SF	Consulting	Consulting
Vision Project Mfg	Vision Project Mfg	AT	SERVICES SITE	Consulting	Vision Project M
Vision Project Eng	Vision Project Mfg				
Vision R & D	Vision Services	INTERNAL IC BILL	SERVICES	Consulting	Consulting

► **To define receiver controls:**

1. Navigate to the Provider/Receiver Controls window.
You can change the name of the operating unit and legal entity that appears in the window.
2. Select the Receiver Controls tab and then enter the Provider lines, as shown in the following table.

For this field...	Do This
Operating Unit	Enter the name of the operating unit that provides internal invoices to the current operating unit. You can choose among the operating units identified as providers for internal billing (in the Internal Billing tab of the Implementation Options window).
Legal Entity Supplier	After you enter an operating unit, Oracle Projects displays the name of the corresponding legal entity and supplier.

For this field...	Do This
Supplier Site	Enter a supplier site to use for this operating unit.
Expenditure Type	Enter an expenditure type. Oracle Projects uses the expenditure type to create distribution lines for internal Payables invoices. You can choose only those expenditure types with an expenditure type class of Supplier Invoices.
Expenditure Org	Enter an organization to use as the expenditure organization for all distribution lines of the internal Payables invoices from this provider operating unit.

Table 3 - 101 Provider/Receiver Controls window, Intercompany Receiver Setup (Page 2 of 2)

3. Save your work.

Note: You can override the expenditure type and expenditure organization assigned to internal Payables invoices using a client extension. See *Internal Payables Invoice Attributes Override Extension*, *Oracle Projects User Guide*.

Oracle Payables and Purchasing Integration

The following instructions give details about steps PJC-75 through PJC-82 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Install and Implement Oracle Payables and Oracle Purchasing

To integrate Oracle Projects with Oracle Payables and Oracle Purchasing, first install the Payables and Purchasing products.

Implementing Oracle Payables for Projects Integration

Install and implement Oracle Payables if you want to do either of the following:

- Import Projects expense reports into Payables, and use Payables to pay the expense report
- Use supplier and invoice information you enter in Payables to create expenditure items for projects in Oracle Projects

For more information about setting up Oracle Payables, refer to the *Oracle Payables User Guide*.

Defining Payables Options

When you integrate Oracle Projects with Oracle Payables, you define the following options in the Expense Reports region of the Payables Options window of Oracle Payables.

You import Oracle Projects expense reports to Oracle Payables and then use Oracle Payables to pay the expense reports. The employee must be a supplier to successfully import expense reports. You can either manually enter all employees as suppliers, or you must enable the Automatically Create Employee as Supplier Payables option. If you enable the option, you can set defaults for the suppliers that the system creates during Payables Invoice Import.

- Automatically Create Employee as Supplier

If you do not manually enter employees as suppliers, enable the Payables option for automatically creating suppliers from employee information. If you enable this option, Oracle Payables enters the employee as a supplier the first time it imports an expense report for the employee. Payables Invoice Import cannot

create invoices from expense reports if the employee is not a supplier and you have not enabled this Payables option.

- Terms/Pay Group/Payment Priority

If you enable the Automatically Create Employee as Supplier option in the Expense Report Payables Options, Oracle Payables will use the default values you supply to create the supplier records during Payables Invoice Import.

- Apply Advances

This option determines the default value for the Apply Advances option in the Expense Reports window. If you enable this option, Oracle Payables applies advances to employee expense reports if the employee has any outstanding paid advances.

- Hold Unmatched Expense Report Invoices

If you enable the Automatically Create Employee as Supplier Payables option, this option defaults for the suppliers and supplier sites Payables creates during Invoice Import. When this option is enabled for a supplier site, Payables requires that you match each invoice for a supplier site to a purchase order or receipt.

See Also

Payables Options, *Oracle Payables User Guide*

Integrating Commitments from External Systems: page 6 – 54

Fremont Corporation Payables Options

Fremont Corporation's accounting department prefers to have Oracle Payables create supplier entries for employees who submit expense reports. Fremont creates the following Payables option:

- Automatically Create Employee as Supplier: *Enabled*

Implementing Oracle Purchasing for Projects Integration

Install and implement Oracle Purchasing if you want to use Oracle Purchasing to enter project-related requisitions and purchase orders,

and then report outstanding committed costs of requisitions and purchase orders on your projects.

For more information about setting up Oracle Purchasing, refer to the *Oracle Purchasing User's Guide*.

See Also

Integrating Expense Reports with Oracle Payables, *Oracle Project Costing User Guide*

Integrating Oracle Purchasing and Oracle Payables, *Oracle Project Costing User Guide*

Customizing the Commitment View

You can customize the set of transactions that are considered to be committed amounts. For details, see: Commitments from External Systems: page 6 – 54.

Profile Options for Project-Related Invoices and Documents

Set the following profile options for project-related invoice and document entry:

- PA: Allow Override of PA Distributions in AP/PO: page B – 9
Specify whether a user can update the Accounting Flexfield combination for Oracle Projects distributions in Payables and Purchasing.
- PA: Default Expenditure Organization in AP/PO: page B – 17
Specify the default expenditure organization for project-related information in Payables and Purchasing.
- PA: Expenditures Per Set: page B – 20
Specify the number of expenditures to process in each set during the processes that interface transactions to Payables.
- PA: Expense Report Invoices Per Set: page B – 21
Specify the number of expense report invoices to process in each set.

- PA: Summarize Expense Report Lines: page B – 31

Specify how expense report lines in an expense report are summarized when you interface expense reports to Oracle Payables.

- PA: Transfer DFF with AP: page B – 33

Specify whether descriptive flexfield segments are interfaced from Oracle Payables to Oracle Projects and from Oracle Projects to Oracle Payables.

Setting the Discount Interface Start Date

Set the Discount Interface Start Date profile option to specify when Projects retrieves and interfaces payment discounts from Payables.

For more information, see: PA: AP Discount Interface Start Date: page B – 10.

Defining the Supplier Invoice Account Generator

Define the Account Generator for the supplier invoice account. For more information, see: Generating Accounts for Oracle Payables: page G – 23.

Defining a Project-Related Purchasing Transactions Account Generator

Define the Account Generator for project-related purchasing transactions. For more information, see: Generating Accounts for Oracle Purchasing: page G – 22.

Defining Project-Related Distribution Sets

In the Distribution Sets window of Oracle Payables, you can define project-related distribution sets. When you assign a project-related distribution set to an invoice you are entering, Payables automatically creates project related invoice distributions for the invoice.

For more information, see: Distribution Sets, *Oracle Payables User Guide*.

Defining Payables Descriptive Flexfields

Define descriptive flexfields in Oracle Payables. For more information, see: Payables Setup, *Oracle Payables User Guide*.

Setting Descriptive Flexfield Profile Options

Set the following profile options:

- PA: Transfer DFF with AP: page B – 33
Specifies whether descriptive flexfield segments are interfaced between Oracle Projects and Oracle Payables.
- PA: Transfer DFF with PO: page B – 33
Specifies whether descriptive flexfield segments are interfaced between Oracle Projects and Oracle Purchasing.

Implementing Oracle Inventory for Projects Integration

The following instructions give details about steps PJC-83 through PJC-84 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Install and Implement Oracle Inventory

For details, see the setup steps for Oracle Inventory in the *Oracle Inventory User's Guide*.

Define Project-Related Transaction Types in Oracle Inventory

In Oracle Inventory, create one or more transaction types that are enabled for project use. See *Defining and Updating Transaction Types, Oracle Inventory User's Guide*.

Integrating Projects with Inventory without Project Manufacturing

You can implement Inventory to Projects integration so that you can issue from inventory to projects without installing Project Manufacturing. To implement this integration, follow these steps:

1. **Enable Project Cost Collection.** In the Organization Parameters window in Oracle Inventory, enable the Project Cost Collection Enabled box. See *Defining Costing Information, Oracle Inventory User's Guide*.
2. **Create a Project-Enabled Transaction Type.** See: Define Project-Related Transaction Types in Oracle Inventory: page 3 – 176.
3. **Set the INV: Project Miscellaneous Transaction Expenditure Type Profile Option.** In Oracle Inventory, set the value of this profile option to *User Entered*. With this setting, You must enter expenditure types for project miscellaneous transactions.
See Inventory Profile Options, *Oracle Inventory User's Guide*.
4. **Create an Inventory Expenditure Type.** In Oracle Projects, create an expenditure type with the transaction type class *Inventory*. See: Expenditure Types: page 3 – 15.

See Also

Integrating with Oracle Inventory, *Oracle Project Costing User Guide*

Implementing Oracle Project Manufacturing

The following instruction refers to step PIC-85 in the Oracle Project Costing Feature Implementation Checklist: page 3 – 3.

Install and Implement Oracle Project Manufacturing

For details, see the setup steps for Oracle Inventory in the *Oracle Project Manufacturing Implementation Guide*.

CHAPTER

4

Implementing Oracle Project Billing

This chapter contains instructions for implementing Oracle Project Billing.

Oracle Project Billing Implementation Checklists

Oracle Project Billing, together with Oracle Project Costing, provides a complete, integrated project billing solution. Oracle Project Billing can automate revenue generation, simplify your client invoicing, improve your cash flow, and measure the performance and profitability of your contract projects. Oracle Project Billing is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

For general information about the Oracle Projects implementation checklists, see Overview of Setting Up Oracle Projects: page 1 – 5.

Note: To find out how to access a window, refer to the Navigation Paths index, *Oracle Projects Fundamentals*.

Oracle Project Billing Product Setup

The product setup checklist is organized by area of functionality.

Note: The *Required* column indicates if the step is required for use of the *product*. The *Optional* column indicates if the step is optional for use of the *product*.

Licensing

Step	Description	Required	Optional
<input type="checkbox"/> PJB-1	Set the profile option PA: Licensed to Use Project Billing	Yes	

Table 4 - 1 Project Billing Setup: Licensing (Page 1 of 1)

Revenue and Invoicing

Step	Description	Required	Optional
<input type="checkbox"/> PJB-2	Define Receivables System Options	Yes	
<input type="checkbox"/> PJB-3	Define and assign output tax codes	Yes	

Table 4 - 2 Project Billing Setup: Revenue and Invoicing (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJB-4	Define payment terms	Yes	
<input type="checkbox"/> PJB-5	Define rate schedules		Yes
<input type="checkbox"/> PJB-6	Define invoice formats	Yes	
<input type="checkbox"/> PJB-7	Define invoice print method		Yes
<input type="checkbox"/> PJB-8	Define credit types	Yes	
<input type="checkbox"/> PJB-9	Define event types		Yes
<input type="checkbox"/> PJB-10	Define and assign billing assignments		Yes
<input type="checkbox"/> PJB-11	Define percent complete revenue accrual and invoicing options		Yes
<input type="checkbox"/> PJB-12	Set the profile option PA: Maintain Unbilled Receivables and Unearned Revenue Balances		Yes
<input type="checkbox"/> PJB-13	Set the profile option: PA Interface Released Revenue to GL		Yes
<input type="checkbox"/> PJB-14	Implement billing extensions		Yes
<input type="checkbox"/> PJB-15	Implement labor billing extension		Yes
<input type="checkbox"/> PJB-16	Implement billing cycle extension		Yes
<input type="checkbox"/> PJB-17	Implement retention billing extension		Yes
<input type="checkbox"/> PJB-18	Implement automatic invoice approve/release extension		Yes
<input type="checkbox"/> PJB-19	Implement the AR transaction type extension		Yes
<input type="checkbox"/> PJB-20	Implement the output tax extension		Yes
<input type="checkbox"/> PJB-21	Implement revenue-based cost accrual extension		Yes
<input type="checkbox"/> PJB-22	Implement cost accrual billing extension		Yes

Table 4 – 2 Project Billing Setup: Revenue and Invoicing (Page 2 of 2)

Agreements and Funding

Step	Description	Required	Optional
<input type="checkbox"/> PJB-23	Define agreement types	Yes	
<input type="checkbox"/> PJB-24	Define agreement templates		Yes
<input type="checkbox"/> PJB-25	Implement funding revaluation factor extension		Yes

Table 4 – 3 Project Billing Setup: Agreements and Funding (Page 1 of 1)

Customers

Step	Description	Required	Optional
<input type="checkbox"/> PJB-26	Define customers	Yes	

Table 4 – 4 Project Billing Setup: Customers (Page 1 of 1)

AutoAccounting for Revenue and Billing

Step	Description	Required	Optional
<input type="checkbox"/> PJB-27	Set the profile option PA: Selective Flexfield Segment for AutoAccounting	Yes	
<input type="checkbox"/> PJB-28	Define accounting for labor revenue	Yes	
<input type="checkbox"/> PJB-29	Define accounting for expense report revenue	Yes	
<input type="checkbox"/> PJB-30	Define accounting for usage revenue	Yes	
<input type="checkbox"/> PJB-31	Define accounting for miscellaneous revenue	Yes	
<input type="checkbox"/> PJB-32	Define accounting for burden transaction revenue	Yes	
<input type="checkbox"/> PJB-33	Define accounting for inventory revenue	Yes	
<input type="checkbox"/> PJB-34	Define accounting for work in process revenue	Yes	

Table 4 – 5 Project Billing Setup: AutoAccounting for Revenue and Billing (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJB-35	Define accounting for supplier invoice revenue	Yes	
<input type="checkbox"/> PJB-36	Define accounting for event revenue		Yes
<input type="checkbox"/> PJB-37	Define accounting for unbilled receivables, unearned revenue, and receivables	Yes	
<input type="checkbox"/> PJB-38	Define accounting for realized gains		Yes
<input type="checkbox"/> PJB-39	Define accounting for realized losses		Yes
<input type="checkbox"/> PJB-40	Define accounting for interproject transactions		Yes
<input type="checkbox"/> PJB-41	Define invoice rounding account	Yes	
<input type="checkbox"/> PJB-42	Define accounting for invoice write-offs	Yes	

Table 4 – 5 Project Billing Setup: AutoAccounting for Revenue and Billing (Page 2 of 2)

Oracle Project Billing Feature Setup

The following checklist shows the steps required to implement each Oracle Project Billing feature. The list is organized by feature.

The *Required* column indicates if the step is required for use of each *feature*. The *Optional* column indicates if the step is optional for use of each *feature*.

Inter-Project Billing

Step	Description	Required	Optional
<input type="checkbox"/> PJB-43	Define additional expenditure types, agreement types, billing cycles, invoice formats, and supplier types for inter-project billing		Yes
<input type="checkbox"/> PJB-44	Define an internal supplier for the provider operating unit (global setup)	Yes	
<input type="checkbox"/> PJB-45	Define an internal customer for the receiver operating unit (global setup)	Yes	

Table 4 – 6 Project Billing Feature Setup: Inter-Project Billing (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJB-46	Define supplier sites for internal suppliers (for each receiver operating unit)	Yes	
<input type="checkbox"/> PJB-47	Define bill to and ship to sites for internal customer (for each provider operating unit)	Yes	
<input type="checkbox"/> PJB-48	Define internal billing implementation options (for each operating unit)	Yes	
<input type="checkbox"/> PJB-49	Define provider and receiver controls (for each operating unit)	Yes	
<input type="checkbox"/> PJB-50	Define internal tax codes for Receivables invoices (for each provider operating unit)	Yes	
<input type="checkbox"/> PJB-51	Define internal tax codes for Payables invoices (for each receiver operating unit)	Yes	
<input type="checkbox"/> PJB-52	Define provider and receiver projects	Yes	
<input type="checkbox"/> PJB-53	Define the Supplier Invoice Charge Account for internal invoicing	Yes	
<input type="checkbox"/> PJB-54	Implement Payables Open Interface Workflow	Yes	
<input type="checkbox"/> PJB-55	Implement Inter-Project Billing extensions		Yes

Table 4 - 6 Project Billing Feature Setup: Inter-Project Billing (Page 2 of 2)

Customer Billing Retention

Step	Description	Required for Use of the Feature	Optional for Use of the Feature
<input type="checkbox"/> PJB-56	Define billing implementation options	Yes	
<input type="checkbox"/> PJB-57	Define retention invoice format	Yes	
<input type="checkbox"/> PJB-58	Define accounting for unbilled retention		Yes

Table 4 - 7 Project Billing Feature Setup: Customer Retention Billing (Page 1 of 1)

Integration with Oracle Receivables

Step	Description	Required for Use of the Feature	Optional for Use of the Feature
<input type="checkbox"/> PJB-59	Install and implement Oracle Receivables	Yes	
<input type="checkbox"/> PJB-60	Define transaction types	Yes	
<input type="checkbox"/> PJB-61	Set profile options for project invoices	Yes	
<input type="checkbox"/> PJB-62	Define Automatic Accounting in Receivables		Yes
<input type="checkbox"/> PJB-63	Define salesreps for sales credit		Yes
<input type="checkbox"/> PJB-64	Implement Receivables installation override extension		Yes

Table 4 - 8 Oracle Project Billing Feature Setup: Integration with Oracle Receivables (Page 1 of 1)

See Also

Overview of Setting Up Oracle Projects: page 1 - 5

Licensing Oracle Project Billing

The following instruction corresponds to step PJB-1 in the Oracle Project Billing Product Implementation Checklist: page 4 – 2.

To indicate to the system that Project Billing is licensed, set the profile option PA: Licensed to Use Project Billing.

See: PA: Licensed to Use Project Billing: page B – 23.

Revenue and Invoicing

This section contains detailed instructions for creating the settings and basic information required for revenue and invoicing.

The following instructions give details about steps PJB-2 through PJB-22 in the Oracle Project Billing Product Implementation Checklist: page 4 – 2.

Defining Receivables System Options

Start by specifying the system parameters for Oracle Projects. If you have installed the standalone version of Oracle Projects, these system parameters provide default values required for customer entry.

Use the System Options window to view and update the system options used by Oracle Receivables. See: System Options, *Oracle Receivables User Guide*.

Purge Interface Tables Option

You set up Oracle Receivables AutoInvoice to purge rows from its interface tables. When you tie back invoices, Oracle Projects processing requires that successfully processed rows be purged from the Receivables interface tables. To do so, enable the *Purge Interface Tables* option for Oracle Projects. This option is located in the AutoInvoice zone of the Invoices and Customers region.

Require Salesrep Option

If you are interfacing salesrep information, enable the *Require Salesrep* option. This option is located in the Miscellaneous region.

For more setup information, see: Salesreps and Credit Types: page 4 – 97.

Fremont Corporation Receivables Options

Fremont Corporation's implementation team enables the following invoice options:

- Purge Interface Tables: *Enabled*
- Require Salesrep: *Disabled*

Applying Tax to Project Invoices

Oracle Projects and Oracle Receivables allow you to tax customers based on tax requirements of your company, your customers, and tax authorities.

Customers and tax authorities may have many different tax requirements. For example:

- A customer may be tax exempt for all services provided.
- A tax authority may require taxing all labor and materials.
- A tax authority may require that only labor is taxed.

Oracle Projects lets you specify, on a line-by-line basis, the tax information assigned to each invoice line.

Output Tax

Output Tax is a term used in this guide for tax on customer invoices. Depending on your Oracle Receivables setup, tax on customer invoices can be either sales tax or Value Added Tax (VAT).

Value Added Tax (VAT) is imposed on the supply of goods and services paid for by the consumer, but collected at each stage of the production and distribution chain. Any VAT paid on a vendor invoice is called Input Tax. The amount due each period can be described as follows:

$\text{Amount Due} = \text{Output Tax} - \text{Input Tax}$

Setting Up Invoice Line Tax Codes

To create default output tax information in Oracle Projects invoice lines, you must define the following information in Oracle Receivables and in Oracle Projects.

Tax Setup in Oracle Receivables

Define taxing in Oracle Receivables.

Tax Method: You can tax Oracle Projects invoices using the tax method of Sales Tax, which is based on customer shipping addresses, or Value Added Tax, which is based on the hierarchy you set up in Oracle Projects. Use the Tax System Options window in Oracle Receivables to choose a tax method of Sales Tax or VAT Tax. See: *Tax System Options, Oracle Receivables User Guide*.

Tax Codes and Rates: Enter tax codes and their associated rates. See: Tax Codes and Rates, *Oracle Receivables User Guide*.

Tax Authorities: Tax authorities represent a unique combination of locations. See: Tax Authorities, *Oracle Receivables User Guide*.

Tax Exemptions: Define tax exemptions to fully or partially exempt a customer or customer site from specific tax codes. See: Tax Exemptions, *Oracle Receivables User Guide*.

Tax Groups: Use the Tax Groups window to group multiple, conditional taxes under one name. See: Tax Groups, *Oracle Receivables User Guide*.

For more information about how Oracle Receivables handles tax, see: Calculating Tax, *Oracle Receivables User Guide*.

Define Receivables Profile Options

Define the following Oracle Receivables profile options. You can set these options at the site, application, responsibility, and user levels.

- Tax: Allow Override of Tax Code
- Tax: Allow Override of Customer Exemptions

See: Profile Options in Oracle Projects: page B – 2 and Profile Options, *Oracle Receivables User Guide*.

Review Oracle Receivables transaction types.

During the Interface Invoices to Receivables process, Oracle Projects assigns a Receivables transaction type to each invoice.

These transaction types have the Tax Calculation attribute disabled by default. The Tax Calculation attribute works as follows:

- If the Tax Calculation attribute is enabled, Oracle Receivables imports tax information on invoice lines and calculates tax for the associated invoice line.

When this attribute is enabled, the tax information is required on invoice lines. If the tax information is not present on the customer invoice, then the Interface Invoices to Receivables process rejects the invoice. You must then update the tax information on the invoice lines in the Invoice Review windows and rerun the interface process.

- If the Tax Calculation attribute is disabled, the Interface Invoices to Receivables process does not check to see if tax information is

required on invoice lines. Oracle Receivables imports the tax information on invoice lines, but does not calculate tax amounts.

Review these transaction types and ensure that the Tax Calculation attribute is set correctly for your business needs.

See Also

Transaction Types (*Oracle Receivables User's Guide*)

Create Invoice Organization Transaction Types, *Oracle Projects Fundamentals*

Defining Transaction Types for Invoice Processing: page 4 – 93

Tax Setup in Oracle Projects

To set up Oracle Projects to derive output tax codes for invoice lines:

Set Up the Tax Default Hierarchy

Use the Tax Defaults implementation options window to set up a hierarchy order for the system to use when it derives the default output tax codes for invoice lines. See: Implementation Options: page C – 2 and Tax Defaults: page C – 21.

Enter Default Tax Codes at Multiple Levels

Enter default tax codes at the levels you are using in your tax default hierarchy.

- Customer Site Level:

In the Customer Business Purpose Detail window, you can enter a default output tax code. See: Entering Customers, *Oracle Receivables User Guide*.

If this source is used, the following logic determines the tax code selected at the customer site level:

- If a tax code is defined at the customer ship to site, that tax code is used.
- If no tax code is defined at the customer ship to site, the tax code for the customer bill to site is used.

- **Customer Level:**
You can enter a default tax code in the Classification region of the Customers window. See: Entering Customers, *Oracle Receivables User Guide*.
- **Project Level:**
In the Billing Setup project option window, you can enter a default tax code for normal billing. See: Project Options: Billing Setup, *Oracle Projects Fundamentals*.
- **Expenditure Type Level:**
In the Expenditure Types window, you can enter a default tax code for each expenditure type. See: Defining Expenditure Types: page 3 – 16.
- **Event Type Level:**
In the Event Types window, you can enter a default tax code for each event type. See: Defining Event Types: page 4 – 34.
- **Retention Level:**
In the Billing Setup project option window, you can enter a default tax code for retention billing. See: Project Options: Billing Setup, *Oracle Projects Fundamentals*.
- **Oracle Receivables System Options:**
You can enter information in the Oracle Receivables tax system options to determine default tax information. See: Tax System Options, *Oracle Receivables User Guide*.

See Also

Setting Up Invoice Line Tax Codes: page 4 – 10

Customize the Output Tax client extension (optional).

To address the unique requirements of your business, Oracle Projects provides the Output Tax client extension. You can use this extension to implement and automate company-specific rules for assigning a default tax code to an invoice line. For more information, see: Output Tax Extension, *Oracle Projects User Guide*.

Processing Taxable Invoice Lines

To process taxable customer invoices, you perform the following steps in Oracle Projects:

Generate an Invoice

The Generate Draft Invoices process groups expenditure items, events, and retention into invoice lines based on the invoice formats and tax defaults hierarchy. The process assigns default tax codes based on the Tax Defaults hierarchy you define in Oracle Projects.

The process assigns tax exemptions based on the exemptions you have defined for the Customer or Customer Site.

Review Invoice Line Tax Information

You can review the tax information in the draft invoice lines using the Invoice Review windows. You can override invoice line tax information using these windows, if you are permitted to do so by the Oracle Receivables profile options, and project security.

After you release an invoice, you cannot change the tax information.

See: *Reviewing Invoices, Oracle Project Billing User Guide.*

Interface Invoices to Oracle Receivables

After you release an invoice, you interface invoices to Oracle Receivables. The Interface Invoices to Receivables process moves invoice lines and tax information to the Oracle Receivables interface tables.

The Oracle Receivables AutoInvoice process creates invoices in Oracle Receivables from the invoice lines in the interface table.

Oracle Receivables stores the tax information for each invoice. Depending on the tax information, Oracle Receivables does the accounting and calculates the tax rates and amounts.

Report and View Tax Information

You can report company tax liabilities using Oracle Receivables reports.

You can print tax information on a customer invoice using the Oracle Receivables invoice printing program or using a custom invoice printing program that reports tax information from the Oracle Receivables invoice tables.

Payment Terms

You associate payment terms with your customer invoices to determine your customer's payment schedule. You specify payment terms when you define agreement types and agreements in Oracle Projects. These payment terms are used for each invoice that is funded by a particular agreement. Payment terms can include discount percents for early payment and due dates for a total invoice or for parts of an invoice.

You use the Oracle Receivables Payment Terms window to define payment terms that reflect your company's procedures.

See Also

Payment Terms, *Oracle Receivables User Guide*

Agreement Types: page 4 – 50

Fremont Corporation Payment Terms

Since Fremont Corporation uses 30 Net which is predefined, the implementation team does not define any other payment terms.

Defining Bill Rate Schedules

Rate schedules are defined for both billing and costing. A bill rate schedule maintains the rates and percentage markups over cost that you charge clients for your labor and non-labor expenditures.

For detailed information about defining bill rate schedules, see: Rate Schedules: page 3 – 65.

Bill Rates on Invoices

If you set up an invoice format that specifies Bill Rate or Bill Rate Prorated on an invoice line, select the bill transaction transaction currency as well, to display the bill rate currency.

See Also

Standard Bill Rate Schedules Listing, *Oracle Projects Fundamentals*

Invoice Formats: page 4 – 19

Fremont Corporation Bill Rate Schedules

Fremont Corporation uses the following bill rate schedules:

- Two employee-based bill rate schedules:
 - **Standard:** A standard corporate schedule
 - **Hazardous Work:** A hazardous work schedule used in Fremont Engineering's Environmental group
- **Block Rates:** A job-based schedule for the Construction group, which bids using block rates for highly competitive jobs
- **Standard Non-Labor:** An expenditure type-based schedule to bill clients for non-labor items. In this schedule, each expenditure type is assigned either a bill rate or a markup percentage.

The following table shows Fremont's bill rate schedules:

Bill Rate Schedule Attributes:	Standard Schedule	Hazardous Work Schedule	Block Rates Schedule	Standard Non-Labor Schedule
Organization:	Fremont Corporation	Environmental	Fremont Construction	Fremont Corporation
Schedule Name:	Standard	Hazardous Work	Block Rates	Standard Non-Labor
Description:	Corporate standard bill rates	Hazardous area bill rates	Construction block rate schedule	Corporate standard non-labor schedule
Schedule Type:	Employee	Employee	Job	Non-Labor
Job Group:			Engineering	

Table 4 - 9 Fremont Corporation Bill Rate Schedules (Page 1 of 1)

The following table shows the bill rates defined under the Standard and Hazardous Work bill rate schedules:

Rate Schedule	Employee	Bill Rate
Standard	James Robinson	120/hr
Standard	Donald Gray	140/hr
Standard	Amy Marlin	130/hr
Hazardous Work	James Robinson	170/hr
Hazardous Work	Donald Gray	190/hr

Table 4 - 10 Fremont Corporation Bill Rates (Page 1 of 1)

In addition, the following bill rates are defined for jobs under the Block Rates schedule:

Job	Bill Rate
Senior Engineer	140/hr
Staff Engineer	85/hr
Principal	200/hr
Staff Clerk	55/hr
Staff Draftsman	75/hr
Senior Consultant	150/hr

Table 4 - 11 Fremont Corporation Job Bill Rates (Page 1 of 2)

Job	Bill Rate
Staff Consultant	95/hr
Principal Consultant	200/hr

Table 4 – 11 Fremont Corporation Job Bill Rates (Page 2 of 2)

The following table shows the bill rates and markup percentages assigned to each expenditure type under the Standard Non-Labor bill rate schedule:

Expenditure Type	Resource	Bill Rate	Markup Percentage
Air Travel			5
Automobile Rental			5
Personal Auto Use		0.26/mi	
Meals			5
Entertainment			0
Other Expense			5
Computer Services		10/hr	
Computer Services	VAX 9000	40/hr	
Computer Services	HQ1 Seq	30/hr	
Computer Services	Sparc	15/hr	
Vehicle		90/day	
Vehicle	Van	70/day	
Field Equipment		8/hr	
Other Asset			20
Consulting			30
Construction			40
Other Invoice			20
Supplies			10

Table 4 – 12 Non-Labor Bill Rate Schedule: Rates and Markups (Page 1 of 1)

Invoice Formats

An invoice format determines how Oracle Projects creates an invoice line. You can define different formats for labor, non-labor, retention, and retention billing invoice line items, and specify if you want to use the format for customer invoices, intercompany invoices, or both, how you want to summarize expenditure items, and the fields you want an invoice line to display. You can also include free-form text on an invoice line.

You can use customer invoice formats only for regular contract projects, and intercompany invoice formats only for invoices generated by intercompany billing projects. You can also share invoice formats between customer and intercompany invoices.

The grouping option specifies which expenditure items you want to summarize in an invoice line, and whether an invoice line item is labor, non-labor, or retention. Which grouping options you can select depends on the purpose of the invoice format.

The choice of fields you can display in an invoice line depends on the purpose of the invoice format and which grouping option you choose.

Defining Invoice Formats

► **To define an invoice format:**

1. In the Invoice Formats window, specify an invoice format name, format type, use, and a grouping option. You must also specify a From effective date.
2. Specify start and end positions for each field you want to include in the invoice line and any text that you want to display in the line.
See: Invoice Formats Window Reference: page 4 – 20.
3. Save your work.

See Also

Invoice Printing: page 4 – 25

Invoice Formats Listing, *Oracle Projects Fundamentals*

Invoice Formats Window Reference

Name. Enter a unique, descriptive name for this invoice format.

Format Type. Select a format type. The format type controls the invoice formats you see for labor, non-labor, retention, and retention billing when you enter invoice formats using the Projects window.

Note: After you upgrade to Release 11i, invoice formats created in earlier versions are designated as customer invoice formats.

Effective From. Enter the date range during which you want the invoice format to be effective.

Use For. Select an option to indicate if you want to use this invoice format for customer invoices, intercompany invoices, or both.

Grouping. Enter a grouping option for this invoice format. You can choose any grouping option available for this invoice format's type. A grouping option specifies what fields are the primary grouping of items into invoice lines, and is based on the funding level of the project. A project budgeted at the top task will have a top task grouping rule.

Invoice Format Details. Enter the items you want to appear in the invoice line description:

Start and End. Specifies where you want this field to appear on the invoice line. Enter numbers between 1 and 240.

Field Name. Enter the name of the field that you want to appear on the invoice line. You can choose any invoice line field available for this invoice format's grouping option. However, if you are defining an invoice format that supports both customer and intercompany invoices, you can select only those fields that are shared by the two formats. Enter *Text* if you want to enter literal text in this position.

Note: If you select *Bill Rate* or *Bill Rate Prorated*, select the bill transaction currency, as the bill rate is displayed in the bill transaction currency.

Text. Enter the literal text that you want Oracle Projects to display as the value for this field. Oracle Projects skips this field unless you have entered *Text* in the previous field.

Right Justify Select if you want this field value to appear right justified between the specified start and end positions.

Oracle Projects enables this option for all numeric field values. Otherwise, Oracle Projects disables it.

About Invoice Formats for Intercompany Billing

If you are using intercompany billing, define an invoice format for summarizing cross-charge transactions. Depending on the requirements of the receiver operating units, you may need to define several invoice formats.

Formats defined for use by intercompany invoices cannot have a type of Retention.

Although one invoice format can support both customer and intercompany invoices, the list of values in the Field Name area will only include those values that are shared by the two formats.

See Also

Effective Dates: page 1 – 10

Fremont Corporation Invoice Formats

Fremont Corporation uses three labor invoice formats: two non-labor invoice formats, one invoice format for retention, and one invoice format for retention billing. Fremont's invoice formats are shown in the following table:

Invoice Format Name	Format Type	Grouping
Job	Labor	job
Employee	Labor	Employee
Job by Task	Labor	Top Task, Job
Expenditure Type	Non-Labor	Expenditure Type
Expenditure Type by Task	Non-Labor	Top Task, Expenditure Type
Retention Percentage	Retention	Retention
Retention Billing	Retention Billing	Retention Billing

Table 4 – 13 Fremont Corporation Invoice Formats (Page 1 of 1)

Job Invoice Format Details

The details of the Job invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Job	(blank)	Disabled
35	50	Total Hours	(blank)	Enabled
52	57	Text	Hours	Disabled

Table 4 – 14 Fremont Corporation Job Invoice Format (Page 1 of 1)

Employee Invoice Format Details

The details of the Employee invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Employee Full Name	(blank)	Disabled
40	50	Billing Title	(blank)	Disabled
55	70	Total Hours	(blank)	Enabled
72	77	Text	Hours	Disabled

Table 4 – 15 Fremont Corporation Employee Invoice Format (Page 1 of 1)

Job by Task Invoice Format Details

The details of the Job by Task invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	25	Top Task Name	(blank)	Disabled
30	40	Job	(blank)	Disabled
45	60	Total Hours	(blank)	Enabled
62	67	Text	Hours	Disabled

Table 4 – 16 Fremont Corporation Job by Task Invoice Format (Page 1 of 1)

Expenditure Type Invoice Format Details

The details of the Expenditure Type invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Expenditure Type	(blank)	Disabled
35	40	Total Amount	(blank)	Enabled
42	50	Units	(blank)	Disabled

Table 4 – 17 Fremont Corporation Expenditure Type Invoice Format (Page 1 of 1)

Expenditure Type by Task Invoice Format Details

The details of the Expenditure Type by Task invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Top Task Name	(blank)	Disabled
35	50	Expenditure Type	(blank)	Enabled
55	60	Non-Labor Resource	(blank)	Disabled
62	67	Total Amount	(blank)	Enabled
70	75	Units	(blank)	Disabled

Table 4 – 18 Fremont Corporation Expenditure Type by Task Format (Page 1 of 1)

Retention Invoice Format Details

The details of the Retention Invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	50	Withholding Term	(blank)	Enabled
55	70	Withholding Basis Amount	(blank)	Disabled
72	80	Withholding Percentage / Amount	(blank)	Disabled
85	90	Invoice Processing Currency	(blank)	Disabled
95	115	Text	Retention Line	Disabled

Table 4 – 19 Fremont Corporation Retention Percentage Format (Page 1 of 1)

Retention Billing Format Details

The details of the Retention Billing invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Retention Billing Method	(blank)	Enabled
35	50	Method Value	(blank)	Disabled
55	70	Total Withheld Amount	(blank)	Disabled
75	90	Retention Billing Amount	(blank)	Disabled
95	100	Retention Billing Percentage	(blank)	Disabled
105	110	Invoice Processing Currency	(blank)	Disabled

Table 4 – 20 Fremont Corporation Retention Percentage Format (Page 1 of 1)

Determining Your Invoice Printing Method

Oracle Projects provides you with powerful methods to create, adjust, review, approve, and print invoices.

You should determine your company's invoice printing strategy as part of your implementation process.

Considerations for your Company's Invoice Printing Strategy: Company Requirements and Constraints

You need to consider your company's invoice printing requirements and constraints as factors in formulating an appropriate invoice printing strategy for your company. These considerations may include:

- The groups in your organization that create and print invoices
- The printers and types of printers available for printing invoices
- The preformatted paper that your company uses to print invoices
- The frequency of creating and printing invoices in your organization
- The timing of invoice printing in the invoicing flow
- The different types of invoice layouts required by groups in your company or for certain types of projects
- The exact layout of the invoice, including the header and detail regions, when printed on paper
- The detail backup reports required for invoicing

Oracle Applications printing options

Oracle Projects interfaces invoices to Oracle Receivables for printing. You can print invoices from Oracle Projects or from Oracle Receivables.

Oracle Receivables provides an invoice printing program. You should examine the format of the Oracle Receivables invoices and the invoice printing program and determine if it meets your business requirements. If it does not, you can modify the standard report or create a new report.

You can print invoices from Oracle Projects. To do this, you need to write a custom invoice printing program. The benefits of printing invoices from Oracle Projects rather than Oracle Receivables is that you can print invoices once they are released in Oracle Projects without waiting until the invoices are interfaced to Oracle Receivables.

You may create a custom report which you use to download released invoices data from Oracle Projects into a spreadsheet, word processor, or any other tool to do flexible formatting.

Note: If you print or download invoices from Oracle Projects, you should process only released invoices. With this precaution, you ensure that the invoice is not changed after it is printed. Invoices cannot be changed once they are released in Oracle Projects; the released invoices may be credited but not changed.



Suggestion: If you print or download invoices from Oracle Projects, you can record the date that the invoice is processed using the *Extracted Date* column in the draft invoices table. Oracle Projects does not currently use this column.

If some invoice lines have tax information, you must print the related invoices after they are interfaced to Oracle Receivables, because the Oracle Receivables AutoInvoice program calculates the tax amounts for these invoices. You can print the invoices from Oracle Receivables or from Oracle Projects. If you print from Oracle Projects, you need to report the tax amounts, rates, and accounting from the Oracle Receivables invoice tables.

If you want to print the remit to address on the invoice, you must print invoices after the invoices are interfaced to Oracle Receivables because Oracle Receivables determines the remit to address for invoices.

You can print invoices in the customer's language. For more information, see: Multilingual Support in Oracle Projects, *Oracle Projects Fundamentals*.

Invoice Formats as Part of Your Company's Invoice Printing Solution

All of these invoice printing strategies, which use different applications and different tools, rely on the invoice data that is created in Oracle Projects. You can control the format of the invoices using invoice formats. You should consider the definition of your invoice formats as part of your invoice printing solution.

The sections below describe what an invoice format is, how to define and use invoice formats, how the Generate Draft Invoice process uses invoice formats to select and group expenditure items on an invoice line. Some sample invoice formats and the resulting invoice lines are also illustrated.

What is an invoice format?

An invoice format determines how Oracle Projects creates an invoice line for a project that is billed based on time and materials.

Defining Invoice Formats

In defining invoice formats, consider the layout of the invoice, including the header and detail regions, when printed on paper, and the different types of invoice layouts required by groups in your company or for certain types of projects

You can define different formats for labor, non-labor, retention, and retention billing invoice lines. You can define as many invoice formats as you need for different types of projects or organizations.

When you define contract project types during implementation, you specify default invoice formats for labor and non-labor invoice lines. These invoice formats provide default values to all projects that are classified by the project type. See: Invoice Formats: page 4 – 19 and Project Types: page 2 – 117.

Using Invoice Formats

When you enter a contract project, the invoice formats are defaulted from the project type that you selected for the project. You can override the default invoice formats in the Projects form using any of the formats defined during implementation.

When you generate invoices for the project, the Generate Draft Invoice process looks to the project to determine which format to use when grouping expenditure items on an invoice.

Processing Invoice Lines Using Invoice Formats

The Generate Draft Invoice process performs the following steps to create invoice lines:

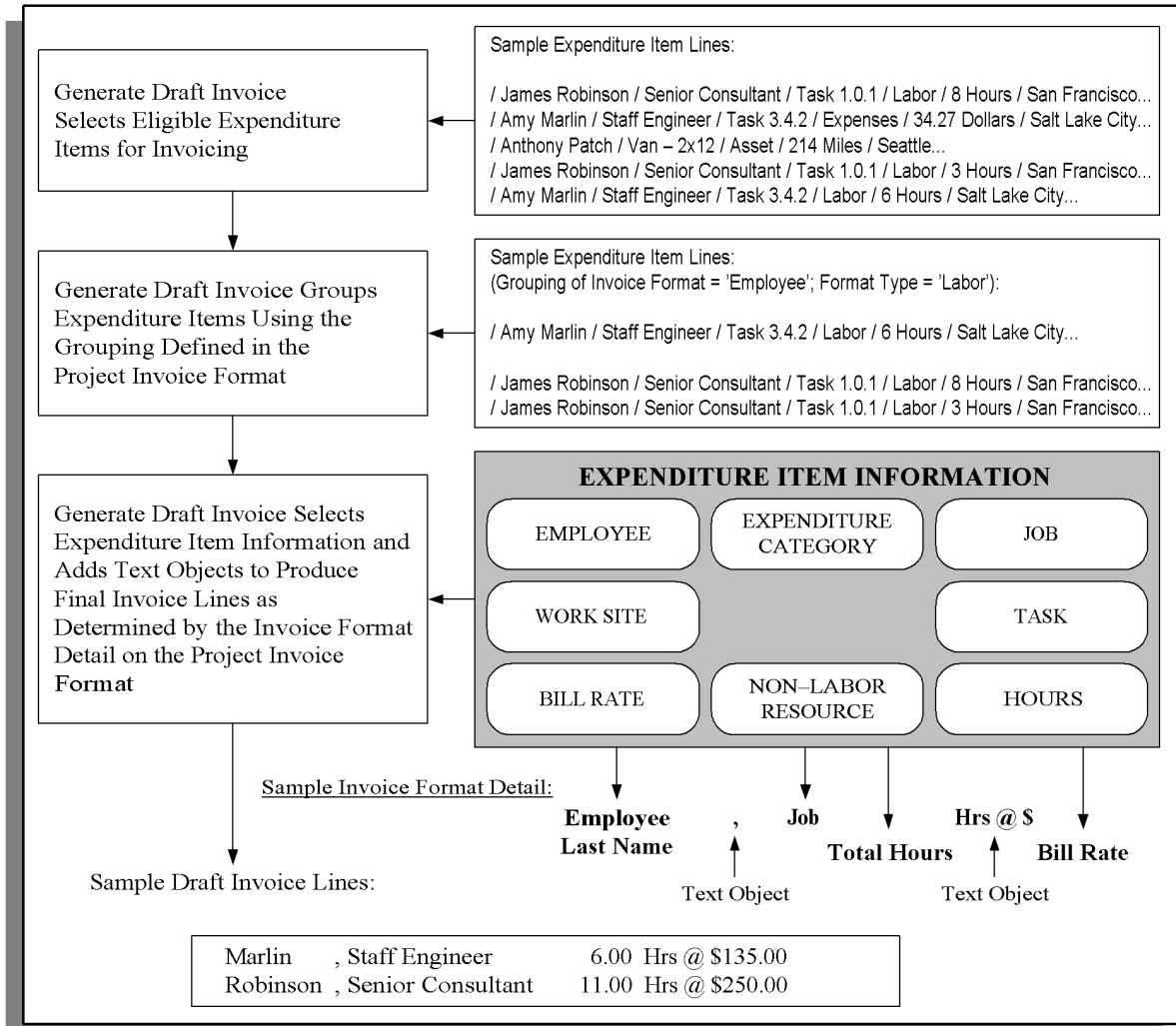
- Selects eligible expenditure items for invoicing
- Groups selected expenditure items according to the grouping defined for a project's invoice format
- Selects expenditure item information and adds text objects to produce final invoice lines as determined by the invoice format detail on the project invoice format.

Figure 4 – 1 illustrates how you can create and format invoice lines using the Generate Draft Invoice process.

Before the expenditure items are processed for billing, Generate Draft Invoice sets the job, job title, and employee billing title for all labor items for easier processing of invoice formats.

Creating and Formatting Invoice Lines

Figure 4 - 1 Creating and formatting invoice lines



Invoice Formats – Sample Invoice Lines

The invoice formats of three sample projects are listed below along with the resulting invoice lines created from the expenditure items invoiced on the project. You can study these sample invoice formats and resulting invoice lines to help you determine how to define your company's invoice formats.

Figure 4 – 2 Sample invoice lines: Project A

Project A

Labor Invoice Format

Grouping: Employee
 Invoice Detail: Employee Last Name , Employee First Name Job Total Hours Hrs @ \$ Bill Rate

Non-Labor Invoice Format

Grouping: Expenditure Type
 Invoice Detail: Expenditure Type Total Amount Units

Retention Invoice Format

Grouping: Retention
 Invoice Detail: Retention Percentage % Retention

Sample Invoice Line Items:

	Item Description	Bill Amount
Labor Items	Carlisle , Jeff Senior Consultant 45.0 Hrs @ \$ 180.00	8100.00
	Connors , Zach Staff Consultant 12.5 Hrs @ \$ 100.00	1250.00
	Marlin , Amy Principal Consultant 20.0 Hrs @ \$ 200.00	4000.00
Non-Labor Item	Computer Services 54.00 Hours	540.00
Retention Item	10% Retention	-1389.00
Total Amount		12501.00

Figure 4 – 3 Sample invoice lines: Project B

Project B

Labor Invoice Format

Grouping: Work Site, Job
 Invoice Detail: Site: **Work Site City** Services Level: **Job** Hours: **Total Hours**

Non-Labor Invoice Format

Grouping: Work Site, Category, Type
 Invoice Detail: Site: **Work Site City** Expenditure Type Non-Labor Resource Total Amount Units

Sample Invoice Line Items:

		Item Description	Bill Amount			
<i>Labor</i>	<i>Items</i>	Site: Pittsburgh Services Level: Principal Draftsman	Hours:	16.5		3712.50
		Site: Pittsburgh Services Level: Staff Consultant	Hours:	10.5		1417.50
		Site: Salt Lake City Services Level: Staff Consultant	Hours:	8.5		1080.00
		Site: San Francisco Services Level: Senior Engineer	Hours:	22.0		3850.00
		Site: San Francisco Services Level: Staff Consultant	Hours:	13.0		1755.00
		Site: San Francisco Services Level: Principal Draftsman	Hours:	18.0		4050.00
<i>Non-Labor</i>	<i>Items</i>	Site: Salt Lake City Computer Services PC	1.00	Hours		10.00
		Site: San Francisco Computer Services 386 Laptop	2.00	Hours		30.00
		Site: San Francisco Computer Services PC	8.00	Hours		80.00
		Site: San Francisco Computer Services Sparc	6.50	Hours		325.00
Total Amount						16310.00

Figure 4 – 4 Sample invoice lines: Project C

Project C

Labor Invoice Format

Grouping: Top Task, Employee
 Invoice Detail: **Top Task Number** **Top Task Name** **Employee Full Name** **Total Hours** Hours at the hourly rate of **\$ Bill Rate**

Non-Labor Invoice Format

Grouping: Top Task, All
 Invoice Detail: **Top Task Number** **Top Task Name** -- Expenses

Sample Invoice Line Items:

		Item Description				Bill Amount
<i>Labor</i> <i>Items</i>	2.0	Analysis	Marlin, Ms. Amy T.	8.0	Hours at the hourly rate of \$ 135.00	1080.00
	2.0	Analysis	Robinson, Mr. James A.	10.5	Hours at the hourly rate of \$ 175.00	1837.50
	3.0	Design	Connors, Mr. Zach	16.5	Hours at the hourly rate of \$ 135.00	2160.00
	3.0	Design	Robinson, Mr. James A.	18.0	Hours at the hourly rate of \$ 175.00	3150.00
<i>Non-Labor</i> <i>Items</i>	2.0	Analysis	--		Expenses	325.00
	3.0	Design	--		Expenses	687.00
Total Amount						9239.50

Credit Types

Oracle Projects lets you award different kinds of revenue credit to your employees, such as sales credit, marketing credit, or quota credit. You can credit one or more employees for a specific project or task.

For example, if you want to credit an employee for bringing in a contract in a market sector for which you currently have few or no projects, you can define a credit type with a name such as Diversity Credit. After you define the project, you specify the employee as a credit receiver of Diversity Credit.

Defining Credit Types

► **To define a credit type:**

1. Navigate to the Credit Type Lookups window.
2. Enter the following information for the credit type.
 - Code
 - Meaning
 - Description
 - Tag Value (optional — tag value is not used by Oracle Projects)
 - Effective Dates
3. Check the Enabled check box.
4. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

See Also

Transferring Sales Credit to Oracle Receivables: page 4 – 97

Effective Dates: page 1 – 10

Credit Types Listing, *Oracle Projects Fundamentals*

Fremont Corporation Credit Types

Fremont Corporation awards Marketing Credit to a marketing staff member who generates a lead. Fremont also awards Quota Credit to a staff member who brings in a project.

Fremont's credit types are shown in the following table:

Credit Type Name	Description
Marketing Credit	Credit for generating leads
Quota Credit	Credit for acquiring a project

Table 4 - 21 Fremont Corporation Credit Types (Page 1 of 1)

Event Types

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.

In these cases, you use an event, rather than an expenditure item, to account for a bonus or other sum of money. An event is an entry assigned to a top task or project that generates revenue and/or billing activity, but is not directly related to any expenditure items.

You classify events by event type. When you define an event type, you assign it one of the predefined classifications. When you enter an event, its event type classification determines how the event affects revenue and billing for a particular project.

You can define as many event types as you need, but you cannot create additional classifications.

Defining Event Types

- ▶ **To define an event type:**
 1. In the Event Types window, specify an event type, a description of the event, a revenue category, and a event type class.
 2. Optionally, enter an output tax code for the event.
 3. Save your work.

See Also

Event Types Listing, *Oracle Projects Fundamentals*

Automatic Events, *Oracle Projects User Guide*

Event Types Window Reference

Event Type. Enter a unique, descriptive name for this event type.

Revenue Category. Enter the revenue category that you want to associate with this event type.

Class. Enter a classification for this event type to determine how an event affects the revenue and billing for a particular project. Oracle Projects provides you with the following classifications:

- **Automatic.** An *Automatic* classification generates an automatic event for revenue or invoice amounts that may be positive or negative, depending on your implementation of billing extensions. See: Billing Extensions, *Oracle Projects User Guide*.
- **Deferred Revenue.** A *Deferred Revenue* classification generates an invoice for the amount of the event, and has no immediate effect on revenue.
- **Invoice Reduction.** An *Invoice Reduction* classification reduces the amount of an invoice without affecting revenue. For example, you can use an invoice reduction event to give a discount to a customer on a particular invoice.
- **Manual.** A *Manual* classification allows you to enter both a revenue amount and a bill amount. These two amounts can be different. Classify an event type as manual when you need to indicate different revenue and bill amounts.
- **Scheduled Payment.** A *Scheduled Payment* classification generates an invoice for the amount of the event. Oracle Projects marks expenditure items on the project being invoiced on a first-in first-out (FIFO) basis up to the amount of the event. When you use this classification, you can show details on an invoice even though the details are not used to calculate the bill amount.



Attention: The *Scheduled Payment* classification may be used only if the project uses Event based billing.

- **Write-On.** A *Write-On* classification causes revenue to accrue for the amount of the write-on. A Write-On also adds the write-on amount to the subsequent invoice. Revenue and invoice amounts are identical. For example, when your business earns a bonus for completing a project on time or under budget, you can define an event type with the Write-On classification to account for the bonus amount. A write-on causes revenue to accrue and generates an invoice to bill your client for the bonus amount.
- **Write-Off.** A *Write-Off* classification reduces revenue by the amount of the write-off.
- **Realized Gains:** A *Realized Gain* classification allows you to create an event to support reclassification of realized gains during funding revaluation.

- **Realized Loss:** A *Realized Loss* classification allows you to create an event to support reclassification of realized losses during funding revaluation. See *Funding Revaluation, Oracle Projects Fundamentals*.

Table 4 – 22 describes how each event type classification affects revenue and billing.

Classification	Revenue Effect	Billing Effect
Automatic	Depends on billing extension definition	Depends on billing extension definition
Deferred Revenue	No effect	Bill for amount of event
Invoice Reduction	No effect	Reduce a bill by amount of event
Manual	Accrue amount of event	Bill for amount of event
Scheduled Payment	No effect	Bill for amount of event, FIFO
Write-Off	Reduce by amount of event	No effect
Realized Gains	Increase by amount of event	No effect
Realized Losses	Decrease by amount of event	No effect

Table 4 – 22 Event Type Classifications (Page 1 of 1)

Output Tax Code. Optionally enter a default output tax code for invoice lines created for this event type. See: *Setting Up Invoice Line Tax Codes*: page 4 – 10.

This output tax code is used as a default tax code for invoice lines, depending on the tax default hierarchy you have set up. See: *Tax Defaults*: page C – 21.

Fremont Corporation Event Types

Fremont Corporation uses all of the event type classifications to account for a number of situations. Fremont assumes most event revenue is from labor, and they want to track revenue from these event types as variations to labor revenue: Cost-to-Cost revenue, Bonus, and Write-Off.

The following table shows Fremont’s event types:

Event Type Name	Description	Classification	Revenue Category
Bonus	Performance bonus	Write-On	Labor
Cost-to-Cost Revenue	Cost-to-cost revenue	Automatic	Labor
Fee	Fee earned	Automatic	Fee
Invoice Reduction	Invoice reduction	Invoice Reduction	Payment
Manual	Manual event	Manual	Fee
Milestone	Progress payment	Scheduled Payment	Payment
Payment	Scheduled payment	Scheduled Payment	Payment
Prebill	Advance payment	Deferred Revenue	Payment
Retainer	Retainer payment	Deferred Revenue	Payment
Surcharge	Surcharge	Automatic	Fee
Write-Off	Unearned revenue	Write-Off	Labor

Table 4 - 23 Fremont Corporation Event Types (Page 1 of 1)

Assigning Event Types for Cost-to-Cost Revenue

If your company uses the cost-to-cost billing method (denoted by a distribution rule of COST), you need to assign a default event type to the predefined billing extensions of *Cost-to-Cost Revenue* and *Cost-to-Cost Invoice*. Oracle Projects automatically calls and executes two predefined billing extensions for cost-to-cost revenue accrual and invoicing methods. Oracle Projects creates automatic events for the revenue and invoice amounts.

Prerequisite

Define Event Types. See: Event Types: page 4 - 34.

► To Assign Event Types For Cost-to-Cost Revenue:

1. In the Billing Extensions window, query the two billing extensions and assign an event type to the Default Event Type field.
2. Save your work.

Assigning Budget Types

You can change the cost and revenue budget types used as input for this extension. For example, you can use the forecast cost budget instead of

the approved cost budgets. To make this change, change the cost budget type and revenue budget type on the predefined billing extension.

See Also

Effective Dates: page 1 – 10

Overview of Billing Extensions, *Oracle Projects User Guide*

Fremont Corporation Event Type for Cost-to-Cost Revenue

Fremont Corporation assigns the *Cost-to-Cost Revenue* automatic event type to the two predefined billing extensions, Cost-to-Cost Revenue and Cost-to-Cost Invoice.

Defining and Assigning Billing Assignments

You use billing assignments to select billing extensions for revenue accrual or invoicing, or both.

You can create billing assignments for a project type, or for a project at the project or top task level.

See Also

Project Types: page 2 – 117

Project Definition and Information, *Oracle Projects Fundamentals*

Define Percent Complete Revenue and Invoicing

To generate revenue or draft invoices using percent complete, you must complete the following steps:

1. Billing Extension:
 - You must create two event types with the event class *automatic* (one for revenue and one for invoicing), and associate each with one of the following predefined billing extensions, depending on whether you are generating revenue or invoices:
 - Percent Complete Revenue
 - Percent Complete Invoicing
2. Project Setup:
 - The revenue distribution rule for the project must be one of the following rules:
 - Use the Event/Work rule if you want to accrue revenue based on percent complete.
 - Use the Work/Event or Cost/Event rule if you want to generate invoices based on percent complete.
 - Use the Event/Event rule if you want to both accrue revenue and generate invoices based on percent complete.
 - You must enter percent complete at the funding level.
 - The billing extensions are predefined to be assigned to the project (Project Specific attribute = Yes). If you want to assign an extension to the project type, you can make a copy of the predefined extension and then change the Project Specific attribute to No. You then assign the extension to the appropriate project types. You may also want to deactivate the predefined extensions by setting the end date.

Cost Accrual Calculation using Billing Extensions

Oracle Projects provides an example billing extension in which the cost accrual amounts are calculated. This example is called the *Cost Accrual Billing Extension*.

Revenue-Based Cost Accrual Formula: Example

The following formula shows the calculation used in the example billing extension:

$$\text{Cost Accrual Amount} = (\text{AR}/\text{BR} * \text{BC}) - \text{CS}$$

Where:

AR = Accrued revenue to date

BR = Budgeted revenue

BC = Budgeted costs

CS = Accrued costs to date

Designing a Cost Accrual Billing Extension

You must decide some of the inputs to this extension:

- **Budget Amounts.** You specify which cost and revenue budget types to use in the calculation on the billing extension definition. If you do not specify values, the budget types *Approved Cost Budget* and *Approved Revenue Budget* are used. The last baselined budget version of the specified budget types are used. See: *Billing Extensions, Oracle Projects User Guide*.
- **Cost Amounts for WIP.** You determine whether to base your cost accrual on the budgeted raw cost or the budgeted burdened costs. You specify this on the definition of the billing extension. This also defines what cost amounts are accounted for as cost WIP. You must set up your AutoAccounting rules to account for the appropriate cost amounts as cost WIP.
- **Event Types to use for Events.** You specify which event types to use when creating the events which result in the Cost Accrual, Cost Accrual Contra, and reversing Cost WIP entries.

Following are some facts to consider when you are using the example cost accrual billing extension.

- In the calculation in the *Revenue-Based Cost Accrual Formula Example: page 4 - 41*, there is no relationship between the costs entered in the system and the cost accrual amounts generated by the Cost Accrual Billing Extension during the life of the project. The cost accrual amounts are calculated based on the actual accrued revenue, the budgeted cost amounts, and the budgeted revenue amounts.
- If the result of the formula in the *Revenue-Based Cost Accrual Formula Example* is zero or less than zero, no event is created. Cost accruals cannot be negative.

- If the budgeted costs are greater than the budgeted revenue amounts (the project is incurring a loss), then the accumulated cost accrual will be greater than the accumulated accrued revenue.
- Events are created at the funding level (project or top task).
- The billing extension example creates events that use only one account for each of the corresponding buckets: Cost Accrual, Cost Accrual Contra, and Cost WIP (for the reversing entries at project closing).

Implementing the Cost Accrual Example

In this section, we describe the setup steps required to support the Cost Accrual Billing Extension example. We also show some examples of a cost accrual setup.

1. Define Event Types

Define event types with the classification *Automatic*. You need an event type for events that will account for each of the following accounts:

- Cost Accrual
- Cost Accrual Contra
- Cost WIP (for reversing entries during project closing)

You will drive AutoAccounting rules based on these event types.

The following table shows sample cost accrual event types:

Event Type	Description	Class
Cost Accrual	Cost Accrual Account	Automatic
Cost Accrual Contra	Cost Accrual Contra Account	Automatic
Cost WIP	Cost WIP Account (for reversing entries)	Automatic

Table 4 – 24 Example Cost Accrual Event Types (Page 1 of 1)

2. Define the cost accrual billing extension.

► **To define the cost accrual billing extension:**

- a) Value Sets and Descriptive Flexfields for Billing Extension

Set up the value sets and descriptive flexfield used in the billing extension definition. The Cost Accrual Billing Extension example requires following five descriptive flexfield segments to be set up on the Billing Extension:

- **Cost Accrual Identifier.** This value is used by the project verification rules and project status columns extensions to identify events created from the cost accrual billing extension. You must define the cost accrual identifier with a value of *COST-ACCRUAL* in the ATTRIBUTE11 column. You can define a value set with just one value that is uppercase. The minimum and maximum value is *COST-ACCRUAL*, with a maximum size of 12.
- **Cost Accrual Event Type** in the ATTRIBUTE12 column.
- **Cost Accrual Contra Event Type** in the ATTRIBUTE13 column.
- **Cost WIP Event Type** in the ATTRIBUTE14 column.
- **Cost Basis** in the ATTRIBUTE15 column. The cost basis specifies whether to use raw or burdened costs as the Cost WIP and raw or burdened budgeted costs in the cost accrual calculation. The two possible values are *R* and *B*. You can define a value set with just two values that are uppercase. The minimum value is *B* and the maximum value is *R*. The maximum size is 1.

The three segments that hold event types should use a table-validated value set with a length of 30 characters which displays all automatic event types using the following SQL:

```
select event_type
from pa_event_types
where event_type_classification = 'AUTOMATIC'
```

Note: After you have defined and used the billing extension, you must not change the values of the descriptive flexfield.

b) Define the Billing Extension

You define the billing extension with the following key attributes:

- **Procedure:** *pa_rev_ca.calc_ca_amt*. This is the example procedure provided by Oracle Projects. Use your own procedure name, as appropriate.
- **Calling Place:** Post Regular Processing
- **Calling Process:** Revenue
- **Transaction Independent:** Yes

Fremont Corporation Cost Accrual Implementation

Fremont Corporation implements cost accrual as shown below:

- Cost Accrual Billing Extension:
 - Name: *Cost Accrual*
 - Procedure: *pa_rev_ca.calc_ca_amt*
 - Description: *Calculate cost accrual amount*
 - Order: *10*
 - Calling Process: *Revenue*
 - Default Event Type: *Cost Accrual*
 - Event Description: *Cost Accrual Based on Revenue*
 - Default Cost Budget: *Approved Cost Budget*
 - Default Revenue Budget: *Approved Revenue Budget*
 - Calling Place: *Post-Regular Processing*
 - Required Inputs: *None*
 - Other Parameters: *Transaction Independent: enabled; Project Specific: not enabled*
- Descriptive Flexfield:
 - Cost Accrual Identifier: *COST-ACCRUAL*
 - Cost Basis: *R*
 - Cost Accrual Event Type: *Cost Accrual*
 - Cost WIP Event Type: *Cost WIP*

c) Install the Billing Extension Package

You must install the billing extension PL/SQL package. For details, see *Billing Extensions, Oracle Projects User Guide*.

See: *Implementing Your Own Cost Accrual Procedures and Extensions*: page 4 – 47.

3. Assign Billing Extension to Project Types

Assign the billing extension to the appropriate project types.

You can also choose to implement a billing extension that you assign to specific projects. To do this, you enable the Project Specific check box in the Billing Extension window. However, for the cost accrual example, you are expected to assign the billing extension at the project type level.

See: Defining Billing Extensions, *Oracle Projects User Guide* and Project Types: page 2 – 117.

4. Define AutoAccounting

Define AutoAccounting setup for cost WIP and cost accruals. Typically, you define GL accounts for each of the different buckets, as shown in the table below:

Account Name	Account Number
Cost WIP	1280
Cost Accrual	128
Cost Accrual Contra	1286

Table 4 – 25 Example GL Accounts for Cost WIP and Cost Accruals (Page 1 of 1)

► **To define AutoAccounting for Cost WIP and Cost Accruals:**

a) Cost WIP Account for Incurring Costs (Via Expenditure Items)

To account for actual raw costs in cost WIP, you must perform the following steps:

- Define an AutoAccounting rule for Cost WIP.
- Assign the Cost WIP rule and other appropriate rules to the Function Transaction of Contract for the following AutoAccounting functions:
 - Labor Cost Account
 - Expense Report Cost Account
 - Usage Cost Account
 - Burden Cost Account
 - Inventory Cost Account
 - Miscellaneous Cost Account
 - WIP Cost Account (work in process from Manufacturing)
 - Supplier Invoice Cost Account

If you use burdened cost as cost WIP, then you must define the AutoAccounting rules for the Total Burdened Cost Debit and Credit functions and run the Distribute and Interface Total Burdened Cost processes before you generate revenue.

For more information about burdened costs, see: *Burdening (Cost Plus Processing) and Accounting for Total Burdened Costs, Oracle Project Costing User Guide*.

b) Cost Accrual Accounts for Events Resulting from the Billing Extension

Assign the AutoAccounting rules to the Event Revenue function under the Write-On function transaction (under which Automatic events are accounted). To account for different event types under one function transaction, you must define a rule based on the event types. The rule may be a parameter-based rule that uses a lookup set, or it can be a SQL statement AutoAccounting rule that uses the SQL statement to map the event type to the account value.

Note: The AutoAccounting rules for the Cost WIP reversing entries created via an event should result in the same accounts as the AutoAccounting rules used to derive the Cost WIP account for costs incurred via expenditure items.

5. Implement Project Verification Rules

Implement project verification rules to ensure that project closing entries are made before the project status is changed to *Closed*. The rules should ensure that the closing entries are made when the project has a project status with a system status of *Pending Close*.

Oracle Projects provides an example of how to enforce this requirement in the project verification extension. To implement the requirement, you remove the comments around the section for cost accruals in the project verification extension.

See: Project Verification Extension, *Oracle Projects User Guide*.

6. Implement Cost Accrual Columns in Project Status Inquiry

Implement columns to view Cost WIP and Cost Accrual amounts in the Project Status Inquiry window.

The PSI client extension includes an example of how to implement the following columns in columns 28 through 33 in the Project Status Inquiry window:

- ITD – Cost WIP
- PTD – Cost WIP
- ITD – Cost Accrual
- PTD – Cost Accrual

- ITD – Margin
- PTD – Margin

To implement these columns, you perform the following steps:

1. Remove the comments around the section for cost accruals in the project status inquiry column extensions. See: PSI Extension, *Oracle Projects User Guide*.
2. Define the Project Status Inquiry columns listed above, and regenerate the view in the Project Status Inquiry Columns window. See: .

When a project is closed, these columns are updated. At that point, the amounts for the PTD (period to date) columns are a combination of PTD activity and closing activities.

7. Implement the Cost Accrual Identification Extension in Intercompany Billing

The Cost Accrual Identification extension includes sample code that calls the cost accrual identification procedure in the sample Cost Accrual Billing extension. If you are using the predefined Cost Accrual Billing extension, enable the sample code in the Cost Accrual Identification extension by removing the comment marks. The default logic in this extension returns a value of *No* for cost accrual projects. See: Cost Accrual Identification Extension, *Oracle Projects User Guide*.

Implementing Your Own Cost Accrual Procedures and Extensions

Your business requirements for cost accruals may be different from those addressed in the cost accrual example that Oracle Projects provides. If this is the case, you must design and create your own billing extension and appropriate setup data to match your requirements.

Listed below are some of the business requirements for cost accruals that may vary in your company from the cost accrual example provided by Oracle Projects:

- **The cost accrual calculation.** For example, you may calculate cost accruals to be equal the cost WIP, instead of calculating cost accruals based on the budgets as in the cost accrual example.
- **The number of accounts to which you charge cost WIP or cost accruals.** The cost accrual example uses one account for each

bucket: Cost Accrual, Cost Accrual Contra, and Cost WIP. If you charge your cost WIP to many accounts, you must create your own cost accrual billing extension to account for the many cost WIP accounts that you use.

- **What is considered cost WIP.** The cost accrual example includes all costs in cost WIP. If you need to exclude certain costs from the cost WIP calculation, you need to change your cost accrual implementation.

Oracle Projects provides a client extension that you use as the basis of your cost accrual extension procedures. For information about the Cost Accrual Extension, see: *Cost Accrual Extension, Oracle Projects User Guide*.

Profile Options and Client Extensions for Revenue and Invoicing

Following are the profile options and client extensions you set to implement revenue and invoicing.

Profile Options for Revenue and Invoicing

Set the following profile options to control processing for revenue and invoicing.

- PA: Maintain Unbilled Receivables and Unearned Revenue Balances
- PA: Interface Released Revenue to GL

See: Profile Options in Oracle Projects: page B – 2.

Client Extensions for Revenue and Invoicing

You can optionally implement the following client extensions to extend the revenue and billing functionality:

- Billing Extensions
- Labor Billing Extension
- Billing Cycle Extension
- Retention Billing Extension
- Automatic Invoice Approve/Release Extension
- AR Transaction Type Extension
- Output Tax Extension
- Revenue-Based Cost Accrual Extension
- Cost Accrual Billing Extension

See: Client Extensions, *Oracle Projects User Guide*.

Setting Up for Agreements and Funding

The following instructions give details about steps PJB-23 through PJB-25 in the Oracle Project Billing Product Implementation Checklist: page 4 – 2:

Defining Agreement Types

Agreement types categorize the various kinds of agreements you negotiate with clients. For example, you can define one agreement type for all verbal agreements and another for all agreements using purchase orders. You might also define additional agreement types to distinguish internal agreements from those with your external customers.

If you define an agreement type and limit revenue and or invoice, any project funded by that agreement type stops accruing revenue and generating invoices when it reaches the revenue and or invoice limit. If you define an agreement type and do not limit revenue and invoice, any project funded by that agreement type issues a warning when the revenue and invoice limit is exceeded, but does not stop accruing revenue or generating invoices. This is referred to as a *hard limit* or a *soft limit*.

Prerequisite

Define Payment Terms. See: Payment Terms: page 4 – 15.

► **To define an agreement type:**

1. In the Agreement Types window, enter a Name and Description of the agreement type you want to define.

If you want payment terms to default when you enter an agreement with this agreement type, enter the Default Terms.

Enable the Default Revenue/Invoice Limit option if you want the Hard Limit option of the Agreements widow to be enabled by default when you enter an agreement with this agreement type.

2. Save your work.

See Also

Effective Dates: page 1 – 10

Fremont Corporation Agreement Types

Fremont Corporation enforces revenue/invoice limits on purchase orders and change orders, since these types of agreements always cover specific work. The retainer letter and service agreement types are defined with a disabled Revenue/Invoice Limit option, since the exact amount of these kinds of agreements is usually not known immediately. The terms default for all agreements is net payment within 30 days of receiving the invoice.

Fremont’s agreement types are shown in the following table:

Name	Description	Terms Default	Revenue /Invoice Limit Default
Purchase Order	Customer Purchase Order	30 Net	Enabled
Change Order	Change to a Purchase Order	30 Net	Enabled
Retainer Letter	Retainer Letter	30 Net	Disabled
Service Agreement	Service Agreement	30 Net	Disabled
Verbal Agreement	Non-Written Agreement	30 Net	Disabled

Table 4 – 26 Fremont Corporation Agreement Types (Page 1 of 1)

Defining Agreement Templates

Agreement templates make it faster for you to create an agreement for your project. You can create quick agreement projects (projects associated with an agreement template) for rapid project and agreement setup. For details about quick agreement projects, see *Quick Agreement / Funding Projects, Oracle Project Billing User Guide*.

- ▶ **To define an agreement template:**
 1. Navigate to the Agreement Template window.
 2. Enter the same information you enter for an agreement:
 - Customer who is providing the funding
 - Agreement Number
 - Agreement Type

- Currency Code
 - Amount
 - Accounts Receivable Terms
 - Revenue Hard Limit or/and Invoice Hard Limit option
 - Date this agreement expires
 - Description of the agreement
 - Administrator of the agreement
 - Organization that owns the agreement
 - Creation Date
3. Save your work.

Agreement templates can only be viewed in the Agreement Template Entry window. You cannot view agreement templates in the Agreement Entry window.

Client Extension for Agreements and Funding

To extend the use of agreements and funding for your business, you can implement the Funding Revaluation Factor client extension.

See: Client Extensions, *Oracle Projects User Guide*.

See Also

Entering Agreements, *Oracle Project Billing User Guide*

Agreement Template, *Oracle Project Billing User Guide*

Customers

The following instructions give details about step PJB-26 in the Oracle Project Billing Product Implementation Checklist: page 4 – 2.

You define customers in either the Customers or Customer Summary window. Customers can be defined either in Oracle Receivables or in Oracle Projects. See: Entering Customers, *Oracle Receivables User Guide*.

Note: You must define the option for customer numbering when you implement Oracle Projects, whether or not you have also installed Oracle Receivables. If you have both Oracle Projects and Oracle Receivables installed, you enter the Oracle Receivables system options related to customers in Oracle Projects' System Options window.

In Oracle Projects, you use customers, customer addresses, and customer contacts to specify customers for which you are doing project work. Each customer must have one primary bill-to address, one primary ship-to address, and one primary bill-to contact. The primary bill-to contact must be entered in the Primary Bill-To Contacts Role window and in the Business Purpose Details window.

When using the inter-project billing or intercompany billing features, you must define a customer bill and ship site for each internal organization to which the current organization provides resources. A receivables invoice will be created in the current organization's Receivables subledger to recover costs for resources provided to these internal customers.

Note: In a multiple organization environment, customers are shared across operating units. However, you must define customer addresses for each operating unit. If multiple operating units are doing project work with the same customer, each operating unit must have an address defined for the customer.

Fremont Corporation Customers

Fremont Corporation's accounting department needs to add three customers to their customer database. Fremont uses the Quick Customer Entry form to define customers. Since each customer has only one address, the addresses are set up as the primary bill-to and ship-to sites. Each bill-to contact is identified as the primary bill-to contact since there is only one contact for each customer.

The following table shows Fremont's new customers:

Note: The Bay Group has different bill to and ship to addresses.

Customer Name	Number	Bill To Address	Bill	Ship	Market	Ship To Address	Bill	Ship	Market
City of San Francisco	1000	City Hall, San Francisco, CA 94112, U.S.	Yes	Yes	Yes				
Port of Oakland	1001	10 E. Seaside, Oakland, CA 94130, U.S.	Yes	Yes					
The Bay Group	1004	120 Spear Street, San Francisco, CA 94120, U.S.	Yes	Yes	Yes	Hunter's Point, South San Francisco, CA 91468, U.S.	Yes	Yes	Yes

Table 4 – 27 Fremont Corporation New Customers (Page 1 of 1)

The following table shows the Address Contacts for Fremont's new customers:

Customer Name	Contact Last Name	First	Title	Job Title	Bill	Ship
City of San Francisco	Lasky	John	Mr.	AP Supervisor	Yes	Yes
Port of Oakland	Winston	Ed	Mr.	AP Supervisor	Yes	Yes
The Bay Group (Bill to Address contact)	Davies	J.	Mr.	AP Supervisor	Yes	No

Table 4 – 28 Fremont Corporation New Customers Address Contacts (Page 1 of 1)

Accounting for Revenue and Billing

The following instructions give details about steps PJB–27 through PJB–42 in the Oracle Project Billing Product Implementation Checklist: page 4 – 2.

Profile Option:

- Selective Flexfield Segment for AutoAccounting: page 4 – 55

AutoAccounting Functions for Revenue from:

- Labor: page 4 – 56
- Expense Reports: page 4 – 58
- Usage: page 4 – 59
- Miscellaneous: page 4 – 63
- Burden Transactions: page 4 – 63
- Inventory: page 4 – 63
- Work in Process: page 4 – 64
- Supplier Invoices: page 4 – 64
- Events: page 4 – 65

Other AutoAccounting:

- Unbilled Receivables, Unearned Revenue, and Receivables: page 4 – 67
- Realized Gains: page 4 – 71
- Realized Losses: page 4 – 72
- Inter–Project Transactions: page 4 – 73
- Invoice Rounding Account: page 4 – 74
- Invoice Write Offs: page 4 – 75

Set Profile Option: Selective Flexfield Segment for AutoAccounting

For optimum performance, it is recommended that you set this profile option. The speed of distribution processes can be dramatically affected by the value of this profile option.

For more details, see: PA: Selective Flexfield Segment for AutoAccounting; page B - 30.

Accounting for Labor Revenue

Oracle Projects uses the Labor Revenue Account function to calculate revenue you earn for labor items. The resulting labor revenue is generally awarded to either a project-managing organization, or an employee's owning organization; this labor revenue does not include borrowed and lent labor revenue.

When you run the PRC: Generate Draft Revenue process, Oracle Projects uses the Labor Revenue Account transactions to credit a revenue account for labor items.

The Labor Revenue Account function consists of the following transactions:

- Private Labor Revenue
- Public Labor Revenue
- All Labor Revenue

Fremont Corporation Labor Revenue Account Function

Fremont Corporation always awards labor revenue to the employee's owning organization even if the employee worked on a project owned by a different organization. When applicable, Fremont awards labor revenue to the project-managing organization using borrowed and lent revenue accounts.

Fremont uses revenue credited to the project-managing organization for reporting purposes only.

Fremont enables the Private Labor Revenue and Public Labor Revenue transactions to distinguish revenue earned between private and public projects.

Fremont Corporation uses two accounts to record labor revenue:

- Private Professional Fee Revenue (4100)
- Public Professional Fee Revenue (4101)

Define Rules to Determine Segment Values:

To implement the Labor Revenue Account function, Fremont defines two rules:

- One rule to determine the revenue account for private labor revenue
- One rule to determine the revenue account for public labor revenue

Fremont uses one rule in the Private Labor Revenue transaction and one rule in the Public Labor Revenue transaction.

The following table shows the new AutoAccounting rules that Fremont Corporation defines to derive account segments:

Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Private Fee Revenue	Private Professional Fee Revenue	Constant	4100	Intermediate Value	NA
Public Fee Revenue	Public Professional Fee Revenue	Constant	4101	Intermediate Value	NA

Table 4 – 29 Fremont Corporation Rules for Labor Revenue Account Function (Page 1 of 1)

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield for both transactions.

Enable Transactions and Assign Rules:

Fremont enables the transactions shown in the following table:

Function Name	Transaction Name
Labor Revenue Account	Private Labor Revenue
Labor Revenue Account	Public Labor Revenue

Table 4 – 30 Fremont Transactions for Labor Revenue (Page 1 of 1)

The segment rule pairings for these transactions are shown in the following table:

Transaction Name	Segment Number	Segment Name	Rule Name
Private Labor Revenue	0	Company	Employee Company
Private Labor Revenue	1	Cost Center	Employee Cost Center
Private Labor Revenue	2	Account	Private Fee Revenue
Public Labor Revenue	0	Company	Employee Company
Public Labor Revenue	1	Cost Center	Employee Cost Center
Public Labor Revenue	2	Account	Public Fee Revenue

Table 4 – 31 Segment Rule Pairings for Labor Revenue (Page 1 of 1)

Accounting for Expense Report Revenue

Oracle Projects uses the Expense Report Revenue Account function to calculate revenue you earn for expense report items.

Expense Report Revenue Account Function

When you run the PRC: Generate Draft Revenue process, Oracle Projects uses the Expense Report Revenue Account transactions to credit a revenue account for expense report items.

The Expense Report Revenue Account function consists of the following transactions:

- Private Expense Report Revenue
- Public Expense Report Revenue
- All Expense Report Revenue

Fremont Corporation Expense Report Revenue Account Function

Expense Report revenue is posted to the project-managing organization's Expense Report Revenue account. Since Fremont does not differentiate between public and private projects when it calculates expense report revenue, it enables only the All Expense Report Revenue transaction.

Fremont Corporation uses one revenue account to record expense report revenue:

- Expense Report Revenue (4300)

Define a Rule to Determine Account Segment Value:

To implement the Expense Report Revenue Account function, Fremont defines a rule to supply the Expense Report Revenue account code for the Account segment of its Accounting Flexfield. The Expense Report Revenue account is always 4300 since Fremont’s chart of accounts uses only one account.

- Name of Rule: *Expense Report Revenue*
- Description: *Determine the expense report revenue account*
- Intermediate Value Source: *Constant*
- Parameter Name: *4300*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the All Expense Report Revenue Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Expense Report Revenue*
- Transaction Name: *All Expense Report Revenue*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Expense Report Revenue

Table 4 – 32 Segment Rule Pairings for Expense Report Revenue (Page 1 of 1)

Accounting for Usage Revenue

Generating usage revenue is very similar to generating labor revenue. Oracle Projects generates usage revenue and, if you like, borrowed and lent usage revenue.

Oracle Projects uses the Usage Revenue Account function to calculate revenue you earn for non-labor items. The resulting usage revenue is awarded to either a project-managing organization, or a non-labor resource's owning organization; this usage revenue does not include borrowed and lent labor revenue.

The Usage Revenue Borrowed Account and Usage Revenue Lent Account functions allow you to record revenue in both a project-managing organization and in a non-labor resource's owning organization (when these two organizations are different).

The organization to which you award revenue (using the Usage Revenue Account function) becomes the *lending* organization; Oracle Projects uses the Usage Revenue Lent Account transactions to debit a revenue account of the lending organization.

The organization to which you do not award revenue (using the Usage Revenue Account function) becomes the *borrowing* organization; Oracle Projects uses the usage Revenue Borrowed Account transactions to credit a revenue account of the borrowing organization

When you run the PRC: Generate Draft Revenue process, Oracle Projects compares the project-managing organization and the non-labor resource's owning organization to determine whether to use the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions when it calculates usage revenue you earn.

If the project-managing organization is the same as the non-labor resource's owning organization, Oracle Projects uses only the Usage Revenue Account function to credit a revenue account; the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions are not necessary.

If the project-managing organization is not the same as the non-labor resource's owning organization, Oracle Projects first ensures that you have enabled the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions, and then uses them to create revenue credit and debit entries for borrowed and lent usage revenue. The borrowed and lent entries are in addition to the usage revenue credits Oracle Projects creates using the Usage Revenue Account transactions. If you do not want to record borrowed and lent usage revenue entries, do not implement the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions.

The Usage Revenue Borrowed Account and Usage Revenue Lent Account functions are distinct from the Usage Revenue Account function to allow you to separate borrowed and lent usage revenue into as many different accounts as you separate usage revenue.

Usage Revenue Account Function

When you run the **PRC: Generate Draft Revenue** process, Oracle Projects uses the Usage Revenue Account transactions to credit a revenue account for usage items.

The Usage Revenue Account function consists of the following transactions:

- Private Usage Revenue
- Public Usage Revenue
- All Usage Revenue

If your business does not distinguish usage revenue earned between private and public projects, you can enable the All Usage Revenue transaction.

Fremont Corporation Usage Revenue Account Function

Fremont always awards usage revenue to the resource-owning organization, and awards usage revenue to the project-managing organization using borrowed and lent revenue accounts. Since Fremont does not distinguish revenue earned between private and public projects, it enables just the All Usage Revenue transaction.

Fremont Corporation uses three revenue accounts to record usage revenue, depending upon the expenditure type:

- Computer Fee Revenue (4200)
- Vehicle and Equipment Revenue (4201)
- Misc. Asset Revenue (4202)

Define a Lookup Set:

Fremont defines a lookup set to map expenditure types to the appropriate revenue account.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Usage to Revenue	Map the expenditure type for usage items to the appropriate revenue account

Table 4 – 33 Fremont Lookup Set for Usage Revenue Account Function (Page 1 of 1)

Segment Value Lookups for the Usage to Revenue Lookup Set:

The segment value lookups for the Organization to Division lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Computer Services	4200
Vehicle	4201
Field Equipment	4201
Other Asset	4202

Table 4 – 34 Lookups for Usage to Revenue Lookup Set (Page 1 of 1)

Define a Rule to Determine Account Segment Value:

To implement the Usage Revenue Account function, Fremont defines a rule to determine the revenue account for usage revenue. Fremont uses the lookup set *Usage to Revenue* to define the revenue account rule.

- Name of Rule: *Usage Revenue*
- Description: *Map usage items to revenue accounts using the usage expenditure type*
- Intermediate Value Source: *Parameter*
- Parameter Name: *Expenditure Type*
- Segment Value Source: *Segment Value Lookup Set*
- Lookup Set: *Usage to Revenue*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the All Usage Revenue Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Usage Revenue Account*
- Transaction Name: *All Usage Revenue*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Resource Company
1	Cost Center	Resource Cost Center
2	Account	Usage Revenue

Table 4 – 35 Segment Pairings for All Usage Revenue Account (Page 1 of 1)

Accounting for Miscellaneous Revenue

Use Expenditure Type Classes along with AutoAccounting to set up accounting for miscellaneous revenue.

See: Expenditure Type Classes: page 3 – 19 and Overview of AutoAccounting: page G – 2.

Accounting for Burden Transaction Revenue

Use Expenditure Type Classes along with AutoAccounting to set up accounting for burden transaction revenue.

For more information, see:

- Expenditure Type Classes: page 3 – 19
- Overview of AutoAccounting: page G – 2
- Reporting Requirements for Project Burdening, *Oracle Project Costing User Guide*

Accounting for Inventory Revenue

Use Expenditure Type Classes along with AutoAccounting to set up accounting for inventory revenue.

For more information, see:

- Expenditure Type Classes: page 3 – 19
- Overview of AutoAccounting: page G – 2
- Integrating with Oracle Inventory, *Oracle Projects Fundamentals*

Accounting for Work in Progress Revenue

Use Expenditure Type Classes along with AutoAccounting to set up accounting for work in progress revenue.

See: Expenditure Type Classes: page 3 – 19 and Overview of AutoAccounting: page G – 2.

Accounting for Supplier Invoices Revenue

Oracle Projects uses the Supplier Invoice Revenue Account function to calculate revenue you earn for supplier invoice items.

Supplier Invoice Revenue Account Function

When you run the PRC: Generate Draft Revenue process, Oracle Projects uses the Supplier Invoice Revenue Account transactions to credit a revenue account for supplier invoice items.

The Supplier Invoice Revenue Account function consists of the following transactions:

- All Invoice Revenue
- Private Invoice Revenue
- Public Invoice Revenue

Fremont Corporation Supplier Invoice Revenue Account Function

Fremont enables only the All Invoice Revenue transaction since it does not separate revenue earned between private and public projects.

Fremont Corporation uses one revenue account to record supplier invoice revenue:

- Subcontractor Revenue (4400)

Define a Rule to Determine Account Segment Value:

To implement the Supplier Invoice Revenue Account function, Fremont defines a rule to supply the Subcontractor Revenue account code for the Account segment of its Accounting segment.

- Name of Rule: *Subcontractor Revenue*
- Description: *Subcontractor Revenue*
- Intermediate Value Source: *Constant*

- Constant: 4400
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the All Invoice Revenue Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Supplier Invoice Revenue Account*
- Transaction Name: *All Invoice Revenue*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Subcontractor Revenue

Table 4 – 36 Segment Pairings for All Invoice Revenue Account (Page 1 of 1)

Accounting for Event Revenue

Expenditure items are not the only source from which you earn revenue. You create events to write-on bonus revenue, or write-off uncollectible revenue. When you run the PRC: Generate Draft Revenue process, Oracle Projects credits a revenue account for event types with the Write-On, Manual, Realized Gains or Automatic classifications, or debits an expense account for event types with the Write-Off or Realized Losses classification. Although there are other event type classifications, they do not affect revenue.

Event Revenue Account Function

Depending upon the classification of an event type, Oracle Projects uses the Event Revenue Account transactions to calculate revenue credits for write-ons, or expense debits for write-offs.

The Event Revenue Account function consists of the following transactions:

- Revenue Write-Off Events
- Revenue Write-On Events

Fremont Corporation Event Revenue Account Function

Fremont Corporation posts both write-offs and bonus revenue to the project-managing organization.

Fremont uses one expense account to record write-offs and one revenue account to record write-ons:

- Write-Offs (5500)
- Bonus Revenue (4500)

Define Rules to Determine Account Segment Value:

To implement the Event Revenue Account function, Fremont defines two rules:

- One rule to supply the Write-Offs account code for the Account segment of its Accounting Flexfield
- One rule to supply the Bonus Revenue account code for the Account segment of its Accounting Flexfield

The following table shows the new AutoAccounting rules that Fremont Corporation defines to derive the account segment value:

Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Write-Off	Revenue write-off expense account	Constant	5500	Intermediate Value	NA
Bonus	Performance and other bonus revenue account	Constant	4500	Intermediate Value	NA

Table 4 - 37 Fremont Rules for Event Revenue Account Function (Page 1 of 1)

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable Transactions and Assign Rules:

Fremont enables the transactions shown in the following table:

Function Name	Transaction Name
Event Revenue Account	Revenue Write-Off Event
Event Revenue Account	Write-On

Table 4 – 38 Fremont Transactions for Event Revenue (Page 1 of 1)

The segment rule pairings for these transactions are shown in the following table:

Transaction Name	Segment Number	Segment Name	Rule Name
Revenue Write-Off Event	0	Company	Project Company
Revenue Write-Off Event	1	Cost Center	Project Cost Center
Revenue Write-Off Event	2	Account	Write-Off
Write-On	0	Company	Project Company
Write-On	1	Cost Center	Project Cost Center
Write-On	2	Account	Bonus

Table 4 – 39 Segment Rule Pairings for Event Revenue (Page 1 of 1)

Accounting for Unbilled Receivables, Unearned Revenue, and Receivables

To define AutoAccounting for unbilled receivables, unearned revenue, and receivables, use the transactions described below.

Revenue and Invoice Accounts Function

When you run the PRC: Interface Revenue to General Ledger process and then the PRC: Interface Invoices to Receivables process, Oracle Projects uses the Revenue and Invoice Accounts function to determine which accounts to use when it interfaces draft revenue and draft invoices.

Fremont Corporation Revenue and Invoices Account Function

Fremont Corporation assigns draft revenue and invoices to the project-managing organization when it interfaces revenue or invoices. Since each organization at Fremont has five separate accounts for unbilled receivables, accounts receivable, unearned revenue, write-offs, and unbilled retention, implementing each Revenue and Invoice Accounts transaction is straightforward.

Unbilled Receivables Account Transaction

When you run the PRC: Interface Revenue to General Ledger process, Oracle Projects may debit an asset account (usually an unbilled receivables account). This transaction balances the various revenue accounts that Oracle Projects credits when you run the PRC: Generate Draft Revenue process.

Fremont Corporation Unbilled Receivables Account Transaction

Fremont corporation uses one asset account to record unbilled receivables:

- Unbilled Receivables (1101)

Define a Rule to Determine Account Segment Value:

To implement the Unbilled Receivables transaction, Fremont defines a rule to supply the Unbilled Receivables account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Unbilled Receivables*
- Description: *Unbilled receivables asset account*
- Intermediate Value Source: *Constant*
- Parameter Name: *1101*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Unbilled Receivables Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Unbilled Receivables Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Unbilled Receivables

Table 4 – 40 Segment Rule Pairings for Unbilled Receivables (Page 1 of 1)

Accounts Receivable Transaction

When you run the PRC: Interface Invoices to Receivables process, Oracle Projects may debit an asset account (usually an accounts receivable account). This transaction is balanced by a credit to the unbilled receivables asset account or the unearned revenue liability account, based on the revenue and invoice balances of the project.

Fremont Corporation Accounts Receivable Transaction

Fremont Corporation uses one asset account to record accounts receivable:

- Accounts Receivable (1100)

Define a Rule to Determine Account Segment Value:

To implement the Accounts Receivable transaction, Fremont defines a rule to supply the Accounts Receivable account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Accounts Receivable*
- Description: *Accounts receivable asset account*
- Intermediate Value Source: *Constant*
- Parameter Name: *1100*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Accounts Receivable Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Accounts Receivable*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Accounts Receivable

Table 4 – 41 Segment Rule Pairings for Accounts Receivable (Page 1 of 1)

Unearned Revenue Account Transaction

When you bill a client for an invoice amount that is greater than the revenue accrued for the project, Oracle Projects uses the Unearned Revenue Account transaction.

When you run the PRC: Interface Invoices to Receivables process, Oracle Projects may credit a liability account (usually an unearned revenue account). This transaction balances the receivables asset account that Oracle Projects credits.

Fremont Corporation Unearned Revenue Account Transaction

Fremont Corporation uses one liability account to record unearned revenue:

- Unearned Revenue (2100)

Define a Rule to Determine Account Segment Value:

To implement the Unearned Revenue transaction, Fremont defines a rule to supply the Unearned Revenue account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Unearned Revenue*
- Description: *Unearned revenue liability account*
- Intermediate Value Source: *Constant*
- Parameter Name: *2100*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Unearned Revenue Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Unearned Revenue Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Unearned Revenue

Table 4 – 42 Segment Rule Pairings for Unearned Revenue (Page 1 of 1)

Realized Gains Account

If your funding revaluation process is enabled to include gains and losses and you track your gains separately, Oracle Projects uses the Realized Gains Account transaction.

When you run the PRC: Interface Revenue to General Ledger process, Oracle Projects may debit an income account (usually a realized gains account). This transaction derives a separate account for the realized gains account.

Fremont Corporation Realized Gains Account

Fremont Corporation uses one income account to record realized gains:

- Realized Gains (4520)

Define a Rule to Determine Account Segment Value:

To implement the Realized Gains transaction, Fremont defines a rule to supply the Realized Gains account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Realized Gains*

- Description: *Realized Gains income account*
- Intermediate Value Source: *Constant*
- Parameter Name: *4520*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Realized Gains Account and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Realized Gains Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Realized Gains

Table 4 – 43 Segment Rule Pairings for Realized Gains (Page 1 of 1)

Realized Losses Account

If your funding revaluation process is enabled to include gains and losses and you track your losses separately, Oracle Projects uses the Realized Losses Account transaction.

When you run the PRC: Interface Revenue to General Ledger process, Oracle Projects may credit an expense account (usually a realized losses account). This transaction derives a separate account for the realized losses account.

Fremont Corporation Realized Losses Account

Fremont corporation uses one expense account to record realized losses:

- Realized Losses (5500)

Define a Rule to Determine Account Segment Value:

To implement the Realized Losses transaction, Fremont defines a rule to supply the Realized Losses account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Realized Losses*
- Description: *Realized losses expense account*
- Intermediate Value Source: *Constant*
- Parameter Name: *5500*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Realized Losses Account and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Realized Losses Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Realized Losses

Table 4 – 44 Segment Rule Pairings for Realized Losses (Page 1 of 1)

Accounting for Inter-Project Transactions

When you define an internal supplier site, you specify a Payables account created for internal billing purposes and a payables liability account for internal invoices. See: *Setting Up for Inter-Project Billing*: page 4 – 84.

Accounting for Invoice Rounding

After you interface Oracle Projects invoices to Oracle Receivables, Oracle Receivables converts invoice currency amounts to the functional currency (if the invoice currency is different from the functional currency). The process of rounding to the nearest currency unit may produce a different amount from the original functional currency amount in Oracle Projects.

To ensure that invoice amounts in Oracle Receivables and Oracle General Ledger match those in Oracle Projects, Oracle Projects creates an extra distribution line containing the difference (the rounding amount). When Projects interfaces invoices to Receivables, the distribution line is sent to Receivables, to be posted to a Rounding Account in General Ledger.

For a detailed explanation of Invoice Rounding, see: Invoice Rounding: page 4 – 77.

Note: You must set up an Invoice Rounding Account, even if you do not plan to process invoices in currencies other than the functional currency. If you do not, the PRC: Generate Draft Invoices process will issue an error and will not run.

Fremont Corporation Invoice Rounding Account

Fremont Corporation uses one liability account to store rounding amounts:

- Invoice Rounding Account (2110)

Define a Rule to Determine Account Segment Value:

To implement the Rounding Account transaction, Fremont defines a rule to supply the Rounding Account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Invoice Rounding*
- Description: *Invoice rounding account*
- Intermediate Value Source: *Constant*
- Parameter Name: *2110*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Invoice Rounding Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Invoice Rounding Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Invoice Rounding

Table 4 - 45 Segment Rule Pairings for Invoice Rounding (Page 1 of 1)

Accounting for Invoice Write-Offs

When you write off an uncollectible invoice, Oracle Projects uses the Invoice Write-Off Account transaction.

When you run the PRC: Interface Invoices to Receivables process, Oracle Projects may debit an expense account (usually a write-off account) and credit an asset account (usually an accounts receivable account).

Fremont Corporation Invoice Write-Off Account Transaction

Fremont Corporation uses one expense account to record invoice write-offs:

- Write-Offs (5500)

To implement the Write-Off transaction, Fremont uses an existing rule to supply the Write-Offs account code for the Account segment of its Accounting Flexfield.

Fremont also uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Write-Off Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Invoice Write-Off Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Write-Off

Table 4 - 46 Segment Rule Pairings for Invoice Write-Off (Page 1 of 1)

Invoice Rounding

When currencies are converted, it is necessary to round figures to the nearest currency unit. When an amount is converted from currency A to currency B (and rounded to the nearest unit), then converted back to currency A, a rounding difference can occur. This can occur during the following sequence of events:

1. You generate a project invoice in invoice processing currency
2. Oracle Projects then converts the invoice to the invoice currency (if it is different from the invoice processing currency).
3. Oracle Receivables converts the invoice to the functional currency for posting to General Ledger.

The rounding that takes place during each conversion can produce different amounts for the same invoice in the same currency code.

Oracle Projects creates rounding entries to ensure that amounts in the same currency are in agreement after the conversions take place. Entries to offset the rounding entries are posted to the Invoice Rounding account.

See Also

Setting Up Multi-Currency Billing: page 2 – 13

Rounding Invoice Lines

Oracle Projects stores the revenue amount for each transaction. When you run the PRC: Interface Revenue to General Ledger process, Projects posts each revenue amount, in the functional currency, to the Oracle General Ledger UBR (unbilled receivables) account.

When Oracle Projects generates an invoice, the invoice generation process converts each invoice line amount from the invoice processing currency to the invoice currency if the two currencies are different. This conversion also occurs when you use the Recalculate option in the Invoice Review windows.

When you run the PRC: Interface Invoices to Receivables process, Oracle Projects debits an asset account (usually an Accounts Receivable account), and credits the UBR or UER (unearned revenue) account, based on the revenue and invoice balances of the project.

Rounding in the Interface Process

During the Interface Invoices to Receivables process, Oracle Projects determines if a rounding difference will occur later, during the conversion (in Receivables) from the invoice currency to the functional currency. If there is a rounding difference, Projects performs the following additional steps:

- Stores the rounding amounts on the each line.
- Interfaces the rounding entry to Oracle Receivables along with the invoice line.

The Interface Invoices to Receivables process in Oracle Projects passes all the accounting entries to Receivables in both the transaction and functional currencies. The process determines if rounding has occurred and creates any additional rounding entries that are needed. The rounding entries are stored in Oracle Projects with the accounting amounts in the functional currency.

The additional rounding and the offsetting entry are created at the invoice line level, so that each invoice line is in balance. These rounding entries are passed to Receivables in the functional currency, to offset UBR & UER.

When Oracle Receivables posts invoice amounts to GL, it also posts the rounding entry to GL.

Note: Because the Invoice Rounding account is required when interfacing invoices to Receivables (even if you are not using multiple currencies in invoicing), the Generate Draft Invoices process does not run unless the Invoice Rounding AutoAccounting function transaction is defined.

Verification in the Tieback Process

During the Tieback Invoices from Receivables process, Oracle Projects compares the functional currency amount in Projects to the functional currency amount in Receivables for each invoice line.

If these amounts are different, this indicates that the applicable conversion rate was modified between the conversion in Projects and the conversion in Receivables. If this occurs, Projects reports a warning in the Successful Invoice Transfers report. This warning is displayed in the Invoice Exception region of the Invoice window.

If this warning occurs, you must credit the affected invoice in Projects by canceling it.

Example of Invoice Rounding

Following is an example of Invoice Rounding for a multi-currency invoice.

In this example, the project has an unbilled receivables amount of 0.33. An invoice is then generated for the project.

Converting to the Invoice Currency

In this example, the project uses an invoice currency that is different from the project functional currency. When this is the case, Oracle Projects may have to adjust the converted amounts so that the total invoice amount matches the totals of the converted invoice line amounts. The adjustment is made in the last line of the invoice.

Table 4 – 47 shows the conversion of invoice line amounts from the project functional currency to the invoice currency. In this example, line 3 is adjusted by 0.01 so that the converted amount of the total invoice equals the total of the converted line amounts.

Line Number	Project Functional Currency Amount	Invoice Currency Amount: conversion rate = 0.1
Line 1	0.22	0.02
Line 2	0.22	0.02
Line 3	0.22	0.02 + 0.01 (adjusted to reconcile the converted invoice total)
Total	0.66	0.07 (0.66 x 0.1)

Table 4 – 47 (Page 1 of 1)

Converting to the Functional Currency

Table 4 – 48 shows the conversion of invoice line amounts from the project functional currency to the invoice currency (in Oracle Projects) and from the invoice currency to the functional currency (in Receivables). Before the rounding entries are created, the invoice currency amounts (column 1) do not agree with the functional currency amounts (column 4):

Column 5 in Table 4 – 51 shows the rounding entries that Oracle Projects creates so that the functional currency amount posted to General Ledger agrees with the original project functional currency amount for each invoice line.

Invoice Line Number	(1) Oracle Projects: Project Functional Currency	(2) Oracle Projects: Invoice Currency: conversion rate = .01	(3) Oracle Receivables: Invoice Currency	(4) Oracle Receivables: Functional Currency	(5) General Ledger: Rounding Entries (Functional Currency)	(6) General Ledger: Balance (Functional Currency)
1	0.22	0.02	0.03	0.30	0.02	0.22
2	0.22	0.02	0.02	0.20	0.02	0.22
3	0.22	0.02 + 0.01	0.03	0.30	(0.08)	0.22
Total	0.66	0.07	0.07	0.70	(0.04)	0.66

Table 4 – 48 Converting to Functional Currency (Page 1 of 1)

Amounts Posted to General Ledger

When Oracle Projects creates rounding entries, the resulting General Ledger posting amounts (posted by Receivables) are shown in Table 4 – 49.

Invoice Accounting Line	(1) Oracle Projects: Project Functional Currency	(2) Oracle Projects: Invoice Currency: conversion rate = .01	(3) Oracle Receivables: Invoice Currency	(4) Oracle Receivables: Functional Currency
Line 1 UBR	0.22	0.02	0.02	0.20
Line 1 UBR			0.00	0.02
Line 1 Rounding			0.02	0.02
Line 2 UBR	0.11	0.01	0.01	0.10
Line 2 UER	0.11	0.01	0.01	0.10
Line 2 UBR			0.00	0.01
Line 2 UER			0.00	0.01
Line 2 Rounding			0.00	0.02
Line 3 UER	0.22	0.02 + 0.01	0.03	0.30
Line 3 Rounding			0.00	(0.08)
Total AR	0.66	0.07	0.07	0.70

Table 4 – 49 Amounts Posted to General Ledger (Page 1 of 1)

The total amounts posted to each account are shown in the following table:

Debit/Credit	Account	Invoice Currency	Functional Currency
Credit	UBR	0.03	0.33
Credit	UER	0.04	0.33
Debit	Receivables	0.07	0.70
Credit	Rounding	0.00	0.04

Table 4 – 50 (Page 1 of 1)

After these amounts are posted, both General Ledger and Oracle Projects have a UER balance of 0.33 and a UBR balance of 0.00 for this project.

Rounding for an Invoice Write Off

Oracle Projects calculates write offs in functional currency at the invoice line level, and converts each line to the invoice currency. If the original invoice is in a foreign currency, a rounding difference can occur.

If the write off amount is not 100% of the original invoice, Oracle Projects prorates the write off across all lines of the invoice. The write off invoice is interfaced to Receivables, where the AutoInvoice program converts the write off invoice to the functional currency for posting to General Ledger. Rounding differences can cause the Receivables amount to differ from the amount stored in Projects.

When you write off an invoice, Oracle Projects reverses the write off amount from the unbilled receivables account and adds it to a write off expense account when you interface the write off to Receivables.

If there is a rounding difference in an invoice write off, Oracle Projects creates rounding entries at the invoice line level. The rounding entries are interfaced to Receivables in both the transaction and functional currencies. These entries ensure that write off amounts in Oracle Projects, Receivables, and General Ledger are all in balance.

Example of Rounding in an Invoice Write Off

In this example, a write off is entered for an invoice with three lines, each in the amount of 0.44 (invoice currency). The invoice total is 1.32. The write off is for 50% of the invoice.

Table 4 – 51 shows the conversion of invoice line amounts for the write off. Before the rounding entries are created, the invoice currency

amounts (column 1) do not agree with the functional currency amounts (column 4):

Invoice Line Number	(1) Oracle Projects: Invoice Currency	(2) Oracle Projects: Invoice Currency: conversion rate = .01	(3) Oracle Receivables: Invoice Currency	(4) Oracle Receivables: Functional Currency	(5) Correction (Functional Currency)
Line 1	-0.22	-0.02	-0.02	-0.20	-0.02
Line 2	-0.22	-0.02	-0.02	-0.20	-0.02
Line 3	-0.22	-(0.02 + 0.01)	-0.03	-0.30	0.08
Total	-0.66	-0.07	-0.07	-0.70	-0.04

Table 4 – 51 Converting to Functional Currency (Page 1 of 1)

Column 5 in Table 4 – 51 shows the rounding entries that Oracle Projects creates so that the write off amount in Oracle Projects (in the project functional currency) agrees with the write off amount that Receivables calculates in the functional currency.

When Oracle Projects creates rounding entries, the resulting General Ledger posting amounts are shown in Table 4 – 52.

Debit/Credit	Line Number	Account	Invoice Currency	Functional Currency
Debit		Receivables	-0.07	-0.70
Credit	1	Write Off	-0.02	-0.20
Credit	1	Write Off	0	-0.02
Credit	1	Rounding	0	0.02
Credit	2	Write Off	-0.02	-0.20
Credit	2	Write Off	0	-0.02
Credit	2	Rounding	0	0.02
Credit	3	Write Off	-0.03	-0.30
Credit	3	Write Off	0	0.08
Credit	3	Rounding	0	-0.08

Table 4 – 52 (Page 1 of 1)

The total amounts posted to each account are shown in the following table:

Debit/Credit	Account	Invoice Currency	Functional Currency
Debit	Receivables	-0.07	-0.70
Credit	Write Off	-0.07	-0.66
Credit	Rounding	0	-0.04

Table 4 – 53 (Page 1 of 1)

See Also

AutoAccounting: page G – 2

Accounting for Revenue and Invoices: page 4 – 55

Setting Up for Inter–Project Billing

The following instructions give details about steps PJB–43 through PJB–55 in the Oracle Project Billing Product Implementation Checklist: page 4 – 5.

These setup steps are divided into the following phases:

- Global Setup: page 4 – 84
- Operating Unit Setup: page 4 – 84

Global Setup

Perform the following global steps to process inter–project billing in your system.

Define Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types for Intercompany Billing

These steps are optional. See: Defining Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types: page 3 – 157.

Operating Unit Setup

You need to perform these steps in each operating unit in which you want to process inter–project billing.

Define Supplier Sites for Internal Suppliers (Providers)

In Oracle Payables, define a supplier site for each internal supplier that provides inter–project billing transactions to the current operating unit. Payables invoices created by the inter–project billing process are sent to these supplier sites.

When you define an internal supplier site, specify a Payables account created for internal billing purposes. (A supplier site is required for each operating unit that will receive inter–project invoices from a provider project.) Specify a payables liability account for internal invoices. See: Entering Suppliers, *Oracle Receivables User Guide*.

Define Customer Bill To and Ship To Sites for Internal Customers (Receivers)

In Oracle Receivables, define a customer bill and ship site for each internal customer that generates inter-project invoices from the current provider operating unit. This step is required for each provider operating unit. See: *Oracle Receivables User Guide*.

Define Internal Billing Implementation Options

Define internal billing implementation options for every operating unit that uses the internal billing feature of Oracle Projects as either a provider or receiver organization. You can designate an operating unit as a provider organization, a receiver organization, or both.

See: Defining Internal Billing Implementation Options: page 4 – 85

Define Provider and Receiver Controls

Define provider and receiver controls for each operating unit that will be using inter-project billing. You can define the following types of provider and receiver controls:

- Control the ability to cross charge to other operating units within a legal entity by individual receiver operating unit.
- Override the default processing method for cross charges to receiver operating units within a legal entity.
- Allow cross charges to operating units outside the legal entity.
- Use internal billing.

See: Define Provider and Receiver Controls: page 3 – 166 and Defining Intercompany Receiver Controls: page 3 – 169.

Define Tax Account Codes for Internal Receivables Invoices

See: Defining Tax Account Codes for Internal Receivables Invoices: page 3 – 160.

Define Tax Codes for Internal Payables Invoices

In Oracle Payables, define tax codes to apply separate tax distributions on internal AP invoices. This step is required for each receiver operating unit.

You must also enable the Use Automatic Tax Calculation Payables option in Payables. Choose Supplier Site for the calculation level and override it at the line level.

See: Defining Automatic Accounting in Oracle Receivables: page 4 – 96 and Defining Automatic Accounting, *Oracle Receivables User Guide*.

Note: Verify that Receivables and Payables share the same tax codes. The internal billing processes use the same tax codes when creating Receivables and Payables invoices. You must verify that identical tax codes exist in Receivables and Payables, for each pair or provider and receiver operating units.

Define Provider and Receiver Projects

Define receiver projects and provider projects for inter-project billing.

Define Receiver Projects

Define a receiver project for inter-project billing so that work on some or all of the chargeable, lowest tasks is performed on separate projects.

To define a receiver project, navigate to the Task Details window for the appropriate task. Select Receive Invoices from another Project to indicate that this task will receive inter-project invoices from one or more provider projects. You can select this option only if you have identified the current operating unit as a receiver operating unit and if the project does not use an intercompany billing project type.

See: Project Types: page 2 – 117 and Workplan Structures, *Oracle Projects Fundamentals*.

Define Provider Projects

Define a provider project to perform work on the lowest task of a receiver project. The project must be a contract project but cannot use an intercompany billing project type. You can define a provider project in any operating unit that has been identified as a provider operating unit.

To define a provider project for inter-project billing, enable the Bill another Project option on the Project Customers window. You then choose the receiver project and task to be billed.

See: Internal Billing Implementation Options: page C – 23 and Project Customers Window, *Oracle Projects Fundamentals*.

Define the Supplier Invoice Charge Account Process for Internal Invoicing

In Oracle Payables, modify the Account Generator process *Supplier Invoice Charge Account* so that it returns a generic cost account for internal invoices.

To differentiate between regular and internal invoices, you can modify the process to use different supplier types or to use specified naming conventions. You can further differentiate internal invoices between intercompany and inter-project invoices by specifying the appropriate Payables import source for Projects intercompany invoices and inter-project invoices.

See: Project Supplier Invoice Account Generation: page G – 25.

Implement the Payables Open Interface Workflow

See: Customizing the Payables Open Interface Workflow: page 3 – 161.

Implement the Inter-Project Billing Extensions

You can implement your business rules for inter-project billing by using the following client extensions:

- Internal Payables Invoice Attributes Override Extension
- Provider and Receiver Organizations Override Extension

See: Client Extensions, *Oracle Projects User Guide*.

Customer Billing Retention

The following instructions give details about steps PJB-56 through PJB-58 in the Oracle Project Billing Feature Implementation Checklist: page 4 – 5.

Overview of Defining Customer Billing Retention

Retention is a provision in a contract to hold back a portion of invoiced amounts for the duration of the project. Oracle Projects enables you to set up withholding and billing terms for retention, invoice retention amounts, and account for unbilled retention.

Defining the Retention Level

Retention provisions in contracts can vary greatly. Contracts may require that the withholding and billing of retained amounts for a project customer be managed at either the project or top task level. Contracts for work-based billing may require that amounts be withheld by expenditure category, while those for event-based billing require that amounts be withheld by event category. Contracts may also include a variety of conditions for the billing of withheld amounts.

For each project customer, you can define retention terms at either the project level or the top task level to reflect the granularity of the terms specified by the contract with the project customer. You cannot change the retention level after an amount has been withheld for the project customer.

Defining Retention Terms

Retention Terms determine how amounts are withheld from project invoices and how the withheld amounts are billed to the project customer. Retention terms include:

- Withholding Terms
- Withholding Terms by Expenditure Category
- Withholding Terms by Event Revenue Category
- Billing Terms

These terms apply to all sources of project invoice amounts for the specified project or top task. For each term, you can define a

withholding percentage or amount. Optionally, you can define a threshold amount that represents the maximum amount to be withheld per term.

Each term represents a retention withholding basis. This basis is used to determine the grouping of retention lines on project invoices. You can optionally define more detailed withholding terms by expenditure category for work-based billing, or by event revenue category for event-based billing.

Billing Terms

Retention invoices bill project customers for previously withheld retention amounts. Billing terms control the timing and calculation of retention invoices. You define retention billing terms at the same retention level as retention withholding terms.

When you define a billing term, you can select one of the following retention billing methods:

- Total Withheld Amount
- Percent Complete
- Billing Cycle
- Retention Billing Client Extension

Define Billing Implementation Options for Customer Billing Retention

To account for unbilled retention separately from other billing, you enable the Account for Unbilled Retention functionality in the Billing region of the Implementation Options window.

Only projects that are created after the Account for Unbilled Retention has been enabled can account for unbilled retention separately from unbilled receivables.

You cannot disable the value of this option after a project or project template has been created in an operating unit.

See: Billing Implementation Options: page C – 15.

Define Invoice Formats for Customer Billing Retention

An invoice format determines how Oracle Projects creates an invoice line. You can define different formats for retention and retention billing invoice line items.

Retention Format

When you define a retention invoice format, you can define the following columns:

Column	Description
Withholding Percentage or Amount	Withholding percentage or withholding amount
Text	User-defined text
Withholding Term	The details of the withholding term. These details include: For expenditure items: project or top task, expenditure category, expenditure type, non-labor resource, and effective dates For events: project or top task, revenue category, event type, and effective dates
Withholding Basis Amount	Amount of the withholding basis
Invoice Processing Currency	the invoice processing currency of the withholding basis amount and withholding amount

Table 4 – 54 Retention Invoice Format Columns (Page 1 of 1)

Retention Billing Format

The Retention Billing invoice format is used to bill project customers for previously withheld retention amounts. When you define a retention billing invoice format, you can define the following columns:

Column	Description
Retention Billing Method	The retention billing method assigned to the project or top task
Retention Method Value	The value displayed varies depending on the billing method used, as listed below: Percent complete: The percentage complete defined for the billing term Total withheld amount: The total amount defined for the billing term Billing cycle: The name of the cycle defined for the billing term Client extension: No value is displayed
Total withheld amount	The total amount withheld for the project or top task
Billing percentage or amount	The billing percentage or amount used to derive the retention billing amount
Text	User-defined text
Invoice processing currency	Invoice processing currency of the total withheld amount and billing amount

Table 4 – 55 Retention Billing Invoice Format Columns (Page 1 of 1)

For information on defining invoice formats, see: Invoice Formats: page 4 – 19.

Accounting for Unbilled Retention

When you withhold a retention amount on an invoice and want to track the unbilled retention amount separately, Oracle Projects uses the Unbilled Retention Account transaction.

When you run the *PRC: Interface Invoices to Receivables* process, Oracle Projects may credit an asset account (usually an unbilled retention account). This transaction derives a separate account for the unbilled retention amounts on project and retention invoices.

Fremont Corporation Unbilled Retention Account Transaction

Fremont corporation uses one asset account to record unbilled retention:

- Unbilled Retention (1110)

Define a Rule to Determine Account Segment Value:

To implement the Unbilled Retention transaction, Fremont defines a rule to supply the Unbilled Retention account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Unbilled Retention*
- Description: *Unbilled retention asset account*
- Intermediate Value Source: *Constant*
- Parameter Name: *1110*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

Enable the Unbilled Retention Transaction and Assign Rules:

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Unbilled Retention Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Unbilled Retention

Table 4 - 56 Segment Rule Pairings for Invoice Rounding (Page 1 of 1)

Integration with Oracle Receivables

The following instructions give details about steps PJB-59 through PJB-64 in the Oracle Project Billing Feature Implementation Checklist: page 4 – 5.

Implementing Oracle Receivables for Oracle Projects Integration

Oracle Projects interfaces with Oracle Receivables to process your invoices and track customer payments.

Oracle Projects predefines all of the information required for the Oracle Receivables AutoInvoice program to process Oracle Projects invoices.

If you have installed Oracle Receivables, read this section in conjunction with the set up steps for Oracle Receivables in the *Oracle Receivables User Guide*.

Defining Transaction Types for Invoice Processing

Oracle Projects generates draft invoices and uses Oracle Receivables features to post them to Oracle General Ledger, and maintain and track customer payments on them. Oracle Receivables uses transaction types to determine whether the transaction generates an open receivable balance and whether it posts to Oracle General Ledger.

Oracle Projects predefines two transaction types to process your invoices in Oracle Receivables:

- An invoice transaction type (*Projects Invoice*)
- An invoice credit memo transaction type (*Projects Credit Memo*)

Transaction types used by Oracle Projects must have a creation sign value of Any Sign and the Open Receivable check box must be checked.

Note: If the Allow Overapplication option box is not enabled and the balance of the invoice being credited is less than the amount of the credit memo, credit memos created in Oracle Projects may fail to import. If this occurs, review and adjust the invoice receipt applications as appropriate. Then run the AutoInvoice process again to import the rejected credit memos.

Before you make changes to the transaction types for invoicing, verify that the predefined PROJECTS INVOICES Batch Source is accurate. You should see the following values:

- Name: PROJECTS INVOICES
- Description: Project Accounting Invoices
- Type: Imported
- Active: Yes
- Automatic Batch Numbering: No
- Automatic Invoice Numbering: No
- Standard Transaction Type: Project Invoice
- Credit Memo Batch Source: NULL

Oracle Projects assigns a transaction type to an invoice transaction in one of the ways described below.

If you enable tax calculation through Oracle Receivables, you should enable tax calculation on the transaction types defined for Oracle Projects.

Implementing Decentralized Invoicing

With decentralized invoicing, you allow organizations to process their own invoice collections. Oracle Projects and Oracle Receivables provide you with a way to easily report and query invoices in Oracle Receivables by organization.

When you interface draft invoices to the Oracle Receivables interface tables, Oracle Projects locates the project managing organization and moves up the organization hierarchy "tree" to the lowest-level Project Invoice Collection organization at or above the project managing organization to assign the appropriate transaction type to each invoice.

After validation, the AutoInvoice Import Program moves the draft invoices and their assigned transaction types into the Oracle Receivables invoice tables. When you use this method, you can run reports and process Oracle Receivables invoices by organization by selecting the Project Invoice Collection organization name for the transaction type parameter.

► To implement decentralized invoicing:

1. Determine which organizations process invoices.

2. Define those organizations with the Project Invoice Collection Organization classification enabled. See: Organizations: page 2 – 21.
3. Define or update the Project/Task Owning Organization Hierarchy to include the relevant Project Invoice Collection organizations. See: Organization Hierarchy: page 2 – 27.
4. Disable the Centralized Invoice Processing check box when you define implementation options for Oracle Projects. See: Billing Implementation Options: page C – 15.
5. Run the IMP: Create Invoice Organization Transaction Types process.

This process defines transaction types for you in Oracle Receivables:

- The transaction types have the same name as the project invoice collection organization in the base language. See: Multilingual Support in Oracle Projects, *Oracle Projects Fundamentals*.
- You can rerun the process any time you add new organizations or change organization names.

Note: If you specify an organization type in the Invoice Processing Organization Level of the Billing Implementation Options, you must run the IMP: Create Invoice Organization Transaction Types process before you can successfully interface invoices from Oracle Projects.

Implementing Centralized Invoicing

With centralized invoicing, one group or organization processes all invoices. All Oracle Projects invoices are created in Oracle Receivables with the same invoice type of *Projects Invoice* or *Projects Credit Memo* for the processing operating unit.

If you select Centralized Invoicing (the system default) in Oracle Projects Implementation Options, Oracle Projects assigns the default transaction types assigned to the invoice batch source specified in the Oracle Projects implementation options.

The predefined transaction types are the default transaction types of the Projects invoice batch source. After validation, AutoInvoice assigns the default values from the invoice batch source to invoices and copies those transaction types into the invoice tables.

AR Transaction Type Extension

You can also use the AR Transaction Type Extension to determine the AR transaction type when you interface invoices to Oracle Receivables. See: AR Transaction Type Extension, *Oracle Projects User Guide*. You can use this extension whether you use centralized or decentralized invoicing.

See Also

Create Invoice Organization Transaction Types, *Oracle Projects Fundamentals*

Implementation Options: page C – 2

Importing Transactions Using AutoInvoice, *Oracle Receivables User Guide*

Defining Automatic Accounting in Oracle Receivables

Because the Automatic Accounting feature in Oracle Receivables is different from the AutoAccounting feature in Oracle Projects, you need to define Automatic Accounting for both Oracle Receivables and Oracle Projects.

The Oracle Receivables Automatic Accounting feature determines default general ledger accounts for your invoice transactions. You need to implement Oracle Receivables AutoAccounting before you can run the Oracle Receivables AutoInvoice feature.

However, Oracle Projects invoices do not use the AutoAccounting transactions created by Oracle Receivables. The accounting transactions determined by the AutoAccounting feature in Oracle Projects are passed to the AutoInvoice interface tables and are used by AutoInvoice when creating invoices in Oracle Receivables. The only AutoAccounting codes in Oracle Receivables that are used for Oracle Projects invoices are those for tax. If you use AutoInvoice to import invoices from another source, you need to define AutoAccounting codes that apply to those invoices.

You use the Oracle Receivables Accounting window to set up automatic account codes for the following account types. You need to define account codes for each account type.

- AutoInvoice Clearing
- Freight
- Receivable
- Revenue
- Tax
- Unbilled Receivable
- Unearned Revenue

You provide specific information to indicate how you want Oracle Receivables to generate the account codes.

See Also

Automatic Accounting, *Oracle Receivables User Guide*

Salesreps and Credit Types

You can interface sales credit information for project invoices to Oracle Receivables for sales commission reporting. If you choose to not interface sales credit information to Oracle Receivables, you can use credit receiver information in Oracle Projects for reporting purposes. This essay describes how to implement Oracle Receivables and Oracle Projects for the method your company chooses.

Transferring Sales Credit to Oracle Receivables

If you want to interface sales credit information to Oracle Receivables, during your implementation of Oracle Receivables for Oracle Projects, you enable the Require Salesrep option in the System Options window. This section continues your implementation of sales credit receivers.

You can interface sales credit information to Oracle Receivables for project invoices. Sales credit information is based on credit receivers you enter in Oracle Projects. If you interface sales credits to Oracle Receivables, the credit receiver must be a salesrep in Oracle Receivables and the credit type must be a sales credit type in Oracle Receivables.

You enter credit receivers at the project level using the Credit Receivers window located under the Billing Information option. You interface the information to Oracle Receivables by enabling the Transfer to AR option.

Set the Require Salesrep Option

If you want to interface sales credit information to Oracle Receivables, enable the Require Salesrep option in the System Options window in Oracle Receivables.

Define Sales Credit Types

You use the Oracle Order Management Sales Credit Types window to define the type of credit you want to allocate to salesreps in Oracle Receivables for project invoices. You can use sales credit types to determine if sales credit is a quota or non-quota amount. See: *Defining Sales Credit Types, Oracle Order Management User's Guide*.

Note: If you do not have Oracle Order Management installed, use the predefined sales credit type of Quota Sales Credit when you define salesreps. Using this sales credit type allows you to use sales credits without having Oracle Order Management installed.

Define Salesreps

When you interface Oracle Projects invoices to Oracle Receivables, Oracle Projects assigns a primary salesrep to the invoice and interfaces sales credit lines for the invoice based on the project's credit receivers.

Oracle Projects assigns the project manager on the project as the primary salesrep as long as the project manager is defined as a salesrep in Oracle Receivables. Using the primary salesrep as the criteria, you can use Oracle Receivables reports and windows to review invoices by project manager. If you want to use this type of functionality, you must define all project managers as salesreps in Oracle Receivables.

Oracle Projects also credits the sales credit lines for the invoice using the project's credit receivers specified for interface to Oracle Receivables. You must define all employees that may be credit receivers for which you want to interface sales credit as salesreps in Oracle Receivables.

Use the Oracle Receivables Salesreps window to define salesreps. You assign a sales credit type to salesreps when you define them.



Attention: The name you enter in the Salesreps window must be identical to the name you enter in the Oracle Human Resources Enter Person window. Use the following format

when you define salesreps: Last name, Prefix, First name (Middle name).

Set the Allow Sales Credits Option

If you want to send salesrep information to Oracle Receivables, you need to enable the *Allow Sales Credits* option in the Invoice Sources window for the predefined batch source of *PROJECTS INVOICES*. When you set this option to Yes, Oracle Receivables ensures that sales credit lines are assigned valid credit types as defined in Oracle Order Management and have valid salesreps as defined in Oracle Receivables.

The Allow Sales Credit option is located in the AutoInvoice Processing Options region of the Invoice Sources window. If you navigate to the Batch Source region and query by Name = PROJECTS INVOICES, you will then be able to go to the AutoInvoice Processing Options region. The AutoInvoice Processing Options region is only available for batch sources with type = *Imported*. See also: Define Invoice Sources, *Oracle Receivables User Guide*).

► **To transfer sales credit information to Oracle Receivables:**

1. Set the Require Salesrep System Option in Oracle Receivables to Yes.
2. Define sales credit types using the Oracle Order Management Sales Credit Types form, or use the predefined sales credit type of Quota Sales Credit, if Oracle Order Management is not installed.
3. Define as salesreps in Oracle Receivables all project managers and other employees who may be credit receivers.
4. Enable the Allow Sales Credits option in the AutoInvoice Processing Options region of the Invoice Sources window in Oracle Receivables.
5. Enter credit receivers for your contract projects using the Credit Receivers windows in the Billing Information option at the project level.

See Also

Employees: page 2 – 52

Reporting Credit Information in Oracle Projects

You can assign credit receivers in Oracle Projects for invoices at the project level, using credit types that you define in Oracle Projects. You do not have to interface salesrep credit information to Oracle Receivables; you can use Oracle Projects tables to create custom reports on the information.

You use credit receivers in Oracle Projects to award different kinds of revenue credit to your employees, such as marketing credit or quota credit. For example, if you want to credit an employee for bringing in a contract in a market sector for which you currently have few or no projects, you can define a credit type with a name such as *Diversity Credit*. After you define the project, you specify the employee as a credit receiver of Diversity Credit.

Disable the Require Salesrep Option

If you do not want to interface sales credit information to Oracle Receivables, during your implementation of Oracle Receivables for Oracle Projects disable the Require Salesrep option of the Define System Options window.

Define Credit Types

You use the Oracle Projects Credit Types window to specify the kind of revenue credit you want to assign employees in Oracle Projects. Oracle Projects predefines the credit type of Quota Credit. See: Credit Types: page 4 – 32.

Fremont Corporation Credit Types

Fremont Corporation awards Marketing Credit to a marketing staff member who generates a lead. Fremont also awards Quota Credit to a staff member who brings in a project.

The following table shows Fremont's credit types:

Credit Type Name	Description
Marketing Credit	Credit for generating leads
Quota Credit	Credit for acquiring a project

Table 4 – 57 Fremont Corporation Credit Types (Page 1 of 1)

Set the Allow Sales Credits Option

If you do not want to send sales credit information to Oracle Receivables, you leave this option set to No. See also: Define Invoice Sources, *Oracle Receivables User Guide*.

Fremont Corporation: Sales Credits Option

Fremont Corporation's implementation team does not enable the Allow Sales Credits option:

- Miscellaneous Options:
 - Allow Sales Credits: *Disabled*

Define Salesreps

Oracle Projects assigns the primary salesrep as the manager on the project, if you have defined the project manager as a salesrep in Oracle Receivables. Using the primary salesrep as the criteria, you can use Oracle Receivables reports and forms to review invoices by project manager. If you want to use this type of functionality, you must define all project managers as salesreps in Oracle Receivables.



Attention: The name you enter in the Salesreps window must be identical to the name you enter in Oracle Human Resources Enter Person window. Use the following format when you define salesreps: Last Name, Title, First name (Middle Name).

► **To report sales credit information in Oracle Projects only:**

1. Set the Require Salesrep System Option in Oracle Receivables to No.
2. Define sales credit types using the Oracle Projects Credit Types form.
3. Define all project managers as salesreps in Oracle Receivables. This way you can still retrieve AR information by primary salesrep in Oracle Receivables.
4. Leave the Allow Sales Credits option in the AutoInvoice Processing Options region of the Invoice Sources window in Oracle Receivables disabled.
5. Create custom reports on the credit receiver information in the Oracle Projects table.

Implementing the Receivables Installation Override Extension

The Receivables Installation Override client extension enables you to use a third-party receivables system for the majority of your Receivables functionality, yet have the ability to import customer data from Oracle Receivables.

Without this client extension, you can only import customer data with a full installation of Oracle Receivables.

To use this capability, you must complete a full installation of Oracle Receivables, then override the installation mode to *shared* using the Receivables Installation Override extension.

For more information, see: Receivables Installation Override Extension, *Oracle Projects User Guide*.

CHAPTER

5

Implementing Oracle Project Resource Management

This chapter contains instructions for implementing Oracle Project Resource Management.

Oracle Project Resource Management Implementation Checklists

Oracle Project Resource Management is an integrated project staffing application to help you manage project resource needs, profitability, and organization utilization by locating and deploying qualified resources to your projects across your enterprise. Project Resource Management empowers key project stakeholders, such as project managers, resource managers, and staffing managers with key information to make better use of their single most critical asset: their people. Oracle Project Resource Management is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

Note: To find out how to access a window, refer to the Navigation Paths index, *Oracle Projects Fundamentals*.

Oracle Project Resource Management Product Setup

The product setup checklist is organized by area of functionality.

Note: The *Required* column indicates if the step is required for use of the *product*. The *Optional* column indicates if the step is optional for use of the *product*.

Licensing

Step	Description	Required	Optional
<input type="checkbox"/> PJR-1	Set the profile option PA: Licensed to Use Project Resource Management	Yes	

Table 5 - 1 Resource Management Product Setup: Licensing (Page 1 of 1)

Project Staffing

Step	Description	Required	Optional
<input type="checkbox"/> PJR-2	Define additional requirement statuses, candidate statuses, assignment approval statuses, and assignment scheduling statuses.		Yes
<input type="checkbox"/> PJR-3	Set the requirement status, candidate status, and assignment status profile options	Yes	

Table 5 - 2 Resource Management Product Setup: Project Staffing (Page 1 of 2)

Step	Description	Required	Optional
<input type="checkbox"/> PJR-4	Define advertisement rules		Yes
<input type="checkbox"/> PJR-5	Define team templates.		Yes
<input type="checkbox"/> PJR-6	Define staffing priority codes		Yes
<input type="checkbox"/> PJR-7	Implement assignment approval workflow		Yes
<input type="checkbox"/> PJR-8	Implement assignment approval workflow extensions		Yes
<input type="checkbox"/> PJR-9	Implement candidate notification workflow		Yes
<input type="checkbox"/> PJR-10	Implement candidate notification workflow extension		Yes

Table 5 – 2 Resource Management Product Setup: Project Staffing (Page 2 of 2)

Oracle Project Resource Management Feature Setup

The features checklist shows the steps required to implement each Oracle Project Resource Management feature. The list is organized by feature.

The *Required* column indicates if the step is required for use of each *feature*. The *Optional* column indicates if the step is optional for use of each *feature*.

Prerequisites for Forecasting Based on Staffing Plan

Before you set up forecasting based on staffing plans, you must define the following entities in the Project Costing application:

- Expenditure Categories
- Revenue Categories
- Expenditure Types
- Rates and Rate Schedules
- Labor Costing (Optional Feature)
- Burdening (Optional Feature)

Forecasting Based on Staffing Plan

Step	Description	Required	Optional
<input type="checkbox"/> PJR-11	Define forecasting options	Yes	

Table 5 - 3 Resource Management Feature Setup: Forecasting Based on Staffing Plan (Page 1 of 1)

Reporting

Step	Description	Required	Optional
<input type="checkbox"/> PJR-12	Implement Discoverer reporting	Yes	
<input type="checkbox"/> PJR-13	Perform Oracle Discoverer post-installation tasks	Yes	

Table 5 - 4 Resource Management Feature Setup: Reporting (Page 1 of 1)

Licensing Oracle Project Resource Management

The following instruction corresponds to step PJR-1 in the Oracle Project Resource Management Product Implementation Checklist: page 5 – 2.

To indicate to the system that Project Resource Management is licensed, set the profile option PA: Licensed to Use Project Resource Management.

See: PA: Licensed to Use Project Resource Management: page B – 24.

Project Staffing

The following instructions correspond to steps PJR-2 through PJR-10 in the Oracle Project Resource Management Product Implementation Checklist: page 5 – 2.

Staffing Status Definitions

This section describes the following setup topics:

- Requirement Statuses
- Assignment Statuses
- Candidate Statuses
- Assignment Approval Statuses

For information on using the Statuses window to define statuses, see: *Defining Statuses and Status Profile Options: page 2 – 77.*

Predefined Statuses and Status Controls

A status is the state of an object. Objects can have only one status at a time. Your implementation of Oracle Project Resource Management includes predefined statuses for the following objects:

- Projects
- Requirements
- Assignments
- Candidates
- Assignment approval

You can create new user statuses based on the available system statuses to meet your business needs and create process flows that support those needs. You can also modify the default status controls for each user status.

For each existing user status, you must define the next allowable statuses. Defining the next allowable statuses determines the process flow for your objects.

For example, you can specify that a requirement with the user status *Open* can have its status changed only to either *Filled* or *Cancelled*. This

example shows that you have just determined two possible process flows of a requirement:

- Open -> Filled
- Open -> Canceled

Note: Statuses are available for your entire enterprise, and are not specific to any business group or operating unit.

Requirement Statuses

The requirement status indicates the state or condition of the requirement in the staffing life cycle.

Predefined Requirement Statuses

The following table shows the predefined requirement statuses and suggested next allowable statuses.

System Status	User Status	Description	Suggested Next Allowable Statuses
Open	Open	Available for resource assignments	Filled or Canceled
Filled	Filled	A resource is assigned	Canceled
Canceled	Canceled	Canceled	None

Table 5 – 5 Predefined Requirement Statuses (Page 1 of 1)

There are three status controls for the requirement statuses:

- Include in Project Forecasts
- Visible in Requirement Searches
- Assign Resources to the Requirement

Use these status controls to restrict allowable actions on requirements based on status.

Assignment Statuses

The assignment status is the daily assignment status. Therefore, each day of the assignment has its own schedule status.

Predefined Assignment Statuses

The following table shows predefined assignment schedule system statuses and suggested next allowable statuses:

System Status	User Status	Description	Suggested Next Allowable Statuses
Provisional	Provisional	A resource is assigned to the assignment on a provisional basis.	Confirmed Canceled
Confirmed	Confirmed	The resource is confirmed and scheduled for the assignment.	Canceled
Canceled	Canceled	The assignment was canceled.	None

Table 5 – 6 Predefined Assignment Statuses (Page 1 of 1)

There is one status control for the assignment statuses:

- Include in Project Forecasts

Use this status control to include assignments in project forecasts based on the status.

Candidate Statuses

Each candidate has a status that indicates the state of consideration in the nomination process on a given requirement.

Predefined Candidate Statuses

The following table shows the predefined candidate statuses with and suggested next allowable statuses:

System Status	User Status	Description	Suggested Next Allowable Statuses
Pending Review	Pending Review	Nominated for the requirement and ready for review	Suitable, Under Review, Declined, Withdrawn, or Assigned
System Nomination	System Nomination	Nominated by the automated candidate search and nomination process. You cannot modify the attributes of this status. Also, you cannot create user statuses with the System Nomination system status.	Suitable, Under Review, Declined, Withdrawn, or Assigned
Under Review	Under Review	In the review process	Under Review, Declined, Withdrawn, or Assigned
Suitable	Suitable	A suitable match for the requirement	Under Review, Declined, Withdrawn, or Assigned
Declined	Declined	Unsuitable for the requirement (the default status control <i>Requires Change Reason</i> requires the user who declines the candidate to enter a reason)	Suitable or Under Review
Withdrawn	Withdrawn	Withdrawn from consideration	Under Review
Assigned	Assigned	Assigned to fill the requirement. This status is used only by the workflow process after the candidate has been assigned to fill the requirement.	None

Table 5 – 7 Predefined Candidate Statuses (Page 1 of 1)

There is one status control for the candidate statuses:

- Requires Change Reason

This status control requires entry of a reason when a user changes the status of a candidate.

Assignment Approval Statuses

Each assignment has a status that indicates the state of the assignment in the staffing life cycle.

Predefined Assignment Approval Statuses

Assignment approval statuses are used by workflow processes. The assignment approval status represents the approval status for the entire assignment.

You cannot add, modify, or delete these statuses. The status is applied to an assignment based on the action being undertaken.

The following table shows predefined assignment approval statuses and their next allowable statuses:

System Status	Description	Next Allowable Statuses
Working	The assignment is new and has not yet been submitted for approval, or the canceled assignment was changed and needs to be resubmitted for approval.	Submitted
Submitted	The assignment is submitted for approval. Approval can be sought either manually or by using a workflow process.	Approved or Rejected
Approved	The assignment is approved and the resource is confirmed.	Requires Resubmission
Canceled	The assignment is canceled.	None
Rejected	The assignment is rejected. The user can modify the assignment and resubmit it for approval.	Requires Resubmission
Requires Resubmission	The approved assignment has been changed and requires a resubmission for approval.	Submitted

Table 5 – 8 Predefined Assignment Approval Statuses (Page 1 of 1)

Setting the Staffing Status Profile Options

Set the following profile options to specify default values for staffing statuses. For details about each profile option, see: Profile Options in Oracle Projects: page B – 2.

Requirement Status Profile Options

- **PA: Starting Requirement Status:** Specifies the default status of newly created requirements.
- **PA: Filled Requirement Status:** Specifies the requirement status when the requirement is filled and becomes an assignment.
- **PA: Canceled Requirement Status:** Specifies the status of a requirement when it is canceled.

Candidate Status Profile Options

- **PA: Default Starting Candidate Status:** Specifies the default status of all newly nominated candidates, except for system-nominated candidates.
- **PA: Canceled Requirement's Candidate Status:** Specifies the candidate status when a candidate nomination is declined due to requirement cancellation.
- **PA: Invalid Resource Candidate Status:** Specifies the candidate status for a candidate whose nomination is declined because the candidate is no longer a valid resource in the Project Resource Management application.

Assignment Status Profile Options

- **PA: Starting Assignment Status:** Specifies the default status of newly created assignments.
- **PA: Canceled Assignment Status:** Specifies the status of cancelled assignments.

Implementing Advertisement Rules

Advertisement rules control the visibility of a requirement to resources and managers of an organization over a period of time. Each advertisement rule is a list of actions that are performed when the condition associated with each action is met.

Implementation of advertisement rule functionality is optional.

Implementing Advertisement Rule Functionality

One advertisement rule, *Publish to Everyone*, is predefined in Oracle Project Resource Management. This rule has the following attributes:

- Contains one action, *Publish to All*
- Cannot be modified or deleted
- Publishes requirements to everyone starting on the creation date of a requirement

If you are not using advertisement rule functionality, leave the Start Advertisement Rule box selected for each requirement. If a user deselects this box, then the requirement will not be visible in requirement searches or Requirement List pages.

Defining Advertisement Rules

You can optionally define your own advertisement rules.

► To define advertisement rules:

1. Navigate to the Advertisement Rules page.
2. Choose Create Advertisement Rule.
3. Enter the name, description, and effective dates. Choose Add Action.
4. For each action you want to define for the advertisement rule, enter action and condition information and choose Apply. After you apply each action, the Create Advertisement Rule page is displayed with the updated information.
5. When you have finished entering all actions, choose Apply on the Create Advertisement Rule page to save the entire advertisement rule.

Specifying the Default Advertisement Rule

After you define your advertisement rules, you can specify the default rule on the Staffing tab in the system Implementation Options window. For information on the full defaulting process, see *Obtaining a Default Advertisement Rule, Oracle Project Resource Management User Guide*.

Submitting the PRC: Perform Action Rules Process

The PRC: Perform Action Rules process evaluates the action conditions for each action on a scheduled basis. You should schedule this process to run on a regular basis.

For more information about this process, see: PRC: Perform Action Rules Process, *Oracle Projects Fundamentals*.

Team Templates

A team template contains attributes that you can use to create requirements on a project. If you need to create multiple project teams with similar requirements, you can use team templates to avoid duplicate entry of requirements.

Creating Team Templates

► **To create a team template:**

1. Navigate to the Team Templates page.
2. Enter the information for the new team template.

The following table shows selected fields that you complete when you create a team template:

Field	Description
Effective Dates	The period of time during which a template can be applied to projects (regardless of the project actual start date)
Calendar	Default calendar for the requirement
Work Type	Default work type for the requirement
Role List	The list of roles that you can select for each requirement on the team template. In addition to requirements, you can add subteams to the template that also will be created on a project once the template is applied.

Table 5 – 9 Team Templates Fields (Page 1 of 1)

Applying Team Templates

When you apply a team template to a project, the requirements on the template are created on the project.

If the system date falls between the team template effective dates, you can apply the template to a project. You can apply the team template from the Apply Team Template page (accessible through the Schedule Resource page). Or, if your selected project template has an associated team template, then it is applied during the project creation.

If a project has an associated role list, you can apply only team templates with matching role lists to the project. If a project has no associated role list, then you can apply any current team templates to the project.

The process of applying a team template and its associated requirements to a project can take some time. Therefore, an Oracle Workflow process, PA Apply Team Template, handles the application process.

Start and End Dates for Requirements on a Project

The interval between the team template start date and the dates of the template requirements is used to determine the dates of the requirements created on a project. When the team template is applied to a project, the start date for the new requirement is:

Project Start Date plus (the number of days from the Team Template Start Date to the Team Template Requirement Start Date)

The end date for the new requirement is:

Project Start Date plus (the number of days from the Team Template Start Date to the Team Template Requirement End Date)

Example: You have a team template called Fast Forward Team with the following start date:

- March 1, 1990

The template has a requirement called DBA with the following attributes:

- Start date: April 1, 1990
- End date: April 30, 1990

You apply this template to a project with a start date of June 1, 2006.

The interval from the team template start date (March 1) to the template requirement start date (April 1) is 31 days. The DBA requirement is added to the project with a start date of July 2, 2006 (June 1, 2006 plus 31 days) and an end date of July 31, 2006 (June 1, 2006 plus 60 days).

Staffing Priority Codes

Staffing priority codes on a requirement specify the priority for filling the requirement.

Defining Staffing Priorities

You use the Oracle Projects Lookups window to define staffing priorities.

► **To define staffing priorities:**

1. Navigate to the Oracle Projects Lookups window.
2. Query the lookups for the lookup type `STAFFING_PRIORITY_CODE`.
3. Enter the codes you want to add.
4. For each code, enter a meaning and description.
5. Select the Enabled box.
6. Save your work.

For more information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

Implementing Staffing Workflow and Extensions

You can use the following workflows and client extensions to extend the staffing functionality.

Assignment Approval Workflow

You can use the Assignment Approval Workflow to obtain approvals for a resource assignment. For more information, see: Assignment Approval Workflow Process: page 8 – 28.

Assignment Approval Workflow Extensions

You can use the following client extensions to extend the functionality of the Project Assignment Workflow:

- Assignment Approval Changes Extension

- Assignment Approval Notification Extensions

For details about these client extensions, see: *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Candidate Notification Workflow

You can use the Candidate Notification Workflow to send notifications pertaining to candidates. For details, see: Candidate Notification Workflow Processes: page 8 – 33.

Candidate Notification Workflow Extensions

You can use the Candidate Notification Workflow Extension to extend the functionality of the Candidate Notification Workflow. For details, see: Candidate Notification Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Implementing Forecasting Based on Staffing Plan

The following instruction corresponds to step PJR-11 in the Oracle Project Resource Management Feature Implementation Checklist: page 5 – 3.

You define forecast and unassigned time options for each operating unit.

Use the financial forecasting implementation options to specify implementation settings for resource scheduling, resource utilization, and financial forecasting.

The financial forecasting implementation options include:

- Forecasting Options
- Unassigned Time Options

For information about the Organization Forecast Options, see: Defining Forecasting Implementation Options: page 2 – 179.

Forecasting Implementation Options

Complete the options according to the guidelines shown in the following table:

Field	Description
Include Administrative Projects	Select this box to indicate that you want to include administrative projects in project forecast totals. You must enable this option to avoid errors because the application does not yet exclude administrative projects.
Maximum Historical Versions	Enter the maximum number of historical forecast versions that you want to store. At minimum, you must enter a value of 1. The suggested starting value is 5.
Utilization Calculation Method	Select a method of calculation for your resource utilization. An entry in this field is required. The suggested starting entry is By Resource Capacity Hours.
Period Type	Select a period type (GL Period or PA Period). The forecasting process uses the selected period type or types to generate forecast totals.

Table 5 – 10 Forecasting Options (Page 1 of 2)

Field	Description
Expenditure Type Class	Select the Expenditure Type Class to classify the forecast items.
Expenditure Type	Select the Expenditure Type to apply to all generated forecast items.
Transfer Price Amount Type	This field is for future use in forecasting functionality.
Project Role	Enter the role to display as the project owner. This value is displayed in the Project Forecast List page. This field is optional. If it is blank, the Project Owner column is not displayed in the Project Forecast List page.
Job-Based Cost Rate Schedule	Select the job-based cost rate schedule for assignments.
Classification	Select the classification for which you want to generate forecast totals. The classification that you select must have only one class code. The corresponding class code for each project is displayed in the Project Forecast List page. Only classifications defined as mandatory in the project template are valid choices for this field. Note: Defining this value is optional. If it is blank, the Classification column is not displayed for the Project

Table 5 – 10 Forecasting Options (Page 2 of 2)

Note: The following Forecasting Options fields are scheduled for future use in the forecasting functionality. While some of them require an entry, they have no effect on utilization summarization or reporting.

- Include Administrative Projects
- Maximum Historical Versions
- Utilization Calculation Method
- Period Type
- Transfer Price Amount Type
- Forecast Generation and Display: Enter values for forecast generation.

For information about expenditure types and project classifications, see: Expenditure Types: page 3 – 15 and Project Classifications: page 2 – 87.

Unassigned Time Implementation Options

The Unassigned Time Options page has two regions, one for Billable People and the other for Non-Billable People. You complete the same fields for both regions. The following table shows the Unassigned Time Options fields.

Field	Description
Include in Forecast	Select this box to indicate that you want to summarize unassigned time in the project financial forecast totals. If you select this option, enter values for the following fields.
Unassigned Time Project	Enter the name of the project for reporting of unassigned time.
Expenditure Type Class	Specify the expenditure type class for unassigned time.
Expenditure Type	Enter the expenditure type for unassigned time.

Table 5 - 11 Unassigned Time Options (Page 1 of 1)

Implementing Reporting Functionality

The following instructions correspond to steps PJR-12 through PJR-13 in the Oracle Project Resource Management Feature Implementation Checklist: page 5 – 3.

Implementing Discoverer Reporting

Oracle Project Resource Management transactional reporting is supported by a web based Oracle Discoverer solution. The predefined workbooks, worksheets and End User Layer (EUL) provide you and your users the ability to query and manipulate transactional data to proactively measure and analyze corporate performance.

After you implement the reporting solution, you can access the predefined Oracle Discoverer reports from the self-service Project Resource Management menu structure.

Note: If you want to use the enhanced functionality of Discoverer, set the profile option `ICX_DISCOVERER_USE_VIEWER` to Yes.

For installation instructions for Discoverer 4i, refer to the *Discoverer 4i with Oracle Applications 11i* document #139516.1 on *OracleMetaLink*.

Note: To get the maximum benefit of the reporting solution of PJR we recommend that you use Discoverer 4i.

Oracle Discoverer Post-Installation Tasks

Perform the Discoverer post-installation tasks that correspond to the Discoverer release that you have installed. This section describes post-installation tasks for the following Discoverer releases:

- Oracle Discoverer 4i Post-Installation Tasks: page 5 – 20
- Oracle Discoverer 3i Post-Installation Tasks: page 5 – 21

Oracle Discoverer 4i Post-Installation Tasks

In the *Discoverer 4i with Oracle Applications 11i* document #139516.1 on *OracleMetaLink*, in Step 5 5.6 (Import using `adupdeul.sh mode=complete`) and in Appendix A.1 (Import using `adupdeul.sh`)

mode=driver), you can use one of the following sets of parameters to import all shipped Project Resource Management executable files:

- Complete use mode:

```
use mode=complete
```

- Driver use mode

```
use mode= driver
```

and

```
driver=pasb020.drv,pasb018.drv,pasb010.drv,pasb017.drv
```

If you are currently using Discoverer 4i, please refer to the instructions in *Discoverer 4i Maintenance for Oracle Applications 11i document #182106.1* on [OracleMetaLink](#).

Oracle Discoverer 3i Post-Installation Tasks

Install and set up Oracle Discoverer for integration with Oracle Project Resource Management. To set up the reporting solution, you must use the Administrator Edition or client/server version of Discoverer. To set up the User Edition, you must use the Web Discoverer version, with a few exceptions, which are noted.

Before you start, you must complete the following prerequisites:

1. Install Oracle Discoverer Administration Edition.

To access the Discoverer workbooks provided with Oracle Project Resource Management, install Oracle Discoverer.

2. Install Oracle Web Discoverer.

For installation instructions, refer to the *Oracle Discoverer 3.1 Installation and Administration Guide*.

Oracle Discoverer Post-Installation Tasks Checklist

Complete the following tasks:

1. Create the End User Layer. (EUL)
2. Modify the End User Layer Owners Indexes.
3. Copy files to Discoverer Administration Tier.
4. Connect to Discoverer Administration Edition.
5. Import the End User Layer EEX File.
6. Set up access to Business Areas and End User Discoverer Edition.

7. Refresh Business Areas.
8. Connect to Discoverer User Edition.
9. Install the Reporting workbooks.

When you have completed these steps, verify that:

- The EUL owner (database user) ID has a suffix corresponding to the end user language. For example:
EUL_US
- The EUL owner has necessary privileges to FND objects. Refer to the *Oracle Discoverer 3.1 Administration Guide* for details.
- An application mode EUL owner exists. To create an application mode EUL owner, you must add the /APPS_MODE parameter to the command line when you create the EUL.
- The ICX profile options in Oracle Applications are set correctly. The IXC profile options include:
 - ICX_DISCOVERER_LAUNCHER
 - ICX_DEFAULT_EUL
 - ICX_DEFAULT_WORKBOOK_OWN
 - SESSION_COOKIE_NAME

These profile options are part of the setup of Oracle Discoverer and the self-service environment for Oracle Project Resource Management. For more information on these and other required ICX profile options, see *Oracle Discoverer 3.1 Administration Guide*

Create the End User Layer

- ▶ **To create the End User Layer (EUL):**
 1. Create a database user that you want to designate as the End User Layer owner and grant database access to the user.
 2. Create the application mode EUL.

Creating the Database User: Set the name of the end user layer owner (database user) to EUL_<language> (for example: EUL_US). Use the following script to perform this task:

```
create user eul_us
identified by eul
default tablespace user_data
temporary tablespace temp;
```

Creating the Applications Mode EUL

1. Issue a set of grants to allow the EUL owner select access to certain Applications Object Library tables. This step is necessary for Discoverer to support the structure of Applications user IDs and responsibilities. To do this, connect to the database using the account specified in the FNDNAM environment variable (typically APPS) and execute the following statements:

```
connect system/manager@<database>
grant connect, resource to &EULOWNER
connect apps/apps@<database>
grant select on FND_USER to &EULOWNER
grant select on FND_APPLICATION to &EULOWNER
grant select on FND_USER_RESP_GROUPS to &EULOWNER
grant select on FND_RESPONSIBILITY_VL to &EULOWNER
grant select on FND_ORACLE_USERID to &EULOWNER
grant select on FND_DATA_GROUP_UNITS to &EULOWNER
grant select on FND_PRODUCT_INSTALLATIONS to &EULOWNER
grant select on FND_SECURITY_GROUPS_VL to &EULOWNER
grant execute on FND_CLIENT_INFO to &EULOWNER
```

2. Create an Applications mode from the Discoverer Administration Edition.

An Applications mode EUL is one that can be administered using the Oracle Applications security model in place of the database security model. There are two ways of doing this, both invoking the Administration edition from the command line:

```
DIS31ADM.exe /APPS_MODE
```

Starts the Administration Edition in Applications mode. Any EULs created will by default be Applications mode EULs.

```
DIS31ADM.exe /APPS_MODE /CREATE_EUL /CONNECT
eul_owner/password@database
```

This command creates an Applications mode EUL from the command line in batch mode.

3. Note that the EUL owner must be an Oracle database user ID, not an Oracle Applications user ID. The easiest way to create an EUL with a new database user ID as the owner is to log onto the Discoverer Administration edition as the SYSTEM user, and in step two of the Create EUL Wizard choose Create a new user. It is recommended that you create the EUL in a separate schema from the APPS schema that contains the Oracle Applications tables and views. The primary reason for this is that by creating the EUL in a separate schema it is

easier to migrate the EUL from test environment to production environment using database import/export.

4. Next you need to ensure that the EUL owner has select access to the appropriate Applications tables and views where the data is stored. If you are interested in creating Discoverer folders that span multiple tables you may want to grant select any table privilege to the EUL owner. Otherwise, grant select access to just the tables you wish to create Discoverer folders on.

Modify the Indexes of the End User Layer Owner

Complete the following steps from the R11 Admin tier to modify the maximum extents of the indexes in the End User Layer.

1. Connect to your database server using SQL/Plus as the End User Layer (for example, EUL_US) owner.
2. At the SQL prompt, enter the following command:

```
$BIS_TOP/admin/sql/BISALTIN.sql
```

Copy Files to Discoverer Administration Tier

To access Discoverer-related files through the Discoverer Administration and End User Editions, you must copy the files to the Discoverer Administration Tier. The file PAPERMEUL.eex is created in the \$AU_TOP/discover/<language>/ directory when you install the Oracle Project Resource Management Reporting product.

1. Copy the file PAPERMEUL.eex from the \$AU_TOP/discover/<language>/ directory to an appropriate directory from where it can be imported into the Discoverer Administration Edition.
2. Copy the sql script BISEULBA.sql from the \$BIS_TOP/admin/sql/ directory into the same temporary directory you used in step 1. Optionally, mount the \$AU_TOP/discover/<language> directory on to the Discovery Administration Tier.
3. Copy the Discoverer Workbooks from the \$AU_TOP/discover/<language>/ directory to a new directory where they can be saved to the database using the Discoverer User Edition. The workbooks installed are:
 - PASCHRES.dis
 - PAAVLRES.dis
 - PAOVCRESDIS

- PASALPIP.dis
- PAREQPRJ.dis

Connect to Discoverer Administration Edition

1. Log in to the Discoverer Administration Edition in application mode, for example:

```
D:\orant\DISCVR31\DIS31ADM.EXE /APPS_MODE
```

2. Connect to the database. For example:

```
eul_us/eul@cus115
```

3. Select File > Set Default EUL.

Import the End User Layer EEX File

The Project Resource Management EEX file must be imported into the Discoverer End User Layer. Select the EUL for which you want the EEX file to be imported, for example, EUL_US.

Note: Before you begin the import process, increase the size of the Rollback Segments to a minimum of 10 megabytes. After the import has been completed, reset the Rollback Segments to their original sizes.

To import the EEX file, complete the following steps:

1. Open an MS-DOS command window and navigate to the directory in which the EEX file is located. Enter the following commands:

```
start /wait <ORACLE_HOME>\discvr31\dis31adm /APPS_MODE
/CONNECT
<EUL_Owner>/EUL_Owner_password>@<Connect_string>
/IMPORT paprmeul.eex /eul<EUL_Owner_in_uppercase> /log
eulimport.log
```

Where:

- <ORACLE_HOME> is the top directory for Oracle products installed on the NT server
- <EUL Owner> is the database user created above
- <EUL Owner password> is the database owner password
- <Connect_string> is SQL*Net database connect string
- <EUL_Owner_in_uppercase>

Note: Enter the EUL owner schema in uppercase after the key/EUL when invoking the second command. For example:

```
start /wait d:\orant\discvr31\dis31amd /APPS_MODE  
/CONNECT eul_us/eul@apps /IMPORT PAPRMEUL.eex /eul  
EUL_US /log eulimport.log
```

2. Check on the progress of the import process by pointing to the Discoverer icon in the right lower corner of your toolbar.

Inspect the eulimport.log file to ensure that the Project Resource Management EEX file was imported into the End User Layer successfully.

Alternatively, you can log in to the Discoverer Administration Edition and select File > Import. Specify the location of the PAPRMEUL.eex file to complete the import.

Set Up Access to Business Areas and End User Discoverer Edition

You must grant users access to the Discoverer Administrator and User Editions in order for the users to open these applications. However, the users also need user and responsibility access to the Business Areas in order to perform any reporting activities on the Project Resource Management data.

To grant user access to Oracle Discover Administration and User Editions:

1. Log in to the Discoverer Administration Edition in application mode. For example:

```
D:\orant\DISCVR31\DIS31ADM.EXE/APPS_MODE
```

2. Select Tools > Privileges.
3. Select the user/responsibility (role) to which you need to grant access, for example, Project Resource Management Super User.
4. Grant the responsibility either the User Edition or the Administration Edition access.

Note: If this responsibility is not a Self-Service responsibility, it cannot be accessed through the Self-Service logon.

To grant user/responsibilities access to Business Areas:

1. Log in to the Discoverer Administration Edition in application mode. For example:

```
D:\orant\DISCVR31\DIS31ADM.EXE/APPS_MODE
```

2. Select Tools > Security.
3. Select the user/responsibility (role) to which you need to grant access, for example, Project Resource Management Super User.
4. Select the business areas to which you want to grant this user/responsibility access.
5. Check the Allow Administration checkbox for the business areas if this responsibility needs administration access for tasks such as Refresh from the database.

Refresh Business Areas

The following steps synchronize the information in the Discoverer End User Layer and the underlying Oracle Applications data model.

1. Connect to Discoverer Administration Edition by invoking from the command line:

```
D:\orant\DISCVR31\DIS31ADM.EXE /APPS_MODE
```

2. Connect to the database as an application user. For example:

```
SERVICES:Project Resource Management Super  
User:Standard/welcome@cus115
```

3. Set Default EUL.
4. Select all your business areas.
5. Select File > Refresh
6. Verify that the folders refresh is successful.

Connect to Discoverer User Edition

To invoke Discoverer User Edition:

1. Log in to the Discoverer User Edition in application mode. For example:

```
\orant\DISCVR31\DIS31USR.EXE
```

2. Connect to the database. For example:

```
SERVICES:Project Resource Management Super  
User:Standard/welcome@cus115
```

3. Select Tools > Options.
4. Select the EUL tab and check the default EUL. For example, EUL_US.

Install the Project Resource Management Reporting Workbooks for Discoverer

The following steps explain how to save the workbooks to your database so that users can access the workbooks through Oracle Web Discoverer.

1. Log in to the Discoverer User Edition in application mode. For example:

```
D:\orant\DISCVR31\DIS31USR.EXE
```

For login information, select Cancel.

2. While in Discoverer 3.1 User Edition, select Tools > Options and ensure that the checkbox labeled Display warning when opening workbook saved in a different database account is checked.
3. Exit the Discoverer User Edition.
4. To save the Discoverer workbooks from the temporary staging area to the database, open an MS-DOS window and change directories to the staging area where the workbooks were saved. Refer to the section To copy files to the Discoverer Administration Tier for more information.
5. Execute the following command from the command prompt:

```
start /wait for %%f in (*.dis) do
<ORACLE_HOM>\discvr31\dis31usr /connect
"<EUL_Owner>" /EUL_Owner_password>@<Connect_string>
/savedb %%f /batch
```

For example:

```
start /wait for %%f in (*.dis) do
c:\orant\discvr31\dis31usr /connect"SERVICES:Project
Resource Management Super User:Standard/welcome@apps
/savedb %%f /batch
```

Note: Use quotation marks when you enter the EUL_Owner parameter in the command string.

Alternatively, log in to the Discoverer User Edition and select File > Open > My computer. Specify the location of the workbook file. After the workbook opens, select File > Save As > Database to save the workbook in the database. You must repeat this step for all workbooks.

After the workbooks are saved in the database, change the EUL Owner (eul_us) End User Layer (eul) password from the default password.

Set Up Access to the Reporting Workbooks

The following steps instruct you on how to set up access to Discoverer workbooks through the Discoverer User Edition.

1. Log in to the Discoverer User Edition in application mode. For example:

D:\orant\DISCVR31\DIS31USR.EXE

2. Open the workbook to which you need to grant other users/responsibilities access.
3. Select File > Manage Workbooks > Sharing.
4. Select the User > Workbook tab.
5. Select the user/responsibility to grant access.
6. Select the workbooks you want to grant access to and move them to the Shared section of the Share workbook dialog box.

CHAPTER

6

Implementing Oracle Project Management

This chapter contains instructions for implementing Oracle Project Management.

Oracle Project Management Implementation Checklists

Oracle Project Management provides project managers the visibility and control they need to deliver their projects successfully, improve profitability, and operate more efficiently. Project managers can look to a single source of enterprise project information to manage the project through its lifecycle from planning, through execution, to completion. A fully integrated module within the Oracle Projects family, Project Management eliminates silos of information, empowering project managers to manage the workplan, resource assignments, financial forecasts, project accounting, and communications to stakeholders. It also enables project managers to manage collaborative execution of project work inside and outside the organization.

Oracle Project Management is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

Note: To find out how to access a window, refer to the Navigation Paths index, *Oracle Projects Fundamentals*.

Oracle Project Management Product Setup

Note: The *Required* column indicates if the step is required for use of the *product*. The *Optional* column indicates if the step is optional for use of the *product*.

Licensing

Step	Description	Required for Use of the Product	Optional for Use of the Product
<input type="checkbox"/> PJT-1	Set the profile option PA: Licensed to Use Project Management	Yes	

Table 6 - 1 Oracle Project Management Product Setup: Licensing (Page 1 of 1)

Oracle Project Management Feature Setup

The features checklist shows the steps required to implement each Oracle Project Management feature. The list is organized by feature.

The *Required* column indicates if the step is required for use of each *feature*. The *Optional* column indicates if the step is optional for use of each *feature*.

Workplan and Progress Management

Workplan and Progress Management Prerequisites

Before you set up Workplan and Progress Management, you must define the following entities in Oracle Project Foundation:

- Calendars
- Unit of Measure

Step	Description	Required	Optional
<input type="checkbox"/> PJT-2	Enable structures setup option for template		Yes
<input type="checkbox"/> PJT-3	Define additional progress statuses		Yes
<input type="checkbox"/> PJT-4	Define additional work quantity work items		Yes
<input type="checkbox"/> PJT-5	Define workplan change reasons		Yes
<input type="checkbox"/> PJT-6	Set the profile option PA: Task Managers Must Be Project Members		Yes
<input type="checkbox"/> PJT-7	Set the profile option PA: Workplan Tasks Default View		Yes
<input type="checkbox"/> PJT-8	Implement workplan workflow extension		Yes

Table 6 – 2 Oracle Project Management Feature Setup: Workplan and Progress Management (Page 1 of 1)

Budgeting and Forecasting

Budgeting and Forecasting Prerequisite

Before you set up Budgeting and Forecasting you must define resource lists in Oracle Project Foundation.

Step	Description	Required	Optional
<input type="checkbox"/> PJT-9	Define financial plan types		Yes
<input type="checkbox"/> PJT-10	Define budget change reasons		Yes

Step	Description	Required	Optional
<input type="checkbox"/> PJT-11	Define additional budget types		Yes
<input type="checkbox"/> PJT-12	Define additional budget entry methods		Yes
<input type="checkbox"/> PJT-13	Review the profile option PA: Enable Microsoft Excel Integration for Budgeting and Forecasting		Yes
<input type="checkbox"/> PJT-14	Implement budgetary controls		Yes
<input type="checkbox"/> PJT-15	Implement budget integration		Yes
<input type="checkbox"/> PJT-16	Implement budget extensions		Yes
<input type="checkbox"/> PJT-17	Implement budget workflow		Yes
<input type="checkbox"/> PJT-18	Implement budget workflow extension		Yes

Table 6 – 3 Oracle Project Management Feature Setup: Budgeting and Forecasting (Page 2 of 2)

Issue and Change Management

Step	Description	Required	Optional
<input type="checkbox"/> PJT-19	Define control item classifications	Yes	
<input type="checkbox"/> PJT-20	Define additional control item priorities, level of effort, and source types		Yes
<input type="checkbox"/> PJT-21	Define control item types	Yes	
<input type="checkbox"/> PJT-22	Implement control item document numbering extension		Yes
<input type="checkbox"/> PJT-23	Implement issue and change workflow extension		Yes

Table 6 – 4 Oracle Project Management Feature Setup: Issue and Change Management (Page 1 of 1)

Microsoft Project Integration

Step	Description	Required	Optional
<input type="checkbox"/> PJT-24	Implement Microsoft Project integration	Yes	

Table 6 – 5 Oracle Project Management Feature Setup: Microsoft Project Integration (Page 1 of 1)

Project Status Reporting

Step	Description	Required	Optional
<input type="checkbox"/> PJT-25	Define additional project status report sections		Yes
<input type="checkbox"/> PJT-26	Define additional project status report page layouts		Yes
<input type="checkbox"/> PJT-27	Define additional report types		Yes
<input type="checkbox"/> PJT-28	Define additional reported statuses		Yes
<input type="checkbox"/> PJT-29	Define additional reporting cycles		Yes
<input type="checkbox"/> PJT-30	Define project status report reminder rules		Yes
<input type="checkbox"/> PJT-31	Define project status report workflow extension		Yes

Table 6 – 6 Oracle Project Management Feature Setup: Project Status Reporting (Page 1 of 1)

Project Performance Reporting (PSI)

Step	Description	Required	Optional
<input type="checkbox"/> PJT-32	Define derived columns		Yes
<input type="checkbox"/> PJT-33	Define display columns		Yes
<input type="checkbox"/> PJT-34	Implement commitments from external systems		Yes
<input type="checkbox"/> PJT-35	Implement custom reporting strategy		Yes
<input type="checkbox"/> PJT-36	Implement commitment changes extension		Yes
<input type="checkbox"/> PJT-37	Implement project status inquiry extension		Yes

Table 6 – 7 Oracle Project Management Feature Setup: Project Performance Reporting (Page 1 of 1)

Licensing Oracle Project Management

The following instruction corresponds to step PJT-1 in the Oracle Project Management Product Implementation Checklist: page 6 – 2.

To indicate to the system that Project Management is licensed, set the profile option PA: Licensed to Use Project Management.

See: PA: Licensed to Use Project Management: page B – 24.

Workplan and Progress Management

This section describes the setup steps that are required before you can create workplans and track workplan and task progress. These instructions give details about steps PJT-2 through PJT-8 in the Oracle Project Management Feature Implementation Checklist: page 6 – 2.

Enabling the Structures Setup Option for Templates

For projects on which you want to be able to change the structures setup, you must enable the Project Structures Setup option for the associated project template.

When you create a project from a template that has the workplan structures option enabled, the project displays the workplan structures option.

► **To enable the structures setup option for a project template:**

On the Project Template Setup page, check the Enable box next to Workplan Structures. By default, this option is not enabled.

Setting Up Progress Status Values

You can use progress status values to indicate the amount of progress completed on the task. For example, when progress on a task slows down, you can update its progress status to *At Risk*. If progress stops, you can update the progress status to *In Trouble*.

Each progress status must be associated with a system status. The predefined system statuses for progress statuses are:

- On Track
- At Risk
- In Trouble

You use the Status Controls region of the Statuses window to define actions that are allowed or restricted for each progress status. There are no seeded status controls for progress statuses.

For more information defining statuses, see: *Defining Statuses and Status Profile Options*: page 2 – 77.

Defining Work Quantity Work Items

If you plan to have tasks that measure task progress in terms of work quantity, you must select the work item that is being created or processed.

You use the Lookups window to set up a lookup list of possible work items to choose from when you set up your task types.

► **To define a work quantity work item:**

1. Navigate to the Work Quantity Work Items Lookups window.
2. Enter the following information for the work quantity work item:
 - Code
 - Meaning
 - Description
 - Tag Value (optional: not used by Oracle Projects)
 - Effective Dates
3. Select the Enabled box.
4. Save your work.

For more information on defining and updating lookups, see: *Lookups, Oracle Applications Developer's Guide*, or see online help. For more information on Oracle Projects lookups, see: *Oracle Projects Lookups: page F – 2*.

Defining Workplan Change Reasons

Use workplan change reasons to indicate why you have updated or otherwise changed a workplan. Workplan change reasons serve an informational purpose only. They do not affect the way Oracle Projects processes workplans.

You use the Lookups window to define workplan change reasons.

► **To define a workplan change reason**

1. Navigate to the Lookups window.
2. Open a new lookup record for a workplan change reason.
3. Enter the following information for the workplan change reason:

- Code
 - Meaning
 - Description
 - Tag Value (optional: not used by Oracle Projects)
 - Effective Dates
4. Select the Enabled box.
 5. Save your work.

For more information on defining and updating lookups, see: Lookups, *Oracle Applications Developer's Guide*, or see online help. For more information on Oracle Projects lookups, see: Oracle Projects Lookups: page F – 2.

Setting the Task Managers Profile Option

To specify whether a person must be a project member to be designated a task manager, set the profile option PA: Task Managers Must Be Project Members.

For more details, see: PA: Task Managers Must Be Project Members: page B – 31.

Setting the Workplan Tasks Default View Profile Option

To specify the default display view for workplan information on the Tasks page, set the profile option PA: Workplan Tasks Default View.

For more details, see: PA: Workplan Tasks Default View: page B – 36.

Workplan Workflow Extension

You can use the workplan workflow extension to customize the workflow processes for submitting, approving, and publishing a workplan. For more information on this client extension, see: *Workplan Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Budgeting and Forecasting

The following instructions give details about steps PJT-9 through PJT-18 in the Oracle Project Management Feature Implementation Checklist: page 6 – 2.

Overview of Budget and Forecast Setup

Oracle Projects provides you with two options for defining and entering budgets and forecasts:

- Use budgetary controls and budget integration features
- Do not use budgetary controls and budget integration features

The option that you choose determines the steps that you must perform to implement budgeting and forecasting.

For information about using budgetary controls, see: Using Budgetary Controls, *Oracle Project Management User Guide*.

For more information about using budget integration, see: Budget Integration, *Oracle Project Management User Guide*.

If you want to create budgets and forecasts, but do not want to use budgetary controls and budget integration features, then complete the following steps to enable budgeting and forecasting:

1. **Define financial plan types.** See: Financial Plan Types: page 6 – 11
2. **Define budget change reasons.** See: Budget Change Reasons: page 6 – 12.
3. **Define resource lists.** See: Resources and Resource Lists: page 2 – 97.

If you want to create budgets and forecasts that use budgetary controls and budget integration features, then complete the following steps to enable budgeting and forecasting:

1. **Define budget types.** See: Budget Types: page 6 – 13
2. **Define budget entry methods.** See: Budget Entry Methods: page 6 – 14.
3. **Define budget change reasons.** See: Budget Change Reasons: page 6 – 12.
4. **Define resource lists.** See: Resources and Resource Lists: page 2 – 97.

See Also

Overview of Project Budgeting and Forecasting, *Oracle Project Management User Guide*

Creating Budgets and Forecasts with Budgetary Controls and Budget Integration, *Oracle Project Management User Guide*

Setting Up Budgetary Controls: page 6 – 17

Financial Plan Types

Financial plan types define the different types of project budgets and forecasts that you can plan for (for example, an approved cost budget or a bid). Before you can create a budget or forecast version for a project, you must define a financial plan type and add the plan type to the project.

When you define a financial plan type, you select a plan class to designate the plan type as a budget or forecast plan type. You 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. An approved budget designation enables you to use a plan version created for the plan type in project billing, and as the recipient of the financial impact of approved change orders. You use an approved revenue budget version when you baseline the project revenue budget against project funding.

You can also enable workflow for budget status changes and define conversion attributes for converting transaction currency amounts to project currency and project functional currency.

The setup options and conversion attributes that you define for a financial plan type are the default settings for plan types that you add to a project template or project.

Note: You can use Oracle Projects function security to control access to budgets and forecasts based on the plan class and approved budget designation that you select for a financial plan type. For additional information, see: *Function Security in Oracle Projects*: page A – 2.

Defining Financial Plan Types

► **To define a financial plan type:**

1. Navigate to the Create Plan Type page.
2. Enter a name and optionally a description.
3. Select a plan class to designate the plan type as either a budget or forecast plan type.
4. Enter an effective from date and optionally an effective to date. See: Effective Dates: page 1 – 10.
5. Optionally, select the appropriate check box to designate the plan type as an approved cost budget, an approved revenue budget, or as both.
6. To enable Workflow for the plan type, check the Use Workflow for Status Changes check box. See: Integrating with Oracle Workflow: page 8 – 2.
7. Optionally, select conversion attributes for converting transaction currencies for cost and revenue amounts to project functional currency and project currency.
8. Save your work.

Budget Change Reasons

You define budget change reasons for use in specifying why a budget or forecast changed. You can select a budget change reason for a budget or forecast version as well as for individual budget or forecast lines.

Defining Budget Change Reasons

► **To define a budget change reason:**

1. Navigate to the Budget Change Reason Lookups window.
2. Enter the following information for the budget change reason:
 - Code
 - Meaning
 - Description
 - Tag Value (optional – tag value is not used by Oracle Projects)

- Effective Dates
3. Check the Enabled check box.
 4. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups: page F – 2.

See Also

Effective Dates: page 1 – 10

Fremont Corporation Budget Change Reasons

Fremont Corporation defines the following budget change reasons.

Name	Description
Data Entry Error	Change due to data entry error
Estimating Error	Error in initial estimating
Scope Change	Change in project scope
Burden Multiplier Change	Change in burden multipliers

Table 6 – 8 Fremont Corporation Budget Change Reasons (Page 1 of 1)

Budget Types

Budget types define the different types of budgets and forecasts that you plan for when you want to create budgets and forecasts that use Oracle Projects budgetary controls and budget integration features.

You designate each budget type as either a cost budget type or a revenue budget type. For a cost budget type, you can enter quantities, raw cost amounts, and burdened cost amounts. For a revenue budget type, you can enter quantities and revenue amounts.

You can use any budget type for project status tracking.

Oracle Projects predefines four budget types:

- Approved Cost Budget

- Approved Revenue Budget
- Forecast Cost Budget
- Forecast Revenue Budget

You can define additional budget types during implementation. For example, your company may want to create a separate budget type from the Approved Cost Budget to track *what if* scenarios for future project alternatives.

Defining Budget Types

► **To define a budget type:**

1. Navigate to the Budget Types window.
2. Enter a name and description for the budget type.
3. Enter effective dates for the budget type. See: Effective Dates: page 1 – 10.
4. Select Cost Budget or Revenue Budget as the Amount Type.
5. If you want to enable Workflow for the budget type, then check the Use Workflow for Budget Status Changes check box. See: Integrating with Oracle Workflow: page 8 – 2.
6. Save your work.

Fremont Corporation Budget Type for Forecast Cost Budget

Fremont Corporation defines one additional budget type to track the forecast cost budget. Each project manager can enter the forecasted budget amount at completion using this budget type.

Budget Type Name	Amount Type
Forecast at Completion	Cost Budget

Table 6 – 9 Fremont Corporation: Forecast Cost Budget Type (Page 1 of 1)

Budget Entry Methods

Budget entry methods specify and control how you enter a budget or forecast. You use budget entry methods when you create budgets and

forecasts that use budgetary controls and budget integration features. Budget entry methods specify and control the following options:

- The level of the work breakdown structure at which you enter a budget or forecast
- The time phase that you use to enter budget and forecast amounts, if any
- Whether you enter amounts that are categorized by resources
- The amounts that you can enter

Budget entry methods simplify budget and forecast entry by leading you through the budget entry windows to enter the data that you need. Budget entry methods also provide a way to enforce consistent budget and forecast entry across similar projects, which facilitates cross-project reporting.

You select a budget entry method when you create a draft budget or forecast for a project. You also specify a default budget entry method for a project type.

Oracle Projects predefines three budget entry methods:

- By lowest tasks and date range, Categorized by Resources
- By lowest tasks and GL period, Categorized by Resources
- By lowest tasks and PA period, Categorized by Resources

You can define additional budget entry methods during implementation.

Defining Budget Entry Methods

► To define a budget entry method:

1. Navigate to the Budget Entry Methods window.
2. Enter a name and description for the budget entry method.
3. Select an entry level. The entry level can be Project, Top Tasks, Lowest Tasks, or Top and Lowest Tasks.
4. Select Categorized by Resources if you want to categorize amounts by resources.
5. Select a time phased type. The choices are Date Range, GL Period, PA Period, or None.

6. Select the enterable fields for cost and revenue using the displayed check boxes.
7. Save your work.

See Also

Effective Dates: page 1 – 10

Entering a Budget Draft, *Oracle Project Management User Guide*

Fremont Corporation Budget Entry Methods

Fremont Corporation defines the following budget entry methods:

- Two budget entry methods for projects that track budgets at a detail level using lowest level tasks or top tasks and PA periods:
 - *Lowest Task by PA Period*
 - *Top Task by PA Period*
- For indirect projects, a budget entry method that can have non-categorized amounts at the project level, but must be defined by GL period.
 - *Project by GL Period*
- Two budget entry methods to record the forecast cost budget for all projects. The forecast budget can be entered at either the project or top task level.
 - *Project at Completion*
 - *Top Task at Completion*
- Two budget entry methods for revenue budgets on contract projects that use cost plus contracts. These entry methods require entry of budget categories. For cost plus projects, project users need to define the fee component of the revenue budget for use in fee calculation. The two entry methods accommodate project level funding and top task funding.

These entry methods can also be used for forecast budgets.

- *Project Level by Category*
- **Top Task Level by Category**

The following table shows Fremont's budget entry methods:

Budget Entry Method Name	Entry Level	Categorized by Resource	Time Phased By	Cost Entry Fields	Revenue Entry Fields
Lowest Task by PA Period	Lowest Task	Yes	PA Period	Quantity, Raw Cost, Burdened Cost	Revenue
Top Task by PA Period	Top Task	Yes	PA Period	Quantity, Raw Cost, Burdened Cost	Revenue
Project by PA Period	Project	Yes	GL Period	Quantity, Raw Cost, Burdened Cost	None
Project at Completion	Project	No	None	Quantity, Raw Cost, Burdened Cost	Revenue
Top Task at Completion	Top Task	No	None	Quantity, Raw Cost, Burdened Cost	Revenue
Project by Category	Project	Yes	None	Quantity, Raw Cost, Burdened Cost	None
Top Task by Category	Top Task	Yes	None	Quantity, Raw Cost, Burdened Cost	Revenue

Table 6 – 10 Fremont Corporation Budget Entry Methods (Page 1 of 1)

Microsoft Excel Profile Option

If you want to use Microsoft Excel to create and update budgets and forecasts, the profile option PA: Enable Microsoft Excel Integration for Budgeting and Forecasting must be enabled.

See: PA: Enable Microsoft Excel Integration for Budgeting and Forecasting: page B – 19.

Implementing Budgetary Controls

Budgetary controls enable you to monitor and control expense commitment transactions entered for a project.

To enable budgetary controls, perform the following steps:

1. Set profile options for budgetary controls: page 6 – 17.
2. Define default budgetary control levels and the default budgetary control time interval: page 6 – 18.

3. Create and baseline an initial project cost budget: page 6 – 20.
4. Adjust default control levels for your budget line details: page 6 – 21.

Defining Profile Options for Budgetary Controls

You must define the following profile options when budgetary controls are enabled:

PA: Enable Budget Integration and Budgetary Control Feature

This profile option can be set at either the site or application level. It controls the activation of budgetary controls windows and processes. The default value is N (no).



Attention: You must set this value to Y (yes) to enable Oracle Projects budgetary controls and budget integration features.

See: PA: Enable Budget Integration and Budgetary Control Feature; page B – 18.

PA: Days to Maintain BC Packets

This profile option is specified at the site level. It specifies the number of days transaction funds check results are maintained. The default value is 3.



Attention: Increasing this value may slow the performance of the funds check process.

See: PA: Days to Maintain BC Packets; page B – 15.

Defining Control Levels and the Time Interval

You can define budgetary controls for project types, project templates, and projects. Values that you define for a project type are the default values for project templates. Values that you define for project templates are the default values for projects. When you define a project type, you indicate whether or not the default values for budgetary controls can be changed at the project level.

Note: The default control level values defined for a project can be changed for the project, and for individual tasks, resource groups, and resources after a project budget is baselined. See: Adjusting Default Control Levels: page 6 – 21.

Specifying Budgetary Controls for Project Types, Project Templates, and Projects

To specify budgetary controls for a project type, navigate to the Budgetary Control tab for a project type. See: Project Type Budgetary Control: page 2 – 121.

To specify budgetary controls for a project or project template, select the Budgetary Control option from the Projects, Templates window. See: Project Definition and Information, Costing Information: Budgetary Control, *Oracle Projects Fundamentals*.

Defining Control Level Defaults for Resource Groups and Resources

If you want to impose different levels of control on different project resources, then you can define default budgetary control values for your resource lists. The control level you define for the resource group is the default value for all resources assigned to the group. You can change the value for individual resources.

The following table shows an example of default control level settings for resource groups and resources.

Resource Group	Resource	Control Level
Suppliers		Absolute
	Capp Consulting	Absolute
	Consolidated Construction	Absolute
	Turner Enterprises	None
Employees		Advisory
	Marlin, Ms. Amy	Advisory
	Gray Mr. Dick	Absolute

Table 6 – 11 Example of default control levels (Page 1 of 1)

For detailed information about control levels, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

Defining the Time Intervals

Time interval settings identify the beginning period and the ending period included in the available funds calculation. The time interval settings are:

- Amount Type (beginning budget period)
- Boundary Code (ending budget period)

For detailed information about time intervals, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

Creating and Baselining an Initial Budget

When budgetary controls are enabled for a project, you must create and baseline your project cost budget before you enter commitment transactions. If a baselined project cost budget does not exist when commitment transactions are entered, the system does not enforce budgetary controls when the commitment transactions are approved.

Burdened Cost Amounts

For a project that uses budgetary controls, do not use a budget entry method that does not allow the entry of burdened cost amounts.

Oracle Projects uses burdened cost amounts to enforce budgetary controls. Therefore, when you use budgetary controls in a project, you must specify a budget entry method for the project cost budget that allows the entry of burdened cost amounts.

If you enter only raw cost amounts for a project budget with a budget entry method that allows the entry of burdened cost amounts, then the system automatically copies the raw cost amounts to the burdened cost fields. These amounts are then used to enforce budgetary controls for your project.

Deferred Workflow for Baselining

When budgetary controls are enabled for a budget type, the baselining process uses a deferred workflow. The functions performed by the deferred workflow vary depending on whether or not you use workflow to control budget status changes.

If you do not use workflow to control budget status changes, then the deferred workflow process performs the following actions:

1. Changes the budget version status to In Progress
2. Creates/maintains budgetary control balances
3. Creates a baselined budget version
4. Sends a workflow notification to the user when the baseline process is complete

If you use workflow to control budget status changes, the deferred workflow process performs the following actions:

1. Changes the budget version status to In Progress
2. Creates/maintains budgetary control balances
3. Initiates the budget status change workflow process

Adjusting Default Control Levels

When you baseline 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.

See: Adjusting Budgetary Control Levels, *Oracle Project Management User Guide*.

See Also

Using Budgetary Controls, *Oracle Project Management User Guide*

Implementing Budget Integration

When you integrate project budgets with non-project budgets, you use either top-down integration or bottom-up integration. This section gives you the steps for implementing budget integration.

To prepare your environment to use budget integration, perform the following steps:

1. **Define the Project Budget Account workflow process.**

When a project budget is integrated with a non-project budget, an account must be generated for each defined project budget line. You must customize the Project Budget Account workflow process to generate accounts according to your business needs. See: Project Budget Account Workflow: page 8 – 42.

2. **Define the PA: Allow Override of Budget Accounts profile option.**

This profile option enables you to control whether accounts generated by the Project Budget Account workflow process can be

manually overridden by users. See: *Reviewing and Overriding Budget Account Details for Integrated Budgets, Oracle Project Management User Guide.*

3. **Define the PA: Enable Budget Integration and Budgetary Control Feature profile option.**

To define budget integration for your projects, you must enable budget integration by setting the PA: Enable Budget Integration and Budgetary Control Feature profile option to Y (Yes). See: *Defining Profile Options for Budgetary Controls: page 6 – 18.*

4. **Top-Down Budget Integration Only: Define the PA: Days to Maintain BC Packets profile option.**

When top-down integration is defined, budgetary controls are automatically enabled. When you use budgetary controls, you should verify the value of the PA: Days to Maintain BC Packets profile option. See: *PA: Days to Maintain BC Packets: page B – 15.*

5. **Define integration details and defaults for project types, project templates, and projects.**

See: *Bottom-Up Integration: Defining Project Types, Project Templates, and Projects: page 6 – 22, or Top-Down Integration: Defining Project Types, Project Templates, and Projects: page 6 – 23.*

Bottom-Up Integration: Defining Project Types, Project Templates, and Projects

Defining Bottom-Up Budget Integration for Project Types:

- ▶ **To define bottom-up budget integration for a project type:**
 1. Navigate to the Budgetary Control tab for a project type.
 2. **Allow Override at Project Level.** Check this check box if you want to allow users to modify the default budget integration settings at the project level.
 3. **Budget Type.** Select a project budget type to be integrated. You can select any active budget type.
 4. **Balance Type.** Select Budget. (For bottom-up integration, the Balance Type must be Budget.)
 5. **Non-Project Budget.** Select a General Ledger budget from the list of values.

For Bottom-Up Budgeting, all other budgetary control fields must be blank.

See: Project Types: Budgetary Control: page 2 – 121.

Defining Bottom-Up Budget Integration for Project Templates and Projects:

- ▶ **To define bottom-up budget integration for a project template or project:**
 1. Navigate to the Budgetary Control option of the Projects, Template window.
 2. **Budget Type.** Select a project budget type to be integrated. You can select any active budget type.
 3. **Balance Type.** Select Budget. For bottom-up integration, the Balance Type must be Budget.
 4. **Non-Project Budget.** Select a General Ledger budget from the list of values. Projects supports bottom-up integration with Oracle General Ledger only. Only defined budgets with a status of Open or Current appear in the list of values.

For Bottom-Up Budgeting, all other budgetary control fields must be blank.

Note: If entry is not allowed, verify that the project type budgetary control settings allow override at the project level.

See: Project Definition and Information, Costing Information: Budgetary Control, *Oracle Projects Fundamentals*.

Top-Down Integration: Defining Project Types, Project Templates, and Projects

Defining Top-Down Budget Integration for Project Types:

- ▶ **To define top-down budget integration for a project type:**
 1. Navigate to the Budgetary Control tab for a project type.
 2. **Allow Override at Project Level.** Check this box if you want to allow users to modify the default budget integration settings at the project level.
 3. **Budget Type.** Select a project cost budget type to be integrated. You can enable top-down integration for cost budget types only.

4. **Control Flag.** Check the Control Flag check box. Budgetary controls must be enabled for top-down integration.
5. **Balance Type.** Select Encumbrance. (For top-down integration, the Balance Type must be Encumbrance.)
6. **Non-Project Budget.** Select General Ledger Funding Budget.
7. **Encumbrance Type.** Select a General Ledger encumbrance type from the list of values.
8. **Levels.** Select a default control level for each budget level.

Note: For top-down budget integration, the system imposes absolute control at the project level for all encumbered accounts.

9. **Time Phase.** Select an Amount Type and Boundary Code to be used when the system calculates available funds.

Note: The project budget controls you set must be compatible with the funding budget controls. The project budget controls must not allow a transaction to pass funds check if the transaction will fail a funds check against the funding budget. In general, the project budget controls must be equal to or more restrictive than the funding budget controls.

See: Project Types: Budgetary Control: page 2 – 121.

Defining Top-Down Budget Integration for Project Templates and Projects:

► **To define top-down budget integration for a project template or project:**

1. Navigate to the Budgetary Control option of the Projects, Template window.
2. **Budget Type.** Select a project cost budget type to be integrated.
3. **Balance Type.** Select Encumbrance.
4. **Non-Project Budget.** Select General Ledger Funding Budget.
5. **Encumbrance Type.** Select a General Ledger encumbrance type from the list of values.
6. **Levels.** Select a default control level for each budget level.

Note: For top-down budget integration, the system imposes absolute control at the project level for all encumbered accounts.

7. **Time Phase.** Select an Amount Type and Boundary Code to be used when the system calculates available funds.

Note: If entry is not allowed, verify that the project type budgetary control settings allow override at the project level.

See: Project Definition and Information, Costing Information: Budgetary Control, *Oracle Projects Fundamentals*.

See Also

Profile Options in Oracle Projects: page B – 2

Integrating Budgets, *Oracle Project Management User Guide*

Implementing Client Extensions and Workflow for Budgeting

You can implement the following client extensions and workflows to extend the functionality of budgeting.

Budget Extensions

You can use the budget extensions to define budgeting and forecasting rules.

Budget Calculation Extensions

Use the budget calculation extensions to define rules for calculating budget and forecast amounts. For information, see: Budget Calculation Extensions, *Oracle Projects User Guide*.

Budget Verification Extension

Use the budget verification extension to define rules for validating a budget or forecast when it is submitted or baselined. For information, see: Budget Verification Extension, *Oracle Projects User Guide*.

Budget Workflow

You can implement the Budget Workflow to initiate an approval process when you submit a budget or forecast. For more information, see: Budget Workflow: page 8 – 35.

Budget Workflow Extension

Use the budget workflow extension to customize the budget workflow processes. For information, see: Budget Workflow Extension, *Oracle Projects User Guide*.

Issue and Change Management

Note: This section contains updated information related to Issue and Change Management, steps PJT-19 through PJT-23 in the Project Management Feature Implementation Checklist: page 6 – 2.

Overview of Issue and Change 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.

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.

Oracle Projects uses *control items* to implement issues, change requests, and change orders. To implement Issue Management or Change Management, perform the following tasks:

1. Define control item classifications. See: Control Item Classifications: page 6 – 28.
2. Create control item types. A control item type provides a template for defining a specific type of issue or change for a project. See: Control Item Types: page 6 – 31.

You can optionally define and update values for control item lookups. For more information see: Control Item Priority, Level of Effort, and Source Type: page 6 – 29.

In addition, Oracle Projects provides the following client extensions, which you can optionally use for Issue Management or Change Management:

- **Control Item Document Numbering Extension**

Use this client extension to define your own numbering logic when you enable automatic numbering for issues and change documents. For more information, see: Control Item Types: page 6 – 31, and Control Item Document Numbering Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

- **Issue and Change Workflow Extension**

This client extension enables you to customize workflow for approval of issues and change documents. Use this extension to specify the persons who can approve issues and change documents, and the persons to notify when issues and change documents are approved or rejected in Oracle Projects. For more information, see: *Control Item Types: page 6 – 31, and Issue and Change Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

See Also

Issue Management, *Oracle Project Management User Guide*

Change Management, *Oracle Project Management User Guide*

Control Item Classifications

Control item classifications enable you to define elements that Oracle Projects uses to categorize and report issues and changes. You define class codes for use in classifying your issues and change documents for the following categories:

- Classification

You must define a class category containing a list of one or more classification class codes to classify your issues and changes. For example, you can define a class category called Construction. For this category, you can then define class codes to specify different phases of construction such as: Health and Safety, Site Inspection, and Standards Review. This would enable you to identify and group issues and changes for each phase of your construction projects.

- Reason

You must define a class category for issues and changes. The class category must contain one or more reason class codes that specify reasons for issues and changes. This enables you to identify and group issues and changes based on their cause.

For example, you could define a class category called Building Project Reasons. For this category, you could then define the

following class codes: Enhancement Request, Error in Initial Scope, and Insufficient Materials.

- Resolution

You can optionally define a class category containing a list of one or more resolution class codes to specify outcomes for issues and changes. This enables you to identify and group issues and changes based on how they were resolved. For example, you can define a class category called Change Actions. For this category, you can then define the following class codes: Approved by Client, Scope Revised, and Additional Funding Approved.

You assign control item class categories when you create a control item type. For more information, see: Control Item Types: page 6 – 31.

Defining Control Item Classifications

Define classifications in the Class Categories and Codes window. For more information and procedures for defining class categories and codes, see: Project Classifications: page 2 – 87.

Note: You can create separate classifications for issue and change management, or you can create common classifications and use them interchangeably for both issue and change management.

Control Item Priorities, Levels of Effort, and Source Types

Oracle Projects uses control item lookups to define values for the following issue and change document attributes:

- Priority
- Level of Effort
- Source Type

You can select values for each of these attributes when you define an issue or change document for a project. For more information, see: Using Issue Management, *Oracle Project Management User Guide*, and Using Change Management, *Oracle Project Management User Guide*.

Priority

Priorities enable you to assign a priority rating to an issue or change document. Oracle Projects provides seeded priority values: High, Medium, and Low. You can optionally define additional priority values.

Level of Effort

You assign a level of effort to an issue or change document to indicate the effort required to complete the issue or change. Oracle Projects provides seeded level of effort values: *High*, *Medium*, and *Low*. You can optionally define additional level of effort values.

Source Type

Source types enable you to categorize or identify the originating source of an issue or a change. For example, you can define source types to represent the departments in an organization that are typically responsible for originating issues and changes for projects (for example, Drafting, Engineering, and Quality Control). The use of source types is optional. Oracle Projects does not provide seeded values for source types.

Defining Control Item Lookups

To define and update control item lookup values, navigate to the following windows:

- Project Task and Control Item Priority Lookups
- Control Item Effort Levels Lookups
- Control Items Source Types Lookups

You can also update control item lookup values by navigating to the Oracle Projects Lookups window and querying the following user names:

- Project Task and Control Item Priority
- Control Item Effort Levels
- Control Items Source Types

For more information and procedures on defining lookups from any of these windows, see: Oracle Projects Lookups: page F – 2.

Note: When defining lookup values for *priority* and *level of effort*, use the Tag field to define the sort order when Oracle Projects displays the lookup values in a list of values and in list pages where issues and change documents are displayed. If you do not specify tag values, then Oracle Projects sorts the list based on the value displayed in the lookup Code field.

Control Item Types

A control item type represents a specific type of issue or change and provides you with a template for the creation of issues and changes. A control item type enables you to specify the classification categories from which users can classify issues or changes. In addition, a control item type enables you to specify the following attributes:

- Level of control that is exercised over approvals
- Impacts that users must define for change documents
- Project roles that are authorized to create an issue or change
- Numbering scheme (manual or automatic)
- Project types for which an issue or change can be created

Control Item Classes

You create a control item type for a specified control item class. Control item classes enable you to distinguish between issues and changes. Oracle Projects predefines the following control item classes:

- **Issue:** An issue contains no impacts. However, an issue may cause the need for a change request or change order.
- **Change Request:** A change request contains impacts, but must be merged into change orders in order for the impacts to be implemented within the project.
- **Change Order:** A change order contains impacts that can be implemented within the project.

Individual change requests and change orders are sometimes referred to collectively in Oracle Projects as *change documents*.

Creating Control Item Types

Follow the steps below to create control item types for issues and change documents (change requests or change orders).

► **To create a control item type:**

1. Navigate to Project Control Item Types page.
2. Select a control item class (Issue, Change Request, or Change Order).
3. On the Create Control Item Type page, enter a name, short name, and optionally a description.
4. Select an effective from date, and optionally an effective to date.
5. Select a classification category, reason category, and optionally a resolution category. See: Control Item Classifications: page 6 – 28.

Note: You cannot change an associated classification category after you create an issue or a change document for the control item type. If you intend to require that a resolution be specified for issues created for the control item type, then you must select a resolution category (see Step 7).

6. Optionally, select an approval option:
 - **Issues:** Approval is not required for issues. However, you can check the *Approval Required* box to require approvals for issues that are created for the issue type.
 - **Change Requests and Change Orders:** Approvals are always required for change requests and change orders. If you want approvals to be automatic, check the *Auto Approve on Submission* box.

Note: Approval options can be changed after a control item type is in use. However, changing the approval options will not affect any issues or change documents that have already begun the workflow approval process.

You can customize workflow approval processes using the Issue and Change Workflow Extension. See: Issue and Change Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

7. If you want to require users to specify a resolution for issues or change documents created for the control item type, check the *Resolution Required* box.

8. If you want to enable source type information for issues or change documents created for the control item type, check the *Enable Source Fields* box. See: Source Types: page 6 – 30.
9. If you are defining a control item type for a change request or change order, optionally select the impacts that you want users to define for change documents created for the control item type. Impacts specify how a change document impacts a project workplan, staffing, budgets and forecasts (financial impact), contracts, and purchase orders (supplier impact). For more information on impacts, see: Using Change Management, *Oracle Project Management User Guide*.

Note: You do not define impacts for issues. You cannot change impact selections after change documents have been created for the control item type.

10. Select the project roles that can create issues or change documents for the control item type. You can either select specific roles or check the *Allow All Project Roles to Create the Control Item* box.
11. Select automatic or manual numbering for issues or change documents that are created using the control item type.

Note: You can change from automatic to manual numbering at any time. You can change from manual to automatic numbering as long as no issues or change documents have been created using the control item type.

You can create your own logic for automatic numbering using the Control Item Document Numbering Extension. See: Control Item Document Numbering Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

12. Select the project types for which you can create issues and change documents using the control item type. You can either select specific project types or check the *Allow All Project Types to Use the Control Item Type* box.

Note: You cannot remove a project type association after you create an issue or change document for the control item type.

13. Save your work.

Note: After you create an issue or change document using a control item type, you can change only the control item type Effective To date. You cannot delete a control item type after you have created an issue or change document based on that type.

Implementing Client Extensions for Issue and Change Management

You can implement the following extensions for issues and change management:

Item Document Numbering Extension

Use this extension to implement your business rules for numbering issues and change documents when automatic numbering is enabled. For more information, see: *Control Item Document Numbering Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

Issue and Change Workflow Extension

Use this extension to customize the workflow processes for submitting and approving issues and change documents. For more information, see: *Issue and Change Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

Microsoft Project Integration

These instructions give details about step PJT-24 in the Oracle Project Management Feature Implementation Checklist: page 6 – 2.

To enable users to install Microsoft Project Integration, your system administrator needs to provide them with access to the menu function *Microsoft Project Integration Installation*. This can be achieved by associating the function to a menu and then subsequently attaching it to a responsibility. Users with that responsibility can then install Microsoft Project Integration.

Please refer to the *Oracle Applications System Administrator's Guide* for more information on creating responsibilities for users.

Customizing the Resource Rates View

You can customize the installation of Microsoft Project Integration to receive into Microsoft Project additional resource data from Oracle Projects.

Receiving Additional Resource Information in Microsoft Project

You can specify resource data from Oracle Projects that you want loaded into Microsoft Project. The data that you specify can be mapped into the following columns in Microsoft Project:

- Text3 to Text6
- Cost1 to Cost4
- overtime_rate
- cost_per_use
- standard_rate

To enable this functionality, you must map the data by customizing AMG view PA_AMG_RESOURCE_INFO_V.

► **To map Oracle Project resource data to Microsoft Project:**

1. Decide what Oracle Project data you want to load into Microsoft Project. Also, decide where (which columns) in Microsoft Project you want the data mapped.

2. For each Microsoft column that you need to map data to, set the corresponding column flag in PA_AMG_RESOURCE_INFO_V to Y.
Setting the column flag to Y indicates that Microsoft Project Integration will populate the column. The default is N.
3. Enter the source of the data in the appropriate column of PA_AMG_RESOURCE_INFO_V.
4. Repeat the steps above for each column you need to map.

Limiting Access to Features

You can limit actions of certain users and restrict the type of data a user can import into Oracle Projects. Existing role and function based security is honored when integrating with Microsoft Project.

Project and Function Security

Project and function security in Oracle Projects can limit the actions of certain users based on the person's login responsibility. For example, you can prevent users from performing certain actions in Microsoft Project and then transferring the results to Oracle Projects.

The function security feature in Oracle Projects controls user access to Oracle Projects functions. By default, access to Oracle Projects functions is unrestricted. Your system administrator must customize responsibilities to restrict access.

The project security feature can prevent a Microsoft Project user from receiving projects from Oracle Projects or sending project and budget data to Oracle Projects.

Role-Based Security

Role-based security enables you to limit the actions of users based on their role. For example, you can prevent Microsoft Project Integration users in Microsoft Project from updating a project in Oracle Projects if their role does not allow them to update the project.

To utilize this feature, your system administrator must create roles. You can then assign these roles to people on your projects.

Data Security

Entering an action in the Control Actions window in Oracle Projects can prevent Oracle Projects users from acting on records that originate in Microsoft Project.

For example, you can prevent tasks entered and maintained in Microsoft Project for a linked project from being deleted in Oracle Projects. Oracle Projects then sends an error message to users who tried to delete an imported task from Oracle Projects.



Warning: To preserve the integrity of projects and budgets in the two applications, link only one project in Microsoft Project to one project in Oracle Projects. If multiple projects in Microsoft Project are linked to the same project in Oracle Projects, sending revised project or budget data from one linked project may override changes sent from another. In addition, sending significant changes to the WBS from a linked project in Microsoft Project to Oracle Projects may prevent other users from sending updates to the same project.

See Also

Control Actions Window: page 2 – 190

Function Security: Appendix A – 2

Project Roles: page 2 – 56

Users Window, *Oracle Applications System Administrator's Guide*

Project Status Reporting

These instructions give details about steps PJT-25 through PJT-31 in the Oracle Project Management Feature Implementation Checklist: page 6 – 2.

Project status reporting gives project managers the ability to provide project stakeholders with timely and consistent status reports.

Oracle Projects provides default report sections, report page layouts, report types, reported status values, and reminder rules for project status reports. Therefore, each of these setup steps is optional.

Project Status Report Sections

You can define report sections for your project status reports. These sections can be set up to track various kinds of project information. For example, you can set up sections that focus on staffing issues, risk analysis data, or project health checks.

There are two main steps involved in the setup of project status report sections:

1. Use descriptive flexfields to create names and descriptions for each of the project status report sections you intend to implement.
2. Navigate to the Project Status Report Sections page and choose the section style and effective dates for each project status report section descriptive flexfield.

The project status report sections you define in this step can be associated with project status report page layouts. You can associate the same report section with multiple page layouts.

Note: To use a report section, you must associate the report section with a page layout, which must in turn be associated with a report type.

Defining the Descriptive Flexfield for Project Status Report Sections

- ▶ **To define the descriptive flexfield for project status report sections:**
 1. Navigate to the Descriptive Flexfield Segments window.

This window enables you to define a set of context field values. Each context field you define represents a project status report section.

2. Run a query with *Oracle Projects* in the Application field and *Project Status Report Sections* in the Title field.
3. In the Context Field Values section, fill out the code, name, and description for each project status report section you plan to implement. Select enabled to activate the new context fields. This causes them to appear on the Project Status Report Sections page.

Note: When context fields are disabled in this window, the project status report sections they represent do not appear on any page layouts, including layouts associated with published reports.

4. Define prompts.

Use the Segments Summary window to define the window prompts for each context field. These prompts appear as the names of data entry fields in status report sections.

5. Define value sets.

Use the Value Sets window to define value sets for each prompt you define in the Segments Summary window. The value set will differ depending upon the type of information the prompt requires.

For details on descriptive flexfield functionality, see the *Oracle Applications Flexfields Guide*.

Defining Status Report Section Details

You use the Project Status Report Sections page to identify styles and effective dates for the Project Status Report Sections descriptive flexfield.

The Project Status Report Sections page provides three different styles for project status report sections:

- **Single Column:** Displays the section's fields in a single column.
- **Single Column with Summary and Comments:** Displays the section's fields in a single column and contains summary and comments fields at the top of the page.
- **Table:** Arranges the fields into a table format. Sections using the table style display rows for data entry. Each context field defined for the section becomes a column heading. Table style report

sections initially display nine rows. You can add rows in sets of five.

Report Page Layouts

You can configure a set of page layouts for your project status reports. For more information, see: [Page Layouts: page 2 – 152](#).

Note: When you configure new project status report layouts, be sure to choose Project Status Report from the Create Page Layout field on the Page Layouts setup page.

Report Types

Report types enable you to reuse the same page layout many times in a single project. The report type also controls whether you can change the page layout of a project status report at the project level.

► **To create a report type:**

1. Navigate to the Create Report Types page.
2. Enter the report type name and description.
3. Choose a page layout.
4. If you want to enable people with edit access to change the report type page layout at the project level, select *Allow Status Report Page Layout Override on Project Level*.
5. Enter effective dates for the report. You can leave the Effective To date blank.

You cannot delete a report type after you have used the report type to create a project status report and associated the project status report with a project.

The only attributes that can be updated for report types are their descriptions and effective to dates. This is true even if the status report is made obsolete.

Reported Statuses

You use reported status values to indicate the current status of the project status report. For example, when progress on a project slows down, you can change the reported status to At Risk. If progress on a project stops, you change the reported status to In Trouble.

Reported statuses use the progress status system statuses. The predefined system statuses for progress statuses are:

- On Track
- At Risk
- In Trouble

You can associate these status values with three colored indicators that indicate the status of the project.

Project Status Report Notifications

If you want status reporting notifications to be sent for a reported status, you must set Project Status Report Notifications actions for the project status.

You use the Status Controls region of the Statuses window to set Project Status Report Notifications actions. For more information, see: *Defining Statuses and Status Profile Options: page 2 – 77.*

Reporting Cycles

Oracle Projects uses reporting cycles to determine the start and end of a reporting period.

Oracle Projects provides default cycles that can be used for reporting purposes.

For more information about setting up cycles, see: *Cycles: page 2 – 108.*

Project Status Report Reminder Rules

Project status reminder rules determine how and when people are notified that reports need to be created, based on the reporting cycle. These notifications are delivered through the Oracle Projects User

Interface or through email. You can only associate one reminder rule with a status report at a time. A single reminder rule can send multiple reminder and escalation notifications.

For example, you could create a reminder rule that sends a reminder notification to the report creator twice: first, ten days before the report is due and then again five days before the report is due.

You can also create reminder rules that automatically send escalation notifications to a supervisor or department manager when a status report becomes overdue. A report is overdue when the report end date for the project status report has passed, but the report creator has not yet published a new report.

The system sends reminder notifications to all people in the distribution list for the report who have update privileges. It sends escalation notifications to the recipients specified in the action details of the reminder rule. For each action, you can only define one escalation reminder recipient.

Oracle Projects includes one predefined reminder rule called *Project Status Notification*. It contains one notification action and one escalation action. You can further update this reminder rule at the project level to fit the needs of the report types on your project.

Defining Reminder Rules

When you define reminder rules, you define basic information for the rule first, such as the reminder rule name, description, and effective dates. Then you define the set of actions that determine what kinds of notifications the reminder rule sends out and when it sends them.

► **To create new reminder rules, complete the following steps:**

1. Select Project Status Report Rules from the main portal page.
2. Select Create Project Status Report Rule.
3. Enter the name, description, and effective dates for the rule.
4. Select Add Action to create a new action for the rule.
5. Enter the action and condition information for each action and select Apply. After you enter and save the action, the Create Project Status Report Rule page appears with the updated action information.

Repeat this step for each action you want to define for this reminder rule.

6. When finished defining the reminder rule's actions, click **Apply** on the **Create Project Status Report Rule** page to save the new reminder rule.

For more information about associating reminder rules with project status reports, see *Setting Up Project Status Reporting*: page 6 – 38.

Project Status Report Workflow Extension

The Project Status Report Workflow client extension enables you to customize the workflow processes for submitting, approving, and publishing a project status report. This is an optional step.

For more information about this extension, see *Project Status Report Workflow Extension*, *Oracle Projects User Guide*.

Project Performance Reporting

Order	Prompt	Definition	Factor By	Total
1	Project	P.SEGMENT1	<input type="checkbox"/>	<input type="checkbox"/>
2	Project Name	P.NAME	<input type="checkbox"/>	<input type="checkbox"/>
3	Ovr Bgt	DECODE((SIGN((NVL(C.BASELINE_BURDENED_COST_	<input type="checkbox"/>	<input type="checkbox"/>
4	PTD Revenue	ROUND(NVL(A.REVENUE_PTD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	ITD Revenue	ROUND(NVL(A.REVENUE_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	PTD Cost	ROUND(NVL(A.BURDENED_COST_PTD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	ITD Cost	ROUND(NVL(A.BURDENED_COST_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Commitments	ROUND(NVL(M.CMT_BURDENED_COST_PTD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	ITD Bgt Cost	ROUND(NVL(C.BASELINE_BURDENED_COST_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	ITD Orig Bgt Cost	ROUND(NVL(C.ORIGINAL_BURDENED_COST_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Type

These instructions give details about steps PJT-32 through PJT-37 in the Oracle Project Management Feature Implementation Checklist: page 6 – 2.

Project performance reporting is also known as Project Status Inquiry, or PSI.

Setting up project performance reporting involves the following steps:

- Define derived columns: page 6 – 49
- Define display columns: page 6 – 53
- Implement commitments from external systems: page 6 – 54
- Implement custom reporting strategy: page 6 – 59
- Implement the Commitment Changes Extension: page 6 – 63
- Implement the PSI Extension: page 6 – 63

Project Performance Reporting Overview

Oracle Projects provides a default configuration for the displayed columns in Project Performance Reporting (also called Project Status Inquiry or PSI). Please review the default configuration to determine whether you need to change it to satisfy your business requirements. If the default configuration meets your business needs, you do not need to set up project status inquiry.

The Project Status window reads the view generated from the Project Status Inquiry Columns window. The installation of Oracle Projects automatically generates this view.

Default Configuration for Project Status Inquiry

You can view the default configuration for the Project, Task, and Resource Status windows from the Project Status Inquiry (PSI) Columns window. If you can use these defaults, you do not need to make any changes in the PSI Columns window.

In the default configuration, the numeric columns are not marked as Totals columns and the Totals button is disabled.

The following sections describe the default PSI configuration for projects, tasks, and resources, including the order indicator, type (text or number), column prompt, and full column description for each default column. For the columns whose definition contains more than one data item, the table also includes a description of the formula. The actual formulas can be viewed under *Definition* in the PSI Columns window. The project and task PSI columns share the same default configuration, while the resource PSI columns have a slightly different default configuration.

Project and Task PSI Columns

The default Project and Task folders use 27 columns (three text and 24 numeric), as shown in the following table.

Order	Column Prompt	Column Description / Formula Description	Type
1	Project or Task	Project Number or Task Number	Text
2	Project Name or Task Name	Project Name or Task Name	Text

Order	Column Prompt	Column Description / Formula Description	Type
3	Ovr Bgt	Over Budget: Displays an asterisk (*) if the ITD actual burdened cost is greater than 110% of the ITD burdened cost budget amount; if not over budget, column is blank.	Text
4	ITD – Rev Bgt	ITD (Inception-to-date) revenue budget amount	Number
5	ITD – Act Rev	ITD actual revenue	Number
6	ITD – Cst Bgt	ITD current burdened cost budget amount	Number
7	ITD – Act Cost	ITD actual burdened cost	Number
8	Commit Amt	PTD (Period-to-date) commitment burdened cost	Number
9	PTD – Cst Bgt	PTD current burdened cost budget amount	Number
10	PTD – Act Cost	PTD actual burdened cost	Number
11	ITD – Bgt Hrs	ITD current labor hours budget amount	Number
12	ITD – Act Hrs	ITD actual labor hours	Number
13	PTD – Bgt Hrs	PTD current labor hours budget amount	Number
14	PTD – Act Hrs	PTD actual labor hours	Number
15	Tot – Rev Bgt	Total current revenue budget amount	Number
16	Tot – Cst Bgt	Total current burdened cost budget amount	Number
17	Tot – Bgt Hrs	Total current labor hours budget amount	Number
18	Tot – Orig Rev Bgt	Total original revenue budget amount	Number
19	Tot – Orig Cst Bgt	Total original burdened cost budget amount	Number
20	Tot – Orig Bgt Hrs	Total original labor hours budget amount	Number
21	ITD – Orig Rev Bgt	ITD original revenue budget amount	Number

Table 6 – 12 (Page 2 of 3) Default Project and Task PSI Columns

Order	Column Prompt	Column Description / Formula Description	Type
22	Fin % Cmpl	Financial percentage complete: ITD actual burdened cost / total current burdened cost budget amount × 100	Number
23	Hrs % Cmpl	Hours percentage complete: ITD actual labor hours / (Total current budget labor hours × 100)	Number
24	Est to Cmpl	Estimate to Complete: Total current burdened cost budget amount - (ITD actual burdened cost + PTD commitment burdened cost)	Number
25	Tot Cst - ITD	ITD total cost: ITD actual burdened cost + PTD commitment cost	Number
26	Bgt Mgn	Budgeted margin: Total current revenue - Total current burdened cost	Number
27	Act Mgn - ITD	ITD Actual margin: ITD actual revenue - ITD actual burdened cost	Number

Table 6 – 12 (Page 3 of 3) Default Project and Task PSI Columns

Resource PSI Columns

The default Resource folder uses 29 columns (3 text and 26 numeric). The default columns for the Resource folders are the same as the default columns for the Project and Task folders, with the exceptions shown in the following table:

Order	Column Prompt	Column Description / Formula Description	Type
1	Resource	The Resource Alias	Text
2	Resource Name	The Resource Name	Text
22	ITD - Act Qty	ITD (Inception-to-date) actual quantity (NOTE: Only quantities that are not labor hours will be displayed.)	Number
23	Tot - Bgt Qty	Total current budget quantity (NOTE: Only quantities that are not labor hours will be displayed.)	Number

Table 6 – 13 (Page 1 of 2) Default Resource PSI Columns

Order	Column Prompt	Column Description / Formula Description	Type
24	Fin % Cmpl	Financial percentage complete: ITD actual burdened cost / total current budget burdened cost × 100	Number
25	Hrs % Cmpl	Hours percentage complete: ITD actual labor hours / total current budget labor hours × 100	Number
26	Est to Cmpl	Estimate to Complete: Total current budget burdened cost – (ITD actual burdened cost + PTD commitment burdened cost)	Number
27	Tot Cst – ITD	ITD total cost: ITD actual burdened cost + PTD commitment cost	Number
28	Bgt Mgn	Budgeted margin: Total current revenue – total current burdened cost	Number
29	Act Mgn – ITD	ITD Actual margin: ITD actual revenue – ITD actual burdened cost	Number

Table 6 – 13 (Page 2 of 2) Default Resource PSI Columns

Rounding in Default Columns

The expressions used to define the default PSI columns provided with Oracle Projects include a rounding factor of zero (round to the nearest whole number). For example, the definition of ITD – Act Rev (ITD actual revenue) is:

- `ROUND(NVL(A.REVENUE_ITD,0),0)`

If you want decimal values (cents, for example) to appear in the ITD actual revenue figure, you change the final zero to a higher number (2 for cents, or 3 if you want to see fractions of cents).

If the ROUND expression is present but no value is given for the rounding factor, the expression is rounded to 0 decimal places.

You should use rounding in each expression, particularly if the expression includes a calculation.

Note: The ROUND expression will work correctly only if you have not checked the Factor By check box for a PSI column in the PSI Columns window. If you check the Factor By check box, the column displays amounts based on the currency format defined in General Ledger. The result can be that the numbers

are first rounded, and then have a decimal point and zeroes appended to them to match the required formatting.

See Also

Project Performance, *Oracle Project Management User Guide*

Defining Derived Columns in PSI

If the default configuration does not meet your business needs, you can configure Project Status Inquiry to display alternate columns. You can display the information that is important for managing your business by defining rules to derive alternate column values to display in the Project Status window.

Project Status Inquiry (PSI) uses a maximum of 33 columns: 3 text columns for descriptions or comments, and 30 numeric columns for ratios, percentages, and amounts. Each status folder (project, task, and resource) in Project Status Inquiry can display all or a portion of the columns available to that folder.

Note: Each folder can display only values that are appropriate to the folder type. For example, only a Resource PSI folder can display quantities.

Considerations for Your Company's PSI Column Strategy

Consider the following points before altering your PSI column configuration:

- Each status folder can have an entirely different combination of columns.
- You can define rules for columns that read data from any table or view in an Oracle database. See: PSI Extension, *Oracle Projects User Guide*.
- Altering column definitions can degrade performance. You should consider the performance implications of any new column definition.

Defining Non-Default Columns

You can use one of three methods to alter your PSI column setup during implementation to better suit your company's needs:

1. Select different text or numeric column definitions using the list of values in the Project Status Inquiry Columns window. See: Using Lists of Values: page 6 – 53.
2. Manually modify the predefined column definitions in the PSI Columns window using SQL expressions. See: Using SQL Expressions: page 6 – 50.
3. Write a client extension using PL/SQL procedures. See: PSI Extension, *Oracle Projects User Guide*.



Attention: If you make any changes in the PSI Columns window, you must save your changes and choose Generate View before the Project Status window will reflect your changes. You do not have to generate a view if you have changed only your client extension.

If PSI determines that a column value is blank (Definition field in the PSI Columns window left blank) or a NULL value (PSI unable to process SQL expression), the Project Status window will display a zero (for numeric column types) or leave the field blank (for text columns). To leave the value field blank for a numeric column, you must enter TO_NUMBER(null) in the Definition field in the PSI Columns window.

Column Setup Window

You can accomplish the first two methods by using the PSI Columns window (choose Setup, Project Status Columns from the Navigator). These are not only simpler than the third option; they will also give better performance results.

Regardless of which method you choose to change your PSI column configuration, you enter column prompts in the PSI Column window. The Project Status window always reads column prompts from the view generated by this window.

Using SQL Expressions

The second method involves selecting a column definition from the list of values in the PSI Columns window, then modifying it with SQL expressions, as described in the examples below.

Example 1: Hours Percentage Complete

The definition of the Hours Percentage Complete column, one of the default PSI columns provided with Oracle Projects, is:

```
ROUND (DECODE (C.BASELINE_LABOR_HOURS_TOT, 0, 0,  
(A.LABOR_HOURS_ITD/C.BASELINE_LABOR_HOURS_TOT) * 100), 0)
```

The formula divides ITD labor hours by the total budgeted labor hours to obtain the percent complete. If total budgeted labor hours equal zero, zero is returned as the result. Following is an explanation of each element of this definition:

```
ROUND (x, y)
```

Round the expression *x* to *y* decimal places. If no value is given for *y*, round to 0 decimal places.

```
DECODE (w, x, y, z)
```

If the expression *w* results in the value *x*, return the value *y*; otherwise, return the value *z*.

```
x/y
```

Divide *x* by *y*. Other common operators are: * (multiply), + (add), and - (subtract).

```
x * 100
```

Multiply *x* by 100. This is added to the definition to move the decimal point for a percentage expression.

Example 2: Over Budget

The Over Budget column, another default PSI column provided with Oracle Projects, displays an asterisk if the project is more than 10% over its budget, and is blank otherwise. The definition for the column is:

```
DECODE ((SIGN((NVL(C.BASELINE_BURDENED_COST_ITD, 0) * 1.1) -  
(NVL(A.BURDENED_COST_ITD, 0) + NVL  
(M.CMT_BURDENED_COST_PTD, 0))))), -1, "*" , NULL)
```

This definition contains some additional elements, as shown in the following table:

Element	Description
SIGN(x)	If x is a positive number or 0, $SIGN(x) = 1$. If x is a negative number, $SIGN(x) = -1$.
NVL(x,y)	If x is not null, return x . Otherwise, return y .

Table 6 - 14 (Page 1 of 1)

Currency Formatting in Project, Task, and Resource Windows

You can use the Project Status Column Setup window to enable selected column definitions for factoring functionality. Columns that are enabled for factoring may be factored (formatted) at runtime. Also, the amounts in the columns are automatically displayed according to the functional currency format defined in General Ledger. See: Format Masks *Oracle General Ledger User Guide*.

► **To mark columns for factoring and functional currency formatting:**

1. Navigate to the Project Status Inquiry Columns window. Select Project, Task, or Resource in the Folder region.
2. Check the Factor By check box for each column definition that you want to enable for factoring and functional currency formatting.

Totals in the Project Window

You can use the Project Status Column Setup window to mark selected column definitions as totals columns.

If you set up a Totals column, and mark it as a currency amount, the total amounts for the column are displayed according to the functional currency format defined in Oracle General Ledger. See: Format Masks *Oracle General Ledger User Guide*.

► **To mark columns as Totals columns:**

1. Navigate to the Project Status Columns window.
2. In the Folder region, select Project.
3. For each column definition you want to mark as a total column, check the Total check box.



Attention: If the PSI Extension has been enabled for the PSI Project Status window, then you must also modify the PSI

extension to enable Totals functionality. Even if you have marked columns as total columns, the Totals button on the PSI Project window will remain disabled until the PSI extension has been modified for Totals functionality.

Dynamic Formatting in PSI

Dynamic formatting works in two ways in Project Status Inquiry:

- Currency amounts on the Events, Commitments and Actuals Drilldown windows are automatically displayed according to the currency format that you set up in General Ledger.
- For the Project, Task and Resource Status windows, you can mark columns as *Factor By* amounts. These columns are displayed according to the functional currency format. See: Currency Formatting in Project, Task, and Resource Windows: page 6 – 52.

See Also

Using Factoring to Control Currency Display, *Oracle Project Management User Guide*

Dynamic Currency, *Oracle Applications System Administrator's Guide*

Common User Profile Options, *Oracle Applications User's Guide*

Defining Display Columns in PSI

Use the Project Status window to select predefined columns for Project Performance Reporting.

You can select from 120 column definitions in the list of values for the column definition you want to change. Oracle Projects displays a list of values for either text or numeric column definitions, depending on the column type of the active field. Numeric column definitions are preceded by one of the following letters:

- A = actual amounts (cost and revenue)
- C = cost budget amounts
- M = commitment amounts
- R = revenue budget amounts



Attention: When you have made and saved your changes, choose Generate View to ensure that the appropriate project status folder (project, task, or resource) will reflect your changes.

Commitments from External Systems

You can modify what Oracle Projects considers a committed amount for project status tracking. By default, Oracle Projects defines commitments as all project-related requisitions and purchase orders in Oracle Purchasing and supplier invoices in Oracle Payables that are not yet interfaced to Oracle Projects. This includes all approved and pending approval requisitions, purchase orders, and supplier invoices. You may want to include only approved requisitions and purchase orders in the committed cost amounts. See: *Integrating with Oracle Purchasing and Oracle Payables, Oracle Projects Fundamentals*.

You can also integrate commitments from an external system, other than Oracle Purchasing and Oracle Payables, for project status tracking.

You modify what is included as the commitment amounts by changing the view PA_COMMITMENT_TXNS_V, which Oracle Projects reads for the commitment transactions.

For more information about tracking commitments, see: Project Summary Amounts, *Oracle Project Management User Guide*.

Default Configuration of Commitments View

The default configuration provided by Oracle Projects upon installation for the configurable commitments view, PA_COMMITMENT_TXNS_V, includes unions of the views listed in the following table:

View Name	Description
PA_PROJ_REQ_DISTRIBUTIONS	All open requisitions in Oracle Purchasing, regardless of approval status
PA_PROJ_PO_DISTRIBUTIONS	All open purchase orders in Oracle Purchasing, regardless of approval status
PA_PROJ_AP_INV_DISTRIBUTIONS	All supplier invoices in Oracle Payables that are not yet interfaced to Oracle Projects

Table 6 - 15 (Page 1 of 2)

View Name	Description
CST_PROJMFG_CMT_VIEW	Project manufacturing-related commitments from Purchase Order receipts
PJM_PO_COMMITMENTS_V	Project manufacturing-related commitments from Purchase Orders (with destination type Inventory or Shop Floor)
PJM_REQ_COMMITMENTS_V	Project manufacturing-related commitments from Purchase Requisitions

Table 6 – 15 (Page 2 of 2)

Modifying the Commitments View

You modify PA_COMMITMENT_TXNS_V to change how Oracle Projects track commitments.

► **To change the criteria for identifying commitments among requisitions and purchase orders (in Oracle Purchasing), and supplier invoices (in Oracle Payables):**

- Modify the default SELECT or WHERE clause statements in the view, or
- Substitute other Oracle Purchasing and Oracle Payables views as needed.

► **If you want to include commitments from an external system:**

1. Create a new view called PA_COMMITMENTS_OUTSIDE_SYSTEM_V that reads your external commitments. Include PA_COMMITMENTS_OUTSIDE_SYSTEM_V in the view PA_COMMITMENT_TXNS_V.
2. Add code to the Commitment Changes client extension, so that when you run Update Project Summary Amounts for a project, the process automatically updates the project's commitments with any commitments retrieved by PA_COMMITMENT_TXNS_V and its union with PA_COMMITMENTS_OUTSIDE_SYSTEM_V.

Oracle Projects provides a template script that includes the view definition with an example of integrating commitments from an external system. The script is called pavw063.sql. It is located in the Oracle Projects admin/sql directory.

See Commitment Changes Extension, *Oracle Projects User Guide*.

Required Fields in External Commitments View

When you create the view PA_COMMITMENTS_OUTSIDE_SYSTEM_V for external commitments, you must include the columns listed in the table below in this view:

Note: If you want the project currency tot_cmt_burdened_cost to be derived during the commitment summarization process, you must also populate the columns ACCT_BURDENED_COST and DENOM_BURDENED_COST.

Determining PA and GL Periods

You should define your view to set the PA period and GL period to the current reporting period. To do this, include this statement in your view:

```
SELECT period_name
,      gl_period_name
,      ....
FROM   pa_periods p
,      ....
WHERE  p.current_pa_period_flag = 'Y'
AND    ....
```

Burdening Commitments

You can burden your commitment amounts using the burden schedule that you have assigned to the task for internal costing purposes. See: Burdening, *Oracle Project Costing User Guide*.

To burden the commitment amounts, you call the following functions in the select statement for the cost columns and the CMT_IND_COMPILED_SET_ID column of your view definition:

- pa_burden_cmts.get_cmt_burdened_cost
- pa_burden_cmts.get_cmt_compiled_set_id

Oracle Projects provides an example of burdening commitments in the file pavw063.sql in the Oracle Projects admin/sql directory.

The **pa_burden_cmts.get_cmt_burdened_cost** function calculates the total burdened cost. If it cannot calculate the burdened cost or encounters an error, it returns the raw cost. The following table lists the values you pass to this function:

Parameter	Usage	Type	Description
X_task_id	IN	NUMBER	The identifier of the task
X_expenditure_item_date	IN	DATE	The expenditure item date
X_expenditure_type	IN	VARCHAR2	The expenditure type
X_organization_id	IN	NUMBER	The identifier for the expenditure organization
X_schedule_type	IN	VARCHAR2	The type of burden schedule. Set this to C.
X_raw_cost	IN	NUMBER	The amount to be burdened

Table 6 – 16 (Page 1 of 1)

The **pa_burden_cmts.get_cmt_compiled_set_id** function determines the compiled set id, which identifies the set of burden multipliers used to calculate the burdened amount. You can use the compiled set ID for reporting individual burden components of the burdened cost. This value is only populated when you burden the costs. If this function cannot find the compiled set ID or it encounters an error, it returns null. The following table lists the values you pass to this function:

Parameter	Usage	Type	Description
X_task_id	IN	NUMBER	The identifier for the task
X_expenditure_item_date	IN	DATE	The expenditure item date
X_organization_id	IN	NUMBER	The identifier for the organization
X_schedule_type	IN	VARCHAR2	The type of burden schedule. Set this to C.

Table 6 – 17 (Page 1 of 1)

Implementing Contract Commitments Integration

To integrate your system with Oracle Contract Commitments, follow these steps:

Top-Down Budget Integration

To prepare your environment for integration with Oracle Contract Commitments, refer to the Implementing Budget Integration Implementation Steps: page 6 – 21. Follow the instructions for top-down budget integration.

Integration for Project Types, Project Templates, and Projects

When you integrate Oracle Projects with Oracle Contract Commitments, you must associate one project cost budget type with the General Ledger funding budget and another project cost budget type with the Contract Commitments funding budget. Each budget type must have budgetary controls enabled.

► **To define contract commitments integration for a project type:**

1. Navigate to the Budgetary Control tab for a project type.
2. If you want to allow users to modify the default budget integration settings at the project level, enable the Allow Override at Project Level. check box.
3. For Balance Type, select Encumbrance.
4. Select an Encumbrance Type.
5. For the remaining settings, the table below gives instructions for budgets that are used in Contract Commitments integration:

Field	Project Cost Budget	General Ledger Funding Budget	Project Commitment Budget	Contract Commitments Budget
Budget Type	Select a project cost budget type	Select a project cost budget type	Select a project commitment budget type	Select a project commitment budget type
Control Flag	Enable	Do not enable	Enable	Do not enable
Non-Project Budget	General Ledger Funding Budget	General Ledger Funding Budget	Contract Commitments Funding Budget	Contract Commitments Funding Budget
Control Levels	Select a default control level for each budget level		Select a default control level for each budget level	
Time Phase	Select an Amount Type and Boundary Code		Select an Amount Type and Boundary Code	

Table 6 – 18 (Page 1 of 1)

The control level setting at the project level must be Absolute. When top-down budgeting is enabled, Oracle Projects imposes absolute control at the project level for all encumbered accounts. Additionally, the project budget controls must be compatible with the funding budget controls. The project budget controls must not allow a transaction to pass funds check if that transaction will fail a funds check against the

funding budget. In general, the project budget controls must be equal to or more restrictive than the funding budget controls.

Note: If entry is not allowed at the project template or project level, verify that the project type budgetary control settings allow override at the project level.

See Also

Profile Options in Oracle Projects: page B – 2

Integrating Commitments from External Systems: page 6 – 54

Budget Integration, *Oracle Project Management User Guide*

Project Options: Budgetary Control, *Oracle Projects Fundamentals*

Implementing a Custom Reporting Strategy

You can use project summary amounts for your custom project status inquiries and reports. Oracle Projects provides views and APIs for use toward this objective. To view the current reporting period for the project summary amounts, navigate to the PA Periods window and query the PA Period with the Reporting Period box checked.

Management Reports

You may need to modify Oracle Projects management reports, and write additional reports to monitor project status the way that your business requires. You can use existing Oracle Projects reports as templates to develop your own management reports.

All Oracle Projects reports are written using Oracle Reports, making it easier for you to customize reports.

Oracle Projects provides many views to make it easier to report summary and detail project information for Oracle Projects standard reports and custom reporting. Many of the standard reports use these reporting views.

Custom Reporting Summarization Views

Oracle Projects provides two sets of views for custom reporting on summarization summary amounts:

- Work Breakdown or WBS summarization views
- Resource summarization views

Both sets of views contain project and task-level summary amounts. The WBS summarization views have summary level amounts for projects and tasks. The resource summarization views have summary amounts by project and resource as well as task and resource.

Each set of views contains views with prior-period, period-to-date, year-to-date, inception-to-date, and project summary amounts for the following:

- actual costs and revenue
- revenue budgets
- cost budgets
- commitments

Work Breakdown Summarization Views

The WBS summarization views are shown in the following table:

View Name	Description	Summarized Amounts
PA_ACCUM_WBS_ACT_V	WBS Summarization Actuals View	Actual costs and revenue by project and task
PA_ACCUM_WBS_REV_BGT_V	WBS Summarization Revenue Budget View	Revenue budgets by project and task
PA_ACCUM_WBS_COST_BGT_V	WBS Summarization Cost Budget View	Cost budgets by project and task
PA_ACCUM_WBS_CMT_V	WBS Summarization Commitments View	Commitments by project and task

Table 6 – 19 WBS Summarization Views (Page 1 of 1)

These views also contain limited task information, such as project number and name, indented task numbers and names, task start and completion dates, and task manager name.

You can refer to the Oracle Projects Revenue, Costs, Budgets by Work Breakdown Structure Report as an example of how to use these views

for reporting. See: Revenue, Costs, Budgets by Work Breakdown Structure, *Oracle Projects Fundamentals*.

Resource Summarization Views

The resource summarization views are shown in the following table:

View Name	Description	Summarized Amounts
PA_ACCUM_RSRC_ACT_V	Resource Summarization Actuals View	Actual costs and revenue by project and resource and task and resource
PA_ACCUM_RSRC_REV_BGT_V	Resource Summarization Revenue Budget View	Revenue budgets by project and resource and task and resource
PA_ACCUM_RSRC_COST_BGT_V	Resource Summarization Cost Budget View	Cost budgets by project and resource and task and resource
PA_ACCUM_RSRC_CMT_V	Resource Summarization Commitments View	Commitments by project and resource and task and resource

Table 6 – 20 Resource Summarization Views (Page 1 of 1)

You can refer to the following Oracle Projects reports for examples of how to use these views for reporting:

- Revenue, Costs, Budgets by Resources (Project Level)
- Task – Revenue, Costs, Budgets by Resources

For information about these reports, see: Reports, *Oracle Projects Fundamentals*.

Custom Reporting Strategies with WBS and Resource Reporting Summarization Views

The following custom reporting strategies pertain to both sets of reporting summarization views.

Since both sets of views contain project and task-level summary amounts, you must be careful to select the appropriate rows:

- For project-level rows, the `task_id` is zero
- For task-level rows, the `task_id` is greater than zero

When designing the data model in Oracle Reports, you must consider the following information:

- Unless you create a higher-level view for one or more of the reporting summarization views, Oracle Projects requires separate query groups for each view used in a report.

Because of performance implications, higher-level views are not recommended.

- It will be necessary to drive the views off a table, such as the PA_TASKS table, for a WBS report or a resource list for a resource report.
- With respect to the budget views, there can be one or more budget rows for a given project, task, or resource.

You may need to either join on the budget_type_code or filter on it in a query group.

To report multiple budget types for each project or task, you must create a query group for each budget type.

- If you design your data model to report by budget type and resource list, you can assume that only one resource list is assigned to each budget type.

To facilitate resource list-driven reporting, Oracle Projects provides the view PA_RESOURCE_LIST_MEMBERS_V. This view provides the following functionality:

- A resource list with indented second-level resources within each respective resource group
- Columns to facilitate the ordering of resource groups and their related second-level resources

To use this view in your custom reports, you can add the following to the resource-list query:

- Use the alias view column to automatically display an indented resource list
- Include an order-by clause, such as the following, to ensure the proper ordering of resource groups and related second-level resources:

```
order by parent_sort_order, sort_order
```

Additional Custom Summarization Using the Actuals API and Budget API

Oracle Projects provides APIs that you can use for additional control on your custom summarization reporting:

- **Actuals API:** You can use the API to get amounts by a specific Oracle Projects or Oracle General Ledger period, a specific range of Oracle Projects or Oracle General Ledger periods and by various transaction attributes.

- **Budget API:** You can use the budget API for custom reporting. This API gets budget data for any baselined budget. You can get the budget data without running the Update Project Summary process.

For more information about these APIs, see: *Actuals API and Budget API, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

Commitment Changes Extension

The process PRC: Update Project Summary Amounts checks commitments for each project to see if changes have occurred. If changes have occurred, the commitment summary amounts are deleted and recreated.

If you modify the Oracle Projects commitments view, PA_COMMITMENT_TXNS_V, you must also modify the Commitment Changes client extension to test for changes in commitments.

For details, see: Commitment Changes Extension, *Oracle Projects User Guide.*

Project Status Inquiry Extension

You can use the Project Status Inquiry (PSI) client extension to derive column values or to override the totals fields in the PSI Project window.

For details, see: PSI Client Extension, *Oracle Projects User Guide.*

Tips for Setting Up Project Performance Reporting

Use these tips to assist you in defining columns for Project Performance Reporting.

Definitions of Terms Used in This Section:

base view A view used to provide information in a window. Each base view can have up to 33 columns. The base views used by the Project Status Inquiry (PSI) window are generated in the Column Setup window when you choose the Generate View button.

cursor A pointer to a row in the database.

derived column A PSI column in which the displayed amount is derived from stored amounts using a subset of SQL expressions.

lower-level PSI views Views that were designed to improve PSI performance. These 40 or more views are used by the default PSI columns and any others that you define in the Column Setup window.

The lower-level PSI views use function calls and other sophisticated technical devices. Because of their complexity and the fact that they may change from release to release, the lower-level PSI views are not documented in the *Oracle Projects Technical Reference Manual (TRM)*.

super views Views that contain all summarized values. The super views each contain up to 126 columns. Each super view contains all available accumulation columns for a project, task, or resource. (Some columns, such as quantities, are only applicable for resources.)

Following are the super views:

PA_STATUS_PROJ_V	Project Status Window view
PA_STATUS_TASK_V	Task Status Window view
PA_STATUS_RSRC_V	Resource Status Window view

Principles of PSI Setup

Keep the following facts in mind when writing the PSI client extension:

1. You do not need to enter a column definition for any column if your PSI extension will calculate the column's value.
2. Even if you use a PSI extension to calculate a column's value, the column's prompt always comes from the PSI Columns window.
3. If you change only the PSI extension, you do not need to generate a new view for the Project Status window to reflect your changes.
4. If your extension returns a NULL column value, the Project Status window will display the column value defined in the PSI Columns window.
5. Since using the PSI extension degrades the product's performance, you should limit the extension's scope as much as possible.

Use the Column Setup Window for Better Performance

Define as many columns as possible using the Column Setup window rather than the PSI extension.

The Column Setup window creates views that yield better performance than calls to the PSI client extension, which is called by Post-Query triggers in PSI. This means that as each row is displayed on the PSI screen, a trigger calls the extension! This can cause performance delays, since the system will be sitting and thinking before displaying each row.

For best performance, define as many of the PSI columns as possible in the Column Setup window.

There are restrictions to using the Column Setup window for derived numbers:

- The expression for each column must use the column names defined in the column definition list of values. No other columns or tables may be referenced in the Column Setup window.
- Conditional logic is limited to the SQL *decode*, *sign*, and *nvl* functions. These functions are described under Column Setup Window: page 6 – 50.

If the PSI window you want to design requires very complex conditional logic or select statements on column names or tables other than those displayed in the column definition list of values, then use the PSI client extension.

Use the Super Views

Use the super views when you customize the PSI client extension. The super views probably contain all the information you want to display, and they are documented in the *Oracle Projects Technical Reference Manual* (TRM).



Attention: Each of the super views contains amounts for all levels of the WBS (work breakdown structure) and all resources. Therefore, you only need one cursor for each status window. For example, if budgets are maintained for the lowest-level tasks on a given project, then the parent task budget amounts will be the sum of their corresponding child task budget amounts. The sample code in the PSI client extension demonstrates how to execute one cursor in each view.

The resource super view (PA_STATUS_RSRC_V) contains two sets of data: project-level resources and task-level resources. The sample code in the PSI client extension demonstrates how to point to project-level or task-level data.

Use One Cursor for Multiple Levels

You only need to use one cursor for multiple levels in the WBS.

Example: Suppose you want your PSI client extension to calculate ten percent of Accumulated Cost ITD. The project has the three tasks shown in the following table:

Task	Accumulated Cost ITD	Calculation	Derived Column Value
1	100	(100 * .10)	10
1.1	60	(60 * .10)	6
1.2	40	(40 * .10)	4

Table 6 - 21 Sample Derived Column Value (Page 1 of 1)

As shown in the sample code below, you can display these amounts by defining one cursor and calculation for each row. Because the amounts are stored for all levels of the Task WBS, only one cursor and calculation needs to be executed for each task in the WBS.

Sample code to calculate 10% of Accumulated Cost ITD:

The select statement includes the following code:

```
SELECT      nvl(burdened_cost_itd, 0)
INTO        p_burdened_cost_itd
FROM        pa_status_rsrc_v
WHERE       project_id = x_project_id
AND         task_id    = x_task_id
AND         resource_list_member_id =
x_resource_list_member_id;
```

The following line does the calculation and assigns the result to column 30:

```
x_derived_col_30 := ROUND(p_burdened_cost_itd * .1)
```

Remember, for each row in the WBS, you only need to execute a calculation once in the PSI client extension.

Define Default Column Prompts

Make sure that default column prompts are defined in the Column Setup window.

If you have made changes in the Column Setup window and subsequently generated views that have errors, you must correct the definitions in the Column Setup window and choose Generate. Even if you are using the PSI client extension, valid base views and default column prompts must have been generated in the Column Setup window.

Use the PSI Client Extension for Selected Status Windows

You can select which of the three status windows uses the PSI client extension. You can have one PSI window that calls the extension and another that does not call the extension.

- If you want a PSI window to call the client extension for any of its columns, set the extension switch for that window type (project, task, or resource) to Y.
- If you do not want a PSI window to call the client extension for any of its columns, set the extension switch for that window type to N (the default setting).

The switches are indicated in the client extension as follows:

- Project Status Window: ProjCustomExtn
- Task Status Window: TaskCustomExtn
- Resource Status Window: RsrcCustomExtn

Use the Column Setup Window in Combination with the Client Extension

In the same PSI window, you can define some columns in the Column Setup window and define other columns in the PSI client extension. You can also define a column using *both* the Column Setup window *and* the client extension. For example:

- If the client extension switch for a PSI window is set to N, then PSI uses the column definitions in the Column Setup window.
- If the following conditions are true, then PSI uses the client extension value:
 - The client extension switch for a PSI window is set to Y
 - A column definition is defined in the Column Setup window
 - A column definition is defined in the client extension
 - The client extension returns a non-null value

- If the following conditions are true, then PSI uses the Column Setup window value:
 - The client extension switch for a PSI window is set to Y
 - A column definition is defined in the Column Setup window
 - A column definition is defined in the client extension
 - The client extension returns a null value
- If the column definition in Column Setup is defined, and a column definition in the client extension is defined, and the switch is set to Y, the value that shows in PSI is determined as follows:
 - If the client extension returns a non-null value for the PSI column, the client extension non-null value is displayed in PSI.
 - If the client extension returns a null value, then whatever is defined in Column Setup is displayed in PSI.
- If you want to display a blank in the PSI window for a numeric column, you must type the following in the Column Setup column definition: TO_NUMBER(null)

If either nothing, blank, or null is specified in the Column Setup window for a numeric column definition, then the PSI window displays a zero.

Display Two Text Values in One Text Column

You can display two text column values in one text column.

You cannot set up the PSI status windows to display more than three text columns. Instead, you can use the PSI client extension to concatenate two values (such as two dates) in a string. Assign the string to one of the three text columns.

See Also

Project Status Inquiry, *Oracle Project Management User Guide*

Project Summary Amounts, *Oracle Project Management User Guide*

CHAPTER

7

Implementing Oracle Project Collaboration

This chapter contains instructions for implementing Oracle Project Collaboration.

Oracle Project Collaboration Implementation Checklists

Oracle Project Collaboration streamlines team collaboration and execution of project work. Relying on a single source of accurate and timely project information, globally dispersed team members can raise and resolve issues and changes, share documents, and communicate their progress. Easily accessible to all team members both internal and external to your organization through an intuitive, personalized web-based interface, Oracle Project Collaboration eliminates delays in the transfer of time-sensitive project information, positioning your team to complete their work on time with less effort, thereby empowering your project team to deliver projects successfully, operate more efficiently, and ultimately improve profitability.

Oracle Project Collaboration is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

Oracle Project Collaboration shares information with Oracle Project Management, and provides a personalized view for team members.

Note: To find out how to access a window, refer to the Navigation Paths index, *Oracle Projects Fundamentals*.

Oracle Project Collaboration Product Setup

Licensing

Step	Description	Required for Use of the Product	Optional for Use of the Product
Licensing			
<input type="checkbox"/> PJJ-1	Set the profile option PA: Licensed to Use Project Collaboration	Yes	

Table 7 - 1 Oracle Project Collaboration Product Setup: Licensing (Page 1 of 1)

Team Member Home

Step	Description	Required for Use of the Product	Optional for Use of the Product
Team Member Home			
<input type="checkbox"/> PJJ-2	Define additional team member home page layouts		Yes
<input type="checkbox"/> PJJ-3	Set the profile option PA: Team Home Page Layout		Yes

Table 7 - 2 Oracle Project Collaboration Product Setup: Team Member Home (Page 1 of 1)

Licensing Oracle Project Collaboration

The following instruction corresponds to step P1L-1 in the Project Collaboration Product Implementation Checklist: page 7 – 2.

To indicate to the system that Project Collaboration is licensed, set the profile option PA: Licensed to Use Project Collaboration.

See: PA: Licensed to Use Project Collaboration: page B – 23.

Team Member Home Setup

The following instruction corresponds to step PJJ-2 through PJJ-3 in the Project Collaboration Product Implementation Checklist: page 7 – 2.

Defining the Team Home Page

The Team Member Home page promotes project team collaboration by combining critical project information with daily functions for each user. The page shows the team member's schedule and priorities, and lists recent changes and notifications pertaining to projects on which the team member is working.

A team member's home page displays a prioritized list of work with due dates, as well as current issues, change documents, and notifications.

Team members can use this page to perform their most common actions, such as:

- Create issues and changes for their projects
- Report progress
- Respond to project actions

The Team Member Home page gives team members the following abilities:

- Collaborative Issue Resolution
- Collaborative Change Request and Change Order Resolution
- Document Sharing
- Task Progress Communication
- Quick Access to Common Functions

For a list of predefined sections in the team member home page, see: Team Member Home: page 2 – 168.

► **To set up the Team Home Page:**

1. Create team member home page layouts.

You can configure the layout of the Team Member Home page to display information in a specified order. Team members see a personalized view of the secured information to which they have access.

You can create multiple configurations of the Team Member Home page. However, you can use only one configuration per responsibility and user. For details about creating page layouts, see: Page Layouts: page 2 – 152.

2. Assign page layouts to responsibilities.

See: Team Member Home Page Layout Profile Option: page 7 – 6.

3. Set the Home Page Highlights profile option.

See: Home Page Highlights Profile Option: page 2 – 175.

Team Member Home Page Layout Profile Option

To specify the page layout that is used for the team member home page, set the Team Member Home Page Layout profile option. You can set this profile option at any level.

For more information, see: PA: Team Home Page Layout: page B – 32.

CHAPTER

8



Workflow Processes

This chapter describes the Oracle Workflow processes that are used in the Oracle Projects solution.

Integrating with Oracle Workflow

Oracle Projects provides the ability to integrate with Oracle Workflow to automate some activities.

Using the powerful abilities of Oracle Workflow, you can create, view, and modify business processes that determine the workflows. Workflow automatically routes approvals and notifies appropriate users of current approval status. The approval process updates statuses as approvals are obtained or denied.

You decide what is the approval chain and what business rules must be met before a transaction can be approved.

Oracle Projects provides default processes for each workflow. You can modify the default processes and create additional processes to accommodate the needs of your business, using the Oracle Workflow Builder.

See Also

Using the Account Generator in Oracle Projects: page G – 22

Workflows in Oracle Projects

Oracle Projects provides the following workflows that you can customize for your business needs. The workflows are organized in this chapter by product:

- Oracle Project Foundation
 - Project Status Change Workflow: page 8 – 4
- Oracle Project Costing
 - AutoAllocations Workflow: page 8 – 14
- Oracle Project Resource Management
 - Assignment Approval Workflow: page 8 – 28
 - Candidate Notification Workflow: page 8 – 33
- Oracle Project Management
 - Budget Workflow: page 8 – 35

Customizing Workflow Messages

When you customize a workflow, we recommend that you customize the workflow item processes and the loop counters, but not the messages. Instead of modifying a workflow message, you should create a new message. The reasons are explained below:

- When you create a process definition, Oracle Workflow Builder assigns a new version number to an activity if you make changes to it. It saves the new version of the activity to the database without overwriting older versions of the activity. In Oracle Workflow, activities also have effective dates so that at any time, only one version of the activity is in effect.

If a process is running, Oracle Workflow uses the version of the activity that was in effect when the process was initiated. It does not switch versions of the activity midway through the process. Since a process itself is an activity, a process definition always remains constant until the process instance completes.

- Oracle Workflow Builder does not maintain version information for objects such as item types, item type attributes, messages, and lookup types. For these objects, their latest definition always applies, so you must consider whether a change to any of these objects is backwards compatible. If the modification affects existing processes, you should create a new object rather than edit the existing object.

See Also

Oracle Workflow User's Guide

Oracle Workflow Administrator's Guide

Oracle Workflow Developer's Guide

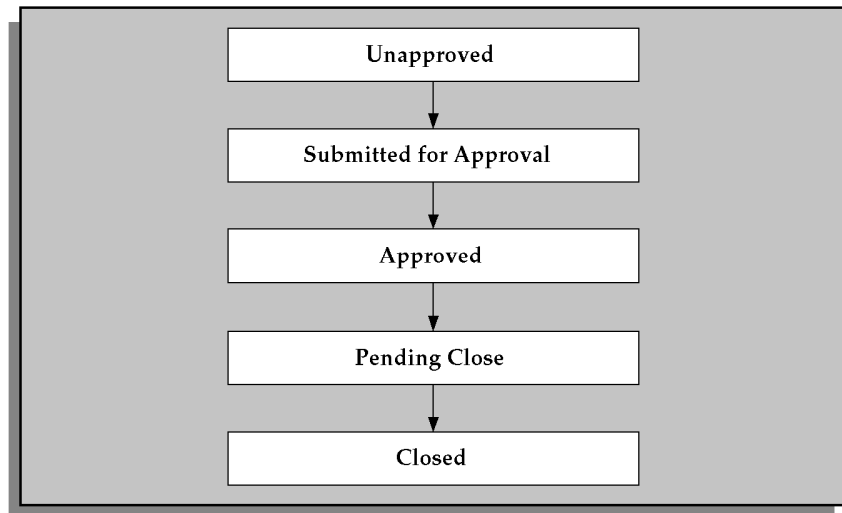
Project Status Change Workflow

You can use the Project Status Change Workflow to route project status changes to one or more destinations for approval.

When a project status changes, the project is routed to one or more destinations for approval, if Workflow is enabled for the project status and the project type.

Figure 8 – 1 shows a typical flow of status changes for a project. The names of projects statuses are user-defined, and the statuses you create for your business may be different from those in the example. You may have some projects that require several status changes, while other projects (those with a short duration, for example) may have fewer status changes, and may not require approval. Oracle Projects enables you to implement the status flow you require for each project, and to use Workflow to automate the approvals and processes involved with each status.

Figure 8 – 1 Example of project status changes



Examples of Project Life Cycles Using Workflow

Figure 8 – 2 Project Workflow example #1

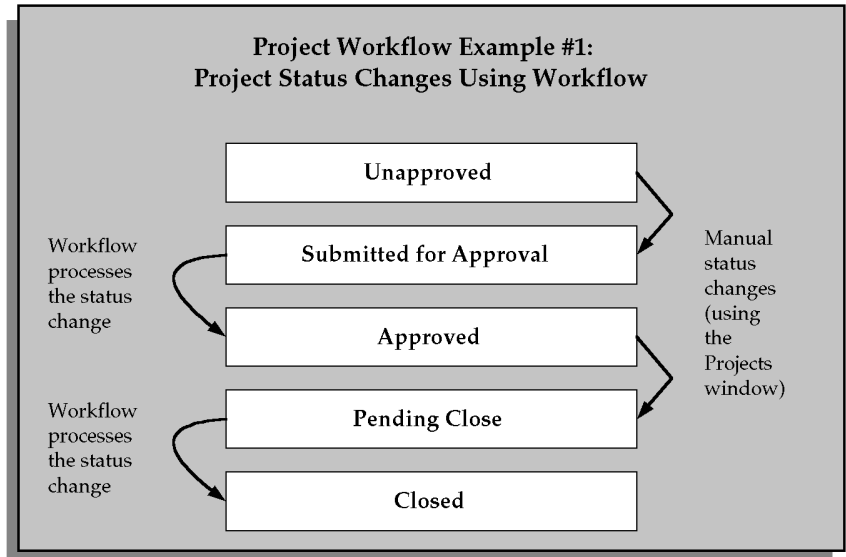
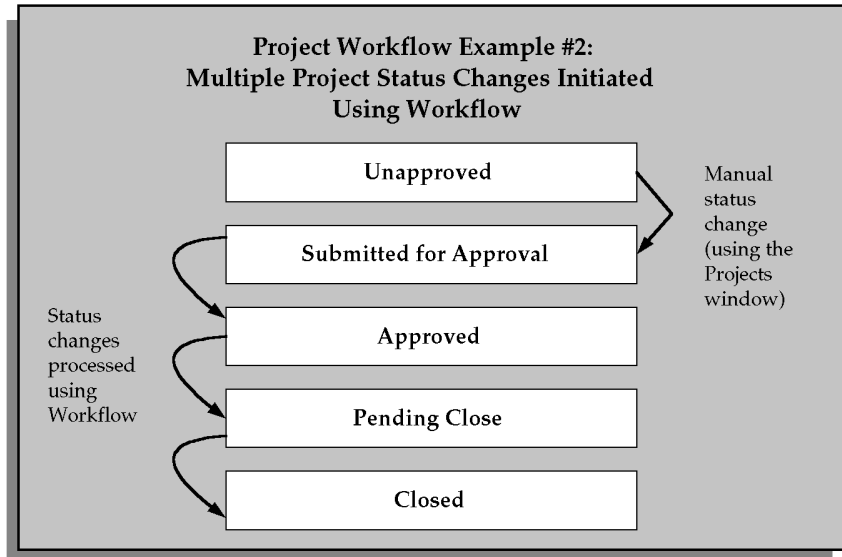


Figure 8 – 2 shows a project status flow where Workflow is used for two status changes during the life of a project:

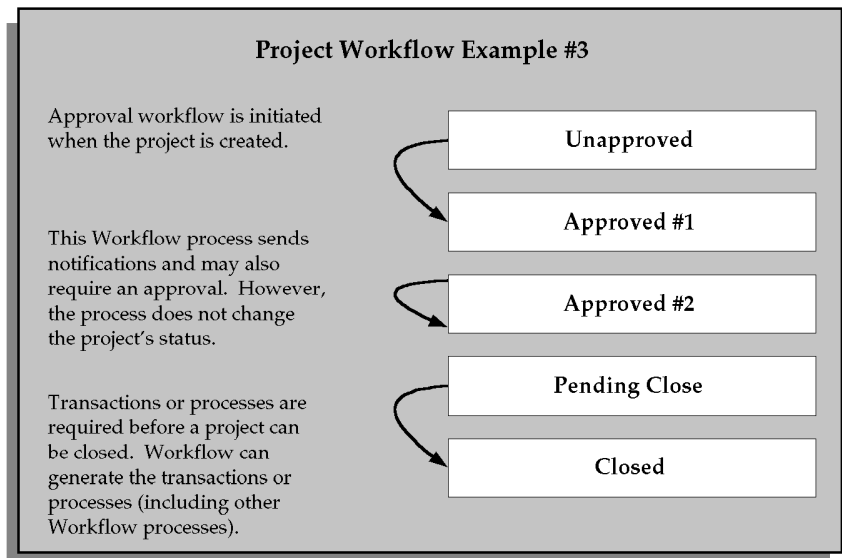
1. A user manually sets the status to *Submitted for Approval*. A Workflow process is initiated. If the Workflow process is successful, the status is updated to *Approved*.
2. A user manually sets the status to *Pending Close*. A workflow process is initiated. If the workflow process is successful, the status is updated to *Closed*.

Figure 8 – 3 Project Workflow example #2



In Figure 8 – 3, Workflow is used for each status change after the project is submitted for approval.

Figure 8 – 4 Project Workflow example #3



In Figure 8 – 4, approval workflow is initiated as soon as the project is created. Another workflow process sends notifications when the project status is changed to *Approved #2*. A third workflow process generates transactions and submits processes when the project status is changed to *Pending Close*, and verifies that the processes have completed successfully before changing the status to *Closed*.

Guidelines for Using the Project Status Change Workflow

Use the following guidelines when you work with the Project Status Change workflow:

1. **Process detail diagram:** Use the diagram of the default project workflow process to guide you in developing the project workflow process for your installation. See Default Project Workflow Process: page 8 – 8.
2. **Customizing the default process:** You can customize the default process, or you can create a new one, using the Oracle Workflow Builder. Use the Project Statuses window to specify the workflow item type that will be used to change a project status. See
3. **Using the default process:** While the default project workflow process can be modified or replaced, customization is not required for the default process to run without error. See Default Project Workflow Process: page 8 – 8.
4. **Customizing process activities:** If you decide to customize the default project workflow process, you can alter, delete, or move any of the activities to obtain the results you want for your installation.

You can use the project workflow extension and project verification extension to further customize the default process. See Select Project Approver (Node 2): page 8 – 9 and Verify Project Rules (Node 6): page 8 – 10.

Implementing Project Workflow

To use Workflow for project status changes, you must perform the following steps:

- Set up one or more project statuses with the Enable Workflow check box enabled. For each of these project statuses, specify the

Success Project Status and Failure Project Status. See: Project Types: page 2 – 117.

- Set up one or more Project Types with the Use Workflow for Project Status Changes check box enabled. See: Project Types: page 2 – 117.
- Modify the project workflow process to perform the routing, notifications, and process initiations that you require for each status change.
- You can optionally use client extensions to further customize project workflow rules. See: Project Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

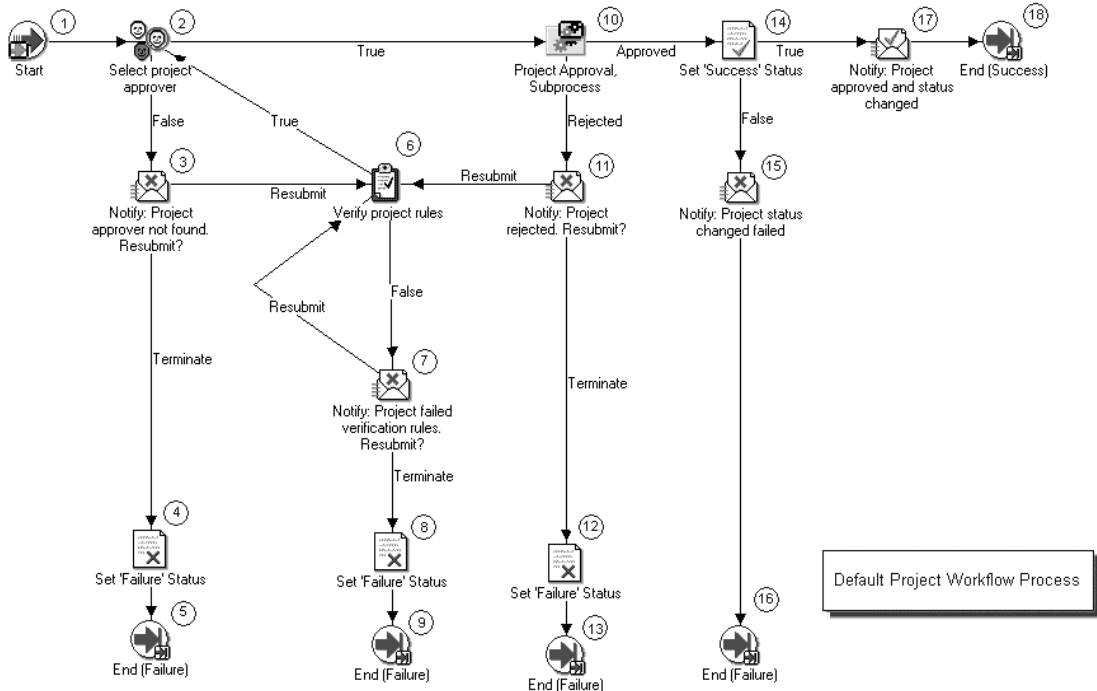
Default Project Workflow Process

Oracle Projects provides a default project workflow process, called PA Project Workflow. The default process routes approval of a project status change to the immediate supervisor of the person who submitted the status change.

The default project workflow process does not need to be modified in order to run without error. You may customize the process or create a new one, using the Oracle Workflow Builder. For more information on how to use the Oracle Workflow Builder, see the *Oracle Workflow Guide*.

The process consists of eighteen activity nodes. In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.

Figure 8 – 5 Default Project Workflow Process



Default Project Workflow Activities

Following is a description of each activity in the default project workflow process, listed by function name.

Start (Node 1)

This is a standard activity that marks the start of the process.

Select Project Approver (Node 2)

This activity selects the approver for the project by calling the client extension procedure **pa_client_extn_project_wf.select_project_approver**. The approver in the default procedure is the immediate supervisor of the person who submitted the workflow.

This activity has two possible outcomes.

- If a project approver is found, the process branches to Node 10.

- If a project approver is not found, the process branches to Node 3.

Notify Project Approver Not Found (Node 3)

This activity notifies the submitter of the project that no project approver was found. The submitter can optionally resubmit the project or terminate the submission.

- If the project is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 4.

Set Failure Status (Nodes 4, 8, and 12)

This activity sets the project status to the *Failure Status* indicated in the Project Statuses window. The process branches to an End (Failure) node.

End (Failure) (Nodes 5, 9, 13, and 16)

This activity terminates the process and returns the result *Failure*.

Verify Project Rules (Node 6)

This activity verifies that the project satisfies the requirements for approval by calling the client extension procedure `pa_client_extn_proj_status.verify_project_status_change`.

- If the verification rules are satisfied, the process branches to Node 2.
- If the verification rules are not satisfied, the process branches to Node 7.

Notify: Project Failed Verification Rules (Node 7)

This activity notifies the submitter that the project failed the verification rules. The submitter may resubmit the project for approval or terminate the submission.

- If the project is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 8.

Project Approval Subprocess (Node 10)

This activity runs the Project Approval Subprocess. See: Project Approval Subprocess: page 8 – 12.

- If the Project Approval Subprocess succeeds, the process branches to Node 14.
- If the Project Approval Subprocess fails, the process branches to Node 11.

Notify: Project Rejected (Node 11)

This activity notifies the submitter that the status change for the project was rejected.

- If the submitter chooses to resubmit the project, the process branches to Node 6.
- If the submitter terminates the submission, the process branches to Node 12.

Set Success Status (Node 14)

This activity sets the project status to the *Success Status* indicated in the Project Statuses window.

- If the project status is successfully changed, the process branches to Node 17.
- If the status change is unsuccessful, the process branches to Node 15.

Notify: Project Status Change Failed (Node 15)

This activity notifies the submitter that the project status change failed.

The status change can fail if the project was changed after it was approved, so that it no longer complies with the project verification rules. An Oracle database error can also cause the failure.

Notify: Project Approved and Status Changed (Node 17)

This activity notifies the submitter that the project was approved and the project status was changed.

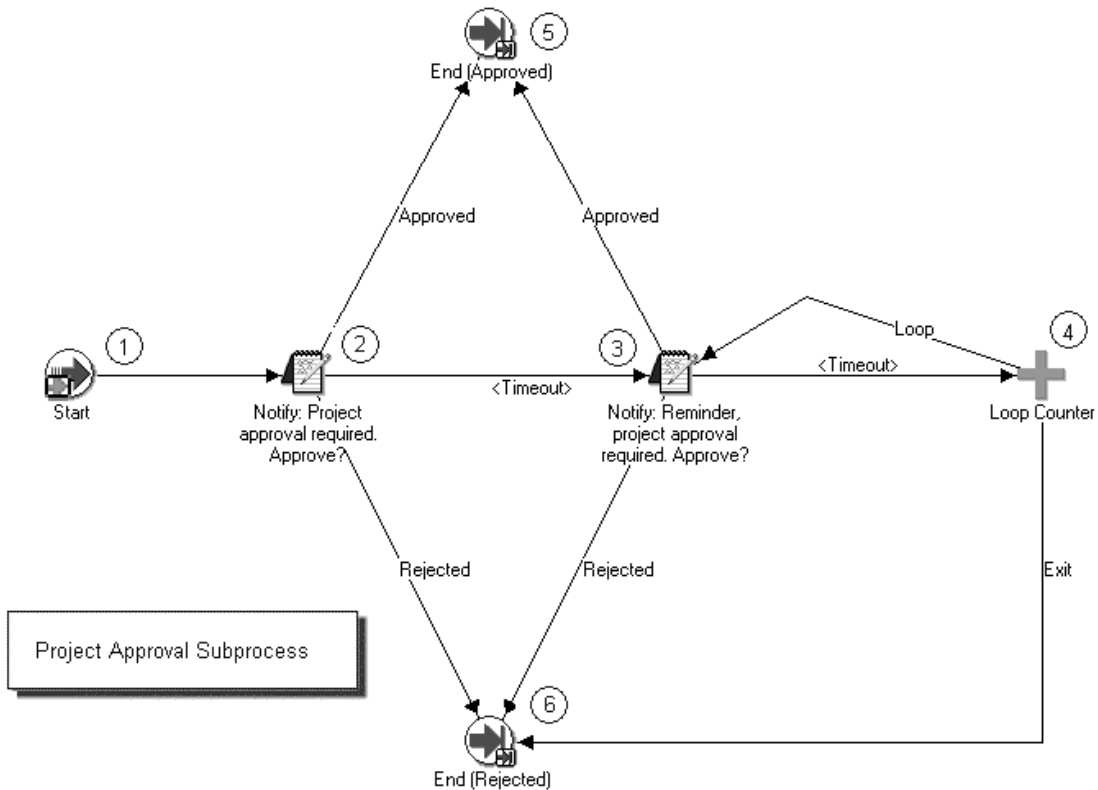
End (Success) (Node 18)

This activity terminates the process and returns the result *Success*.

Project Approval Subprocess

The Project Approval Subprocess is called by the default PA Project Workflow process. In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow.

Figure 8 – 6



Following is a description of each activity in the default Project Approval Subprocess.

Start (Node 1)

This is a standard activity that marks the start of the process.

Notify: Project Approval Required (Node 2)

This activity notifies the project approver that approval is required for the project status change.

- If the project approver approves the project, the subprocess branches to Node 5.
- If the project approver rejects the project, the subprocess branches to Node 6.
- If the activity times out, the subprocess branches to Node 3. The default time for the activity to time out is two days. You can use the Oracle Workflow Builder to change the timeout value to suit your business needs.

Notify: Reminder, Project Approval Required (Node 3)

This activity sends a reminder notification to the project approver.

- If the project approver approves the project, the subprocess branches to Node 5.
- If the project approver rejects the project, the subprocess branches to Node 6.
- If the activity times out, the subprocess branches to the Loop Counter (Node 4).

Loop Counter (Node 4)

This activity counts the number of times the subprocess has branched to this node.

- If the count has reached the Loop Limit (a constant that is set in this node), the subprocess branches to Node 6.
- If the count has not reached the Loop Limit, the subprocess returns to Node 3.

The loop counter defaults to a limit of 1. (You can change the default value of the loop counter.)

After the activity reaches the Loop Limit, the process sends one more reminder. If there is no response, the loop counter stops counting and branches to node 6.

End (Approved) (Node 5)

This activity ends the subprocess and returns the result *Approved*.

End (Rejected) (Node 6)

This activity ends the subprocess and returns the result *Rejected*.

AutoAllocations Workflow

Following are instructions for implementing Workflow for AutoAllocations. You use the Step-Down Allocations workflow to automate AutoAllocations.

Step-Down Allocations Workflow

The PA Step Down Allocations workflow (item type) automates the execution of step-down autoallocation sets to:

- Create allocation runs
- Generate the allocation transactions
- Release the allocation transactions (if the rule is set up to release automatically) or require approval from a specific person before the process proceeds
- Distribute costs
- Update the project summary amounts

You can customize some aspects of the Workflow processes. See: *Customizing the PA Step Down Allocations Workflow*: page 8 – 16.

Prerequisites

To work with the PA Step Down Allocations workflow (item type), you need:

- Oracle Workflow Builder 2.5 or newer
- The file Workflow Builder file `paauto.wft`, which is located in the `admin/import` directory on the Oracle Applications CD

You can use AutoAllocations in a standalone installation of Oracle Projects. If you want to include both Oracle Projects rules and Oracle General Ledger batches in the same autoallocation set, Oracle General Ledger must be integrated with Oracle Projects.

Unsupported Processes

The following processes in the PA Step Down Allocations workflow are unsupported in version 11i:

- PA Allocation Rollback Process

- PA Distribute Cost Rollback Process
- PA Update Projects Summary Rollback Process

Interactions with Oracle General Ledger

If your Oracle Projects system is integrated with Oracle General Ledger, you can create autoallocation sets that include General Ledger batches.

Processes for the PA Step Down Allocations Workflow

This workflow applies only to step-down allocations, not parallel allocations. The PA Step Down Allocation workflow (item type) directs the flow of autoallocations through the system. The filename is `paauto.wft`.

In Oracle Workflow Builder, the processes are listed in alphabetical order. In this section, however, the processes are grouped by purpose and flow.

The PA Auto Allocation Process: page 8 – 16 is the primary process for Projects AutoAllocations. This process calls the PA Step Down Allocation Process.

The PA Step Down Allocation Process: page 8 – 17 manages the Projects allocations run. This process calls other processes, as shown below:

- PA Allocation Process: page 8 – 18
 - PA Allocation Generation Process: page 8 – 19
 - PA Allocation Release Process: page 8 – 20
 - PA Customizable Allocation Process: page 8 – 21
- PA Cost Process: page 8 – 21
 - PA Distribute Cost Process: page 8 – 22
 - PA Customizable Distribute Cost Process: page 8 – 23
- PA Summarization Process: page 8 – 24
 - PA Update Projects Summary Process: page 8 – 25
 - PA Customizable Summarization Process: page 8 – 26

Required Modifications

None.

(Optional) Customizing the PA Step Down Allocations Workflow

Note: Do not customize any aspect of the workflow other than the ones listed here. Oracle does not support any other customizations.

You can customize the following processes:

- PA Customizable Allocation Process: page 8 – 21
- PA Customizable Distribute Cost Process: page 8 – 23
- PA Customizable Summarization Process: page 8 – 26

Customize the PA_AUTO_ALLOC_WF_PKG (defined in the files PAPAALCB.pls and PAPAALCS.pls). This package contains the PL/SQL template of procedures and functions that you modify to customize the GL AutoAllocation Process.

The customizable processes return the result types shown in the following table:

Result Type	Meaning the process...
COMPLETE:PASS	Is complete
COMPLETE:FAIL	Has failed and has been terminated

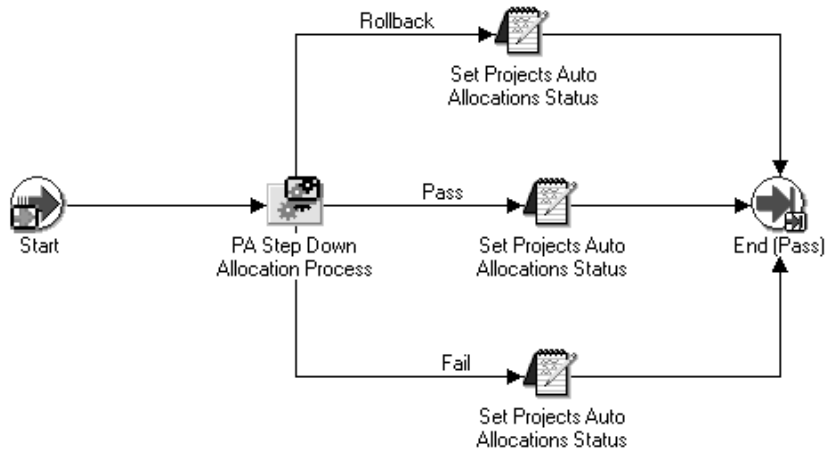
Table 8 – 1 Allocation Run Status

For information on opening and modifying Oracle Workflow processes, see: *Oracle Workflow Developer's Guide*.

PA Auto Allocation Process

Purpose The main process for Projects AutoAllocations. This process calls the process PA Step Down Allocation Process: page 8 – 17.

Figure 8 – 7 PA Auto Allocation process

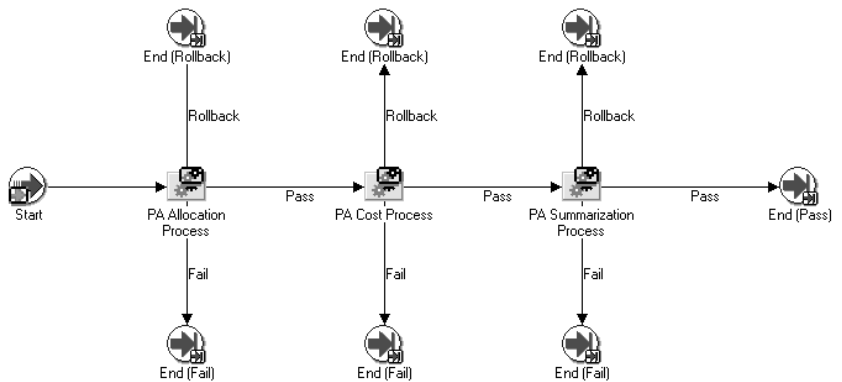


PA Step Down Allocation Process

Purpose: The main process for Projects step-down allocations. This process calls other processes:

- PA Allocation Process: page 8 – 18
- PA Cost Process: page 8 – 21
- PA Summarization Process: page 8 – 24

Figure 8 – 8 PA Step Down Allocation process

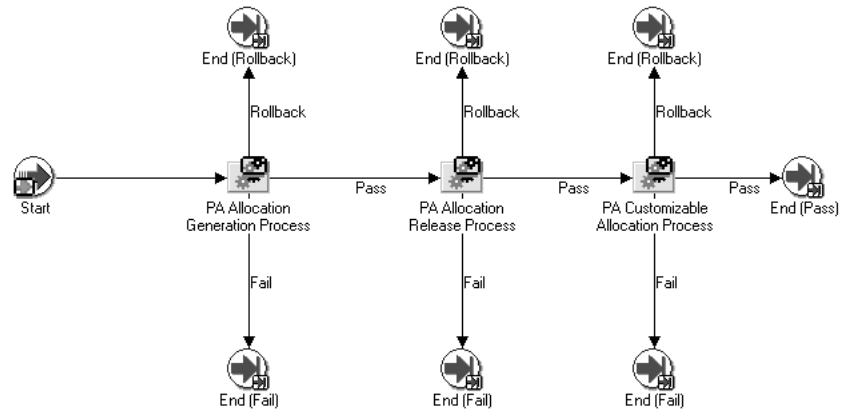


PA Allocation Process

Purpose: Manages the Projects allocations run. This process calls other processes:

- PA Allocation Generation Process: page 8 – 19
- PA Allocation Release Process: page 8 – 20
- PA Customizable Allocation Process: page 8 – 21

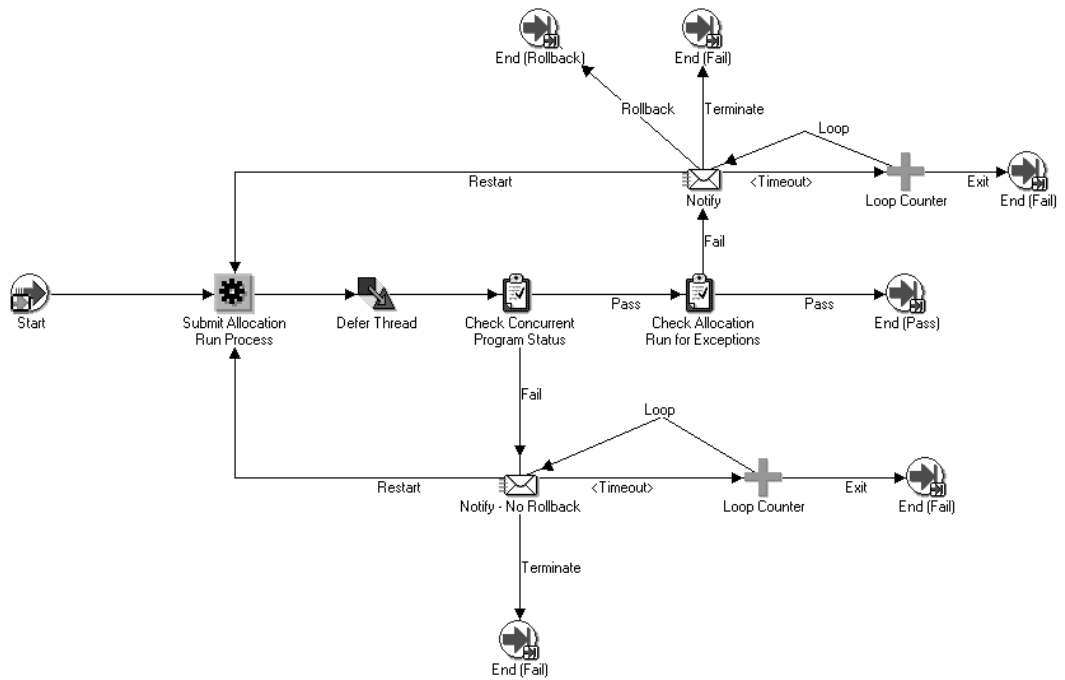
Figure 8 – 9 PA Allocation process



PA Allocation Generation Process

Purpose: Submits an allocation run.

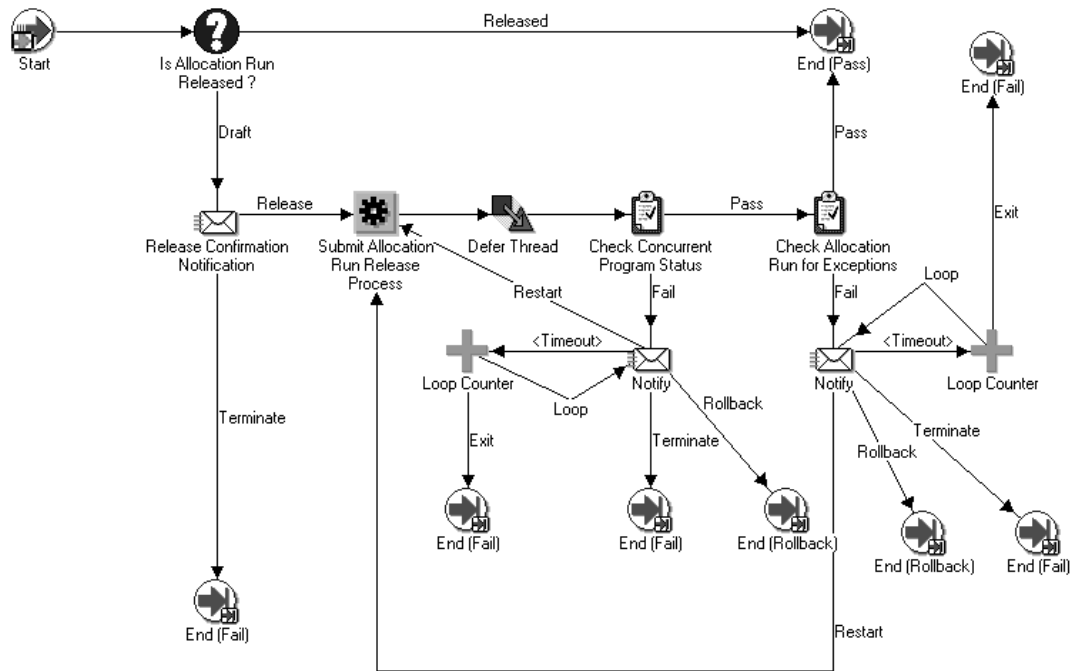
Figure 8 – 10 PA Allocation Generation process



PA Allocation Release Process

Purpose: Releases an unreleased allocation run.

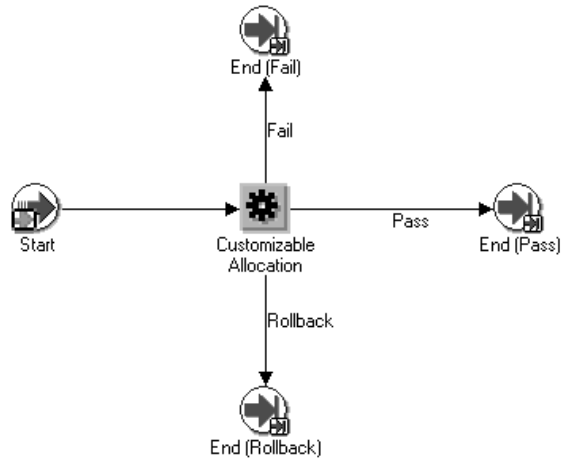
Figure 8 - 11 PA Allocation Release process



PA Customizable Allocation Process

Purpose: You can customize this process for reporting, checking data, or similar tasks.

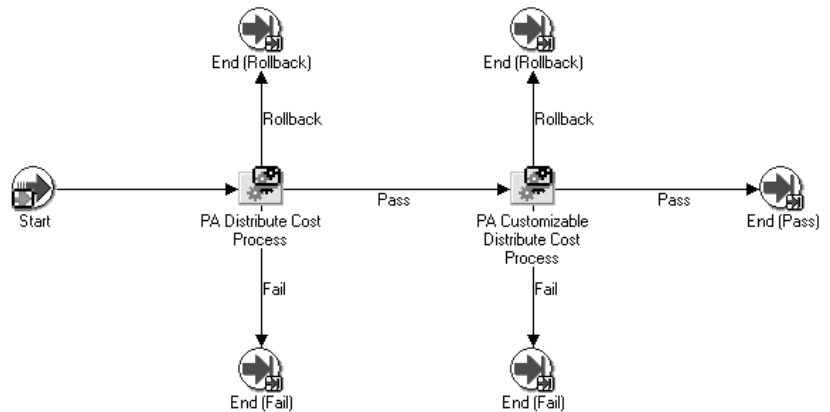
Figure 8 – 12 PA Customizable Allocation process



PA Cost Process

Purpose: Distributes allocated costs by calling two subprocesses, PA Distribute Cost Process: page 8 – 22 and PA Customizable Distribute Cost Process: page 8 – 23. The PA Customizable Distribute Cost Process can restart the PA Distribute Cost Process.

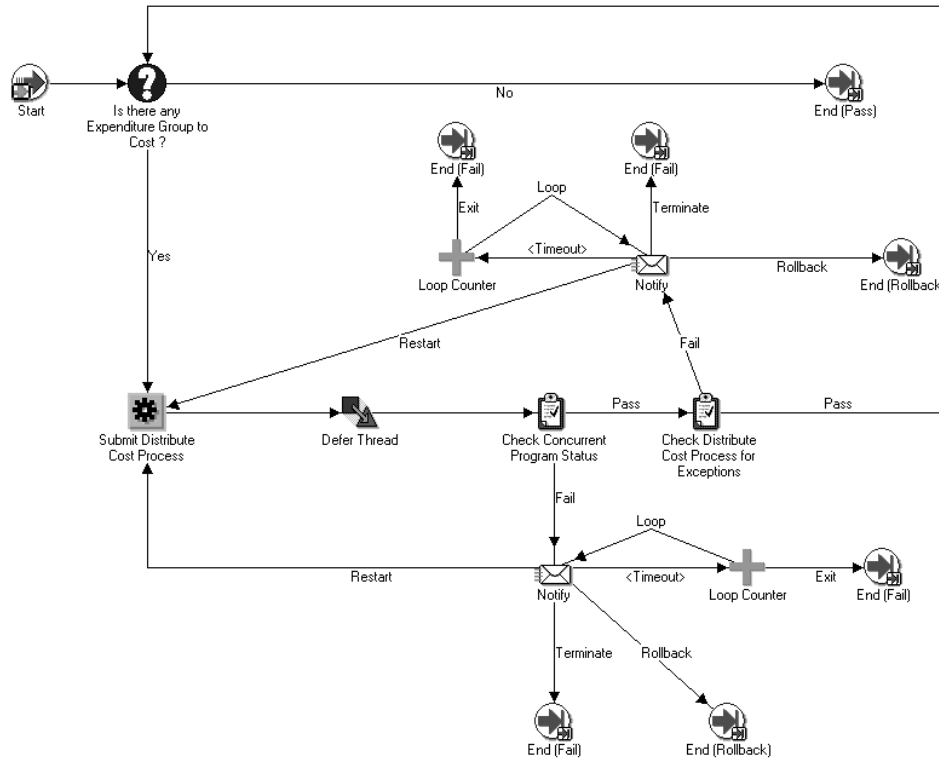
Figure 8 – 13 PA Cost process



PA Distribute Cost Process

Purpose: Distributes the costs for the expenditures generated by the allocation run.

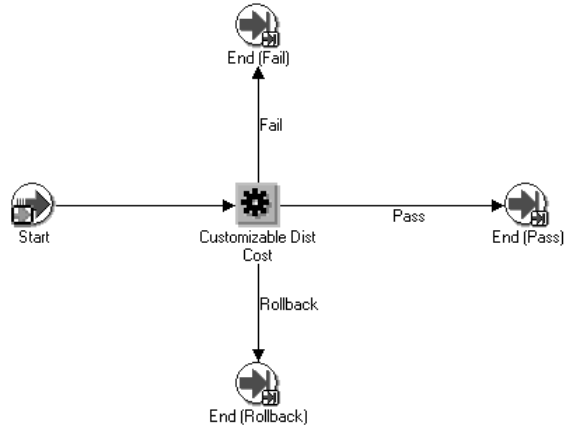
Figure 8 – 14 PA Distribute Cost process



PA Customizable Distribute Cost Process

Purpose: You can customize this process for reporting, checking data, interfacing costs to Oracle General Ledger, posting to General Ledger, restarting the PA Distribute Costs Process, or similar tasks.

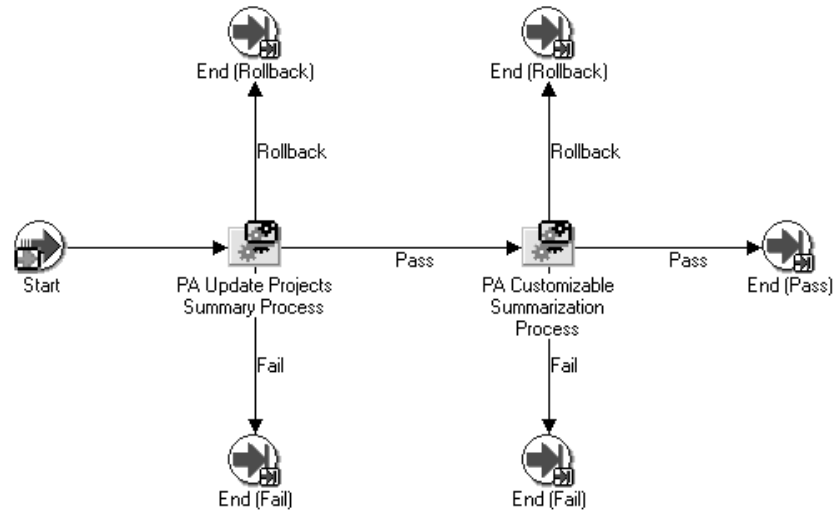
Figure 8 – 15 PA Customizable Distribute Cost process



PA Summarization Process

Purpose: Summarizes allocated costs by calling two subprocesses, PA Update Projects Summary Process: page 8 – 25 and PA Customizable Summarization Process: page 8 – 26. The PA Customizable Summarization Process can restart the PA Update Projects Summary Process.

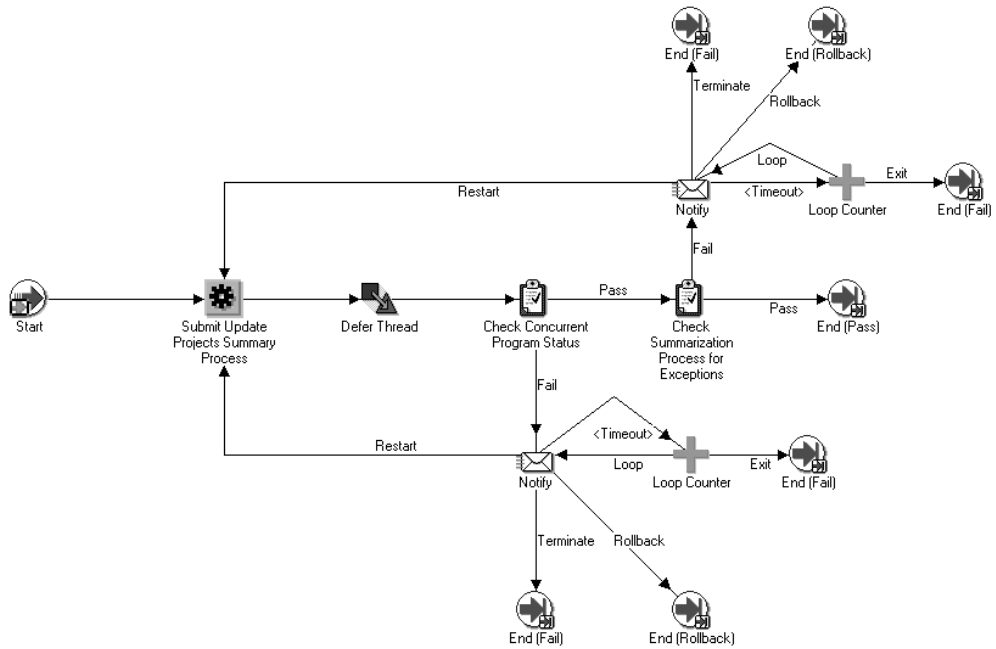
Figure 8 – 16 PA Summarization process



PA Update Projects Summary Process

Purpose: Summarizes the costs for the expenditures generated by the allocation run.

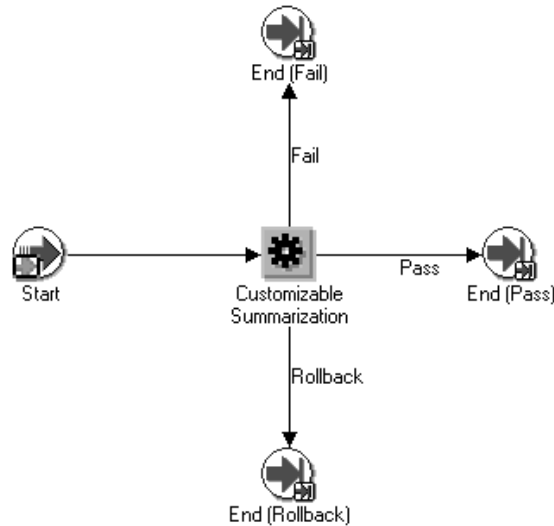
Figure 8 – 17 PA Update Projects Summary process



PA Customizable Summarization Process

Purpose: You can customize this process for reporting, restarting the PA Update Projects Summary Process, checking the data, or similar tasks.

Figure 8 – 18 PA Customizable Summarization process



Timeout Attribute

The timeout attribute sets the amount of time that a user has to respond to a notification. The default value is 1440 minutes (24 hours). The workflow timeout attribute executes three times. (For example, if the timeout value is 1440 minutes, the actual time that elapses before the step-down autoallocation stops is 4320 minutes, equivalent to 72 hours.)

If the person notified by the workflow does not respond after the attribute executes three times, the step-down autoallocation stops.

For information on backing up and modifying the Timeout attribute, see: *Oracle Workflow Guide*.

See Also

AutoAllocations, *Oracle Project Costing User Guide*

Assignment Approval Workflow

This workflow process begins when an assignment is created for a resource and is submitted for approval. The workflow progresses as the status of the assignment changes. The approvers for this process can include the staffing manager and the resource manager. When the assignment is approved or rejected, FYI notifications are sent to the resource, the resource manager, the staffing manager, and the project manager.

The predefined status flows for assignment approval are:

- Working -> Submitted -> Approved
- Working -> Submitted -> Rejected -> Requires Resubmission -> Submitted -> Approved

Actions invoke changes in the assignment approval status. The following table describes how the default assignment approval workflow changes the status based on actions:

When the assignment is:	The assignment approval status changes to:
Created	Working
Submitted for approval	Submitted
Approved	Approved
Canceled	Canceled
Rejected	Rejected
Changed	Working
Resubmitted, and the changes do not require approval	Approved
Resubmitted, and the changes require approval	Submitted
In Rejected status, and is changed	Requires Resubmission

Table 8 – 2 Assignment Approval Workflow Status Changes (Page 1 of 1)

The following changes on an assignment require an approval:

This Assignment Change . . .	Requires Approval Because . . .
Change in duration	This change affects the schedule and availability of the resource
Change in work type	This changed affects billability or utilization percentage

Table 8 – 3 Changes that Require Approval (Page 1 of 1)

You can change the order of the status flow for your business by using these predefined statuses and creating your own processes. For more information, see *Assignment Approval Workflow Item Type and Processes*: page 8 – 29.

The automated Oracle Workflow–based approval process is enabled if the assignment approval status Submitted has been workflow–enabled. Oracle Workflow FYI notifications for Approved and Rejected statuses are enabled if Workflow is enabled for the assignment approval status of Approved or Rejected.

If you do not enable the workflow–based approval process, assignments retain the Submitted status until a user with authority over the resources manually logs in and approves or rejects each assignment. Due to the enforcement of project security, the person logging in should also have authority over the project in order to approve or reject a given assignment. The approver can only be the primary contact or the resource manager.

Assignment Approval Workflow Item Type and Processes

The assignment approval workflow process includes one predefined workflow item type: PA: Project Assignments. This item type includes the following workflow processes:

- PA: Project Assignment Approval – main approval process
- PA: Assignment Approval Notification – approval notification process
- PA: Assignment Rejection Notification – rejected notification process
- PA: Assignment Cancellation Notification – cancelled notification process

These processes are activated based on the status of the assignment. The following table provides the default workflow setup of these statuses:

Status	Enable Workflow	Workflow Process	Workflow Success Status	Workflow Failure Status
Working	N	None	None	None
Submitted	Y	PA: Project Assignment Approval	Approved	Rejected
Approved	Y	PA: Assignment Approval Notification	None	None
Canceled	Y	A: Assignment Cancellation Notification	None	None
Rejected	Y	PA: Assignment Rejection Notification	None	None
Requires Resubmission	N	None	None	None

Table 8 - 4 Default Assignment Approval Workflow Setup (Page 1 of 1)

You can view or modify these statuses in the Define Statuses window. You can create your own workflow processes to override the default processes, or modify the workflow setup. If you create workflow processes, you must specify the item type and process name for the appropriate predefined assignment approval statuses provided in the table above.

Assignment Approval Workflow Notification Messages

The following table displays the notification messages used by the workflow processes. You can modify these messages as appropriate for your business approval processes.

Message	Description	Type	Recipients	Comments
Notify approval required	Notifies the recipient to approve the approval request, with links to the assignment details and the schedule of the resource	Response required	All chosen approvers	None
Notification of assignment approval	Notifies the recipient that the approval request has been approved	FYI only	Resource, Resource Manager, Staffing Manager, and Project Manager	Approver comments are suppressed in the notification to the resource.
Notification of assignment rejection	Notifies the recipient that the approval request has been rejected	FYI only	Resource, Resource Manager, Staffing Manager, and Project Manager	Approver comments are suppressed in the notification to the resource.

Table 8 – 5 Assignment Approval Workflow Notification Messages (Page 1 of 1)

For more information about defining notification messages, refer to the *Oracle Workflow User's Guide*.

Assignment Schedule Statuses

Requirement and assignment statuses are also referred to as schedule statuses because they reflect the status of the schedule for particular days. The following table shows the default settings for assignment schedule statuses:

User Status	System Status	Success Status	Failure Status
Proposed	Provisional	Confirmed	Rejected
Provisional	Provisional	Confirmed	Rejected
Confirmed	Confirmed	None	None
Rejected	Canceled	None	None

Table 8 – 6 Assignment Schedule Statuses Default Settings (Page 1 of 1)

With the default settings, when a provisional assignment is approved, the status on the assignment is changed to Confirmed. If the provisional assignment is rejected, then the status of the assignment is changed to Rejected.

Assignment schedule statuses do not launch the approval workflow and you cannot enable workflow processes on these statuses. However, you can change the default workflow success and failure statuses for each provisional assignment schedule status.

Note: You cannot define these settings for any cancelled system statuses.

The schedules and timelines reflect all Confirmed and Provisional assignments. The provisional assignment schedule status must be set to a confirmed status upon the completion of an approval process whether manual or automated through Oracle Workflow. Since all assignment schedule statuses are user-defined, you must specify the success and failure statuses for each user-defined status.

Candidate Notification Workflow Processes

Oracle Project Resource Management has two predefined notification workflow processes that you can use for candidate status changes. These processes are:

- New Candidate Workflow
- Candidate Declined Workflow

New Candidate Workflow

When a candidate is nominated for a requirement, the candidate's status is the status specified in the profile option PA: Default Starting Candidate Status. This status invokes a notification process. The notification process notifies the resource, the manager of the resource, and their staffing manager of the nomination. The person that nominated the candidate does not receive a notification. Therefore, if the nomination was made by the resource, resource manager, or staffing manager, then that person is excluded from the notification process.

Candidate Declined Workflow

When a resource is declined as a candidate on a project, the status of the candidate is changed to any user status with the system status *Declined*. This status initiates a notification process. The process notifies the candidate, the manager of the resource, and their staffing manager of the change in status. However, a notification is not sent to the person who declined the candidate, if that person is one of these individuals.

An active candidate nomination of a resource on a requirement is automatically declined and the candidate status is set to a Declined status if either one of the following scenarios occurs:

- A requirement is canceled.
- The resource is no longer a valid Projects resource due to reasons such as HR termination, transfer to a non-expenditure project organization, or the resource's organization is no longer a valid project expenditure organization.

If the workflow PA: HR Related Updates Workflow is enabled, a notification is sent to the resource and the resource manager informing them about the declined candidate nomination.

Candidate Notification Workflow Extension

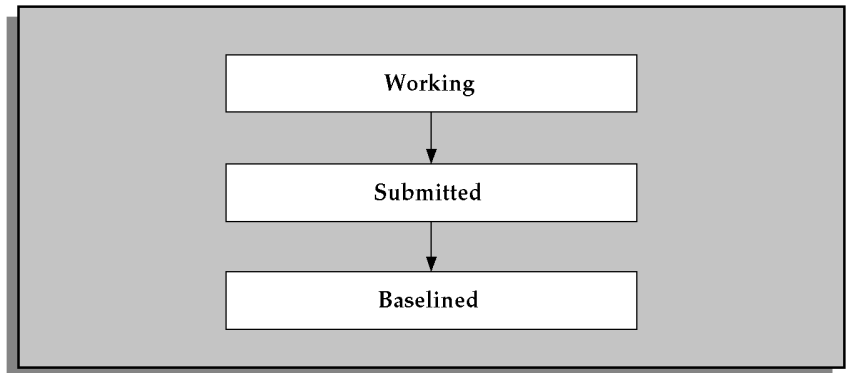
To extend the functionality of the Candidate Notification Workflow, you can use the Candidate Notification Workflow Extension. For details about the extension, see: *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Budget Workflow

The flow of statuses for budgets in Oracle Projects is controlled by buttons in the Budgets windows. Figure 8 – 19 shows the status flow for budgets. The flow is as follows:

1. Working
2. Submitted
3. Baselined

Figure 8 – 19 Status flow for budgets



When Oracle Projects budgeting is integrated with Workflow, Workflow is initiated for budget approval when you choose the Submit button to submit the budget draft. The budget is routed via Workflow if you defined the budget type to use Workflow. You can further define rules in the budget workflow extension.

Oracle Projects also supplies a budget verification extension. Workflow calls this extension twice: once before it initiates the budget approval process, and again before it changes the budget status. This ensures that the verification rules for the status change are met, even if changes have been made to the budget during the approval process.

See Also

Submitting a Draft, *Oracle Project Management User Guide*

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

Guidelines for Using the Budget Workflow

Use the following guidelines when you work with the budget workflow:

1. **Process detail diagram:** Use the diagram of the default budget workflow process to guide you in developing the budget workflow process for your installation. See *Default Budget Workflow Process*: page 8 – 37.
2. **Customizing the default process:** You can customize the default process, or you can create a new one, using the Oracle Workflow Builder. If you create a new workflow, you must use the budget workflow extension to specify the conditions under which each workflow item type will be used for budget approval. See: *Budget Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
3. **Using the default process:** While the default budget workflow process can be modified or replaced, customization is not required for the default process to run without error. See *Default Budget Workflow Process*: page 8 – 37.
4. **Customizing process activities:** You can alter, delete, or move any of the activities in the default budget workflow process to obtain the results you want for your installation.

You can use the budget workflow extension to further customize the workflow process. See *Select Budget Approver (Node 2)*: page 8 – 38 and *Verify Budget Rules (Node 6)*: page 8 – 38.

Implementing Budget Workflow

To use Workflow for approving project budgets, you need to perform the following steps:

- Set up one or more budget types with the Use Workflow for Budget Status Change check box enabled. See: *Budget Types*: page 6 – 13.

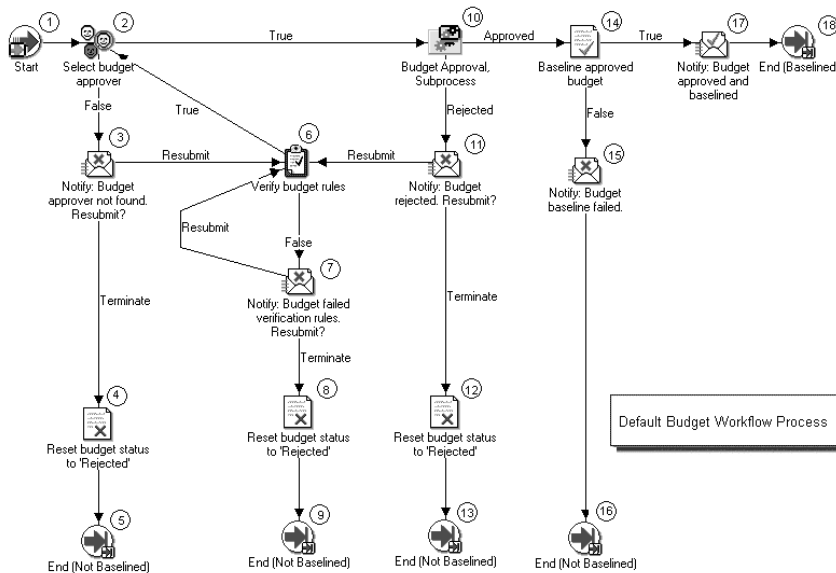
- Modify the Budget Workflow process to perform the routing, notifications, and/or process initiation that you require for each status change.
- You can optionally use client extensions to further customize budget approval workflow rules. See: Budget Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Default Budget Workflow Process

Oracle Projects provides a default budget workflow process, called PA Budget Workflow. You may customize the process or create a new one, using the Oracle Workflow Builder. For more information on how to use the Oracle Workflow Builder, see the *Oracle Workflow Guide*.

The process consists of eighteen activity nodes. In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.

Figure 8 – 20 Default Budget Workflow process



Default Budget Workflow Activities

Following is a description of each activity in the default budget workflow process, listed by function name.

Start (Node 1)

This is a standard activity that marks the start of the process.

Select Budget Approver (Node 2)

This activity selects the approver for the budget by calling the client extension procedure **pa_client_extn_budget_wf.select_budget_approver**. The approver in the default procedure is the immediate supervisor of the person who submitted the budget.

This activity has two possible outcomes.

- If a budget approver is found, the process branches to Node 10.
- If a budget approver is not found, the process branches to Node 3.

Notify Budget Approver Not Found (Node 3)

This activity notifies the submitter of the budget that no budget approver was found. The submitter can optionally resubmit the budget or terminate the submission.

- If the budget is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 4.

Reset Budget Status to Rejected (Nodes 4, 8, and 12)

This activity sets the budget status to the *Rejected*. The process branches to an End (Not Baselined) node.

End (Not Baselined) (Nodes 5, 9, 13, and 16)

This activity terminates the process and returns the result *Not Baselined*.

Verify Budget Rules (Node 6)

This activity verifies that the project satisfies the requirements for approval by calling the client extension procedure

pa_client_extn_budget_wf.verify_budget_rules. The default procedure does not include any requirements.

- If the verification rules are satisfied, the process branches to Node 2.
- If the verification rules are not satisfied, the process branches to Node 7.

Notify: Budget Failed Verification Rules (Node 7)

This activity notifies the submitter that the budget failed the verification rules. The submitter may resubmit the budget for approval or terminate the submission.

- If the budget is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 8.

Budget Approval Subprocess (Node 10)

This activity runs the Budget Approval Subprocess. See: Budget Approval Subprocess: page 8 – 40.

- If the Budget Approval Subprocess succeeds, the process branches to Node 14.
- If the Budget Approval Subprocess fails, the process branches to Node 11.

Notify: Budget Rejected (Node 11)

This activity notifies the submitter that the budget was rejected.

- If the submitter chooses to resubmit the budget, the process branches to Node 6.
- If the submitter terminates the submission, the process branches to Node 12.

Baseline Approved Budget (Node 14)

This activity sets the budget status to *Baselined*.

- If the budget baseline is successful, the process branches to Node 17.
- If the budget baseline is unsuccessful, the process branches to Node 15.

Notify: Budget Baseline Failed (Node 15)

This activity notifies the submitter that the budget baseline failed.

The baseline can fail if the budget was changed after it was approved, so that it no longer complies with the budget verification rules. An Oracle database error can also cause the failure.

Notify: Budget Approved and Baselined (Node 17)

This activity notifies the submitter that the budget was approved and baselined.

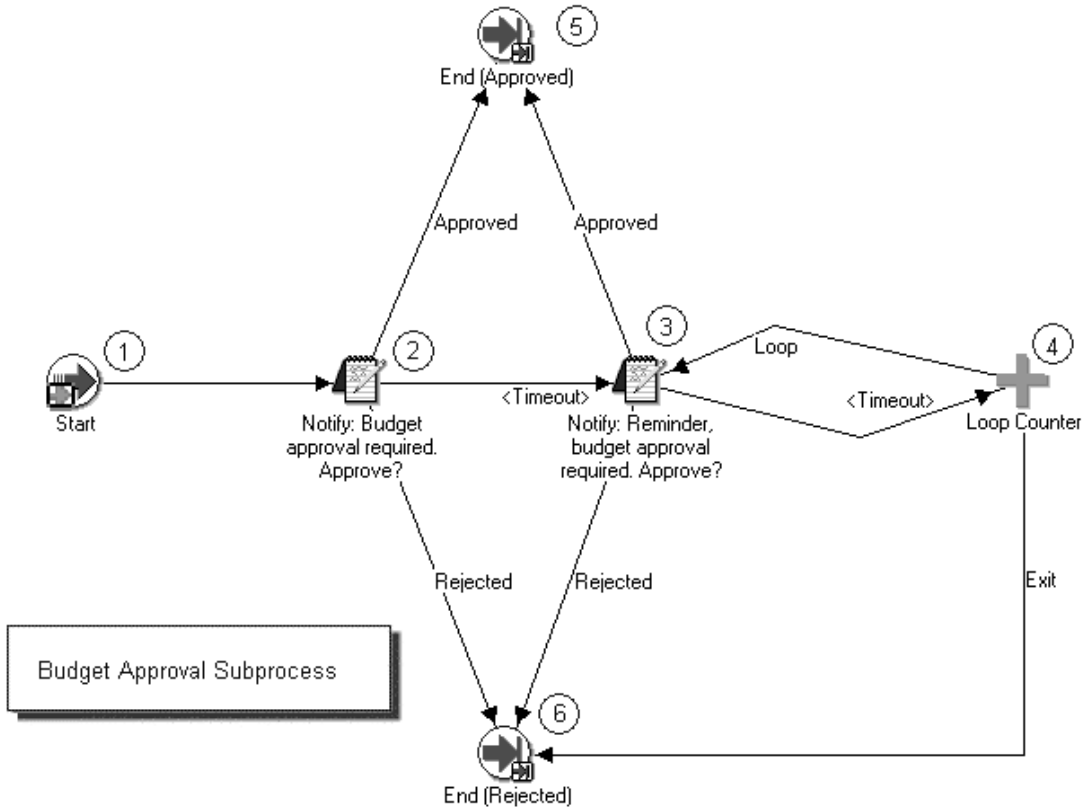
End (Baselined) (Node 18)

This activity terminates the process and returns the result *Baselined*.

Budget Approval Subprocess

The Budget Approval Subprocess is called by the default PA Budget Workflow process. In the workflow diagram shown below, the process activity nodes are numbered for reference.

Figure 8 – 21 Budget Approval subprocess



The Budget Approval Subprocess works similarly to the Project Approval Subprocess: page 8 – 12.

See Also

Budget Workflow Extension, *Oracle Projects User Guide*

Project Budget Account Workflow

The Project Budget Account workflow enables you to automate the account generation and assignment process.

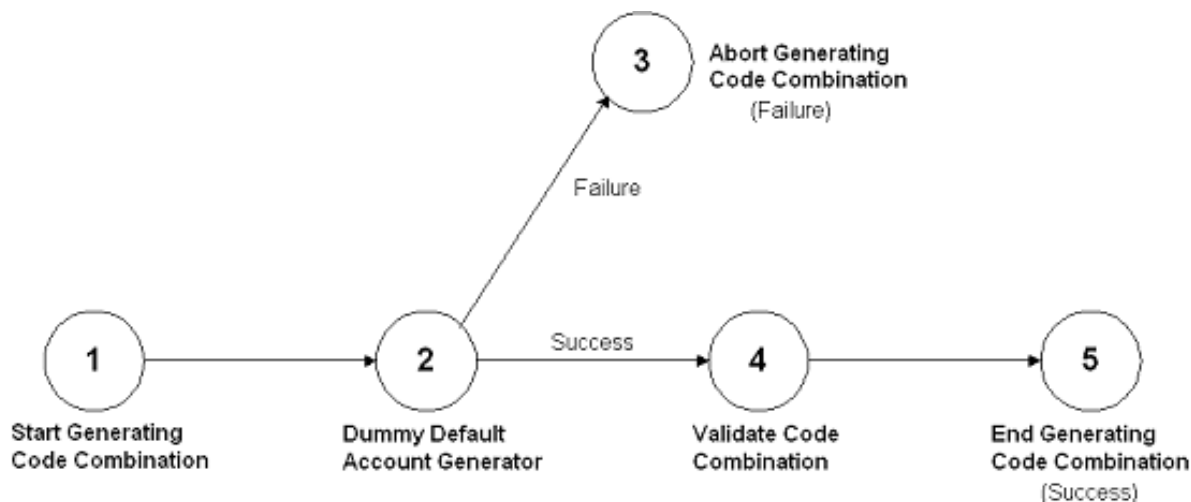
You must customize the Project Budget Account workflow to generate accounts based on your business needs. Oracle Projects provides predefined parameters to simplify the customization process. You can use the predefined parameters to derive accounts based on project organizations, expenditure organizations, and tasks, or based on the resource groups and resources used for budget entry. Many other parameters are also available. For a complete list of the parameters, see: Project Budget Account Workflow Parameters: page 8 – 47.

The Project Budget Account workflow is illustrated in Figure 8 – 22. When you customize this workflow, you must maintain the basic workflow tree structure. Do not delete a node or change the node order. (A node is a point in the tree structure where two or more lines meet.) To customize the workflow process, replace the dummy activity in Node 2 with your defined procedure for account generation.

For a sample customization of the Project Budget Account Workflow, see: Account Generation Example: page 8 – 43.

For more information about customizing Account Generator workflows, see: Using the Account Generator in Oracle Projects: page G – 22. and the *Oracle Applications Flexfields Guide*.

Figure 8 – 22 Project Budget Account Workflow



Generating Accounts for Budget Integration

After you customize the Project Budget Account workflow, you must generate accounts for all budget lines in an integrated project budget. To generate accounts, you activate the Project Budget Account workflow. The workflow can be activated in either of two ways:

- You can activate the workflow manually by selecting the Generate Budget Accounting option from the Tools menu of the Budgets window.
- The workflow is activated automatically when you submit an integrated budget for baselining.

When you activate the workflow from the Tools menu, an account is generated or re-generated for all defined budget lines. When the workflow is activated during budget submission, accounts are only generated for budget lines that do not already have an assigned account.

Viewing and Overriding Budget Account Details

You can use the Budget Account Details window to review and optionally override the accounts generated by the Project Budget Account workflow.

For more information, see: *Reviewing and Overriding Budget Account Details for Integrated Budgets*, *Oracle Project Management User Guide*.

Account Generation Example

The following example uses Fremont Corporation to show a sample strategy for customizing the Project Budget Account workflow. This strategy reduces the maintenance required for customization.

Fremont Corporation: Background

Fremont Corporation uses bottom-up budgeting for revenue reporting and top-down budgeting for controlling costs. They define their organization-level budgets in Oracle General Ledger and use Oracle Projects budget integration to integrate their project budgets with the defined GL budgets.

In this example, Fremont uses a four-segment accounting flexfield to represent their chart of accounts. The segments are: Company, Cost Center, Account, and Future Use.

Account Generation Business Rules

To generate accounts for integrated project budget lines, Fremont Corporation uses the following business rules:

- Company: Project owning organizations are used to derive the company segment.
- Cost Center
 - Cost: Project budget expenditure organizations are used to derive the cost center segment.
 - Revenue: Project budget revenue organizations are used to derive the cost center segment.
- Account
 - Cost: Project budget expenditure categories are used to derive the account segment.
 - Revenue: Project budget revenue categories are used to derive the account segment.
- Future Use: The future use segment is always assigned a value of 000.

Note: Fremont Corporation enters budget amounts using a two-level resource list. Budget amounts are entered by organization and expenditure/revenue category.

Business Rule Implementation

To implement their business rules, Fremont Corporation defines the AutoAccounting lookup sets listed below. They customize the Project Budget Account workflow to use the lookup sets to assign values to each account segment. This approach reduces the effort required to customize the Project Budget Account workflow in the future. As new organizations and expenditure categories are created, the new values can be added to the defined lookup sets.

Owning Organization/Company Lookup Set

Intermediate Value	Segment Value
Administration	01
Engineering	02
Construction	03
Services	04

Table 8 – 7 Owning organization/company lookup set (Page 1 of 1)

Expenditure Organization/Cost Center Lookup Set

Intermediate Value	Segment Value
Consulting	420
Administration	520
Executive Office	710
Finance	720
Information Services	830

Table 8 – 8 Expenditure organization/cost center lookup set (Page 1 of 1)

Revenue Organization/Cost Center Lookup Set

Intermediate Value	Segment Value
Consulting	420
Administration	520
Executive Office	710
Information Services	830

Table 8 – 9 Revenue organization/cost center lookup set (Page 1 of 1)

Expenditure Category/Account Lookup Set

Intermediate Value	Segment Value
Supplies	7490
Computer Services	7520
Construction	7560
Consulting	7570
Labor	7580
Expenses	7640

Table 8 - 10 Expenditure category/account lookup set (Page 1 of 1)

Revenue Category/Account Lookup Set

Intermediate Value	Segment Value
Support Revenue	4120
Consulting Revenue	4130
Training Revenue	4140
Miscellaneous Revenue	4150

Table 8 - 11 Revenue category/account lookup set (Page 1 of 1)

Account Generation Test

To test the customization for the Project Budget Account workflow, Fremont generates accounts for the project budget illustrated in the following table:

Expenditure Organization	Expenditure Category	Jan-01 Amount
Consulting		
Administration		
Information Services		

Table 8 - 12 (Page 1 of 1)

Project Budget Account Workflow Parameters

The table below shows the parameters that are available in the Project Budget Account Workflow.

Parameter	Description	Budget Entry Level: Project	Budget Entry Level: Top Task	Budget Entry Level: Task	Resource List: Resource Group	Resource List: Resource Member
Budget Type	The type of budget being accounted	yes	yes	yes	NA	NA
Budget Version ID	The internal identifier of the budget version	yes	yes	yes	NA	NA
Budget Entry Level	Project, top task or lowest task	yes	yes	yes	NA	NA
Resource List	Flag indicating if the budget is categorized by a resource list (Y/N)	yes	yes	yes	NA	NA
Resource Group Type	Resource type of the group assigned to the budget line. This attribute is available only if the resource list has 2 levels.	NA	NA	NA	yes	NA
Resource Type	Resource type of the resource list member	NA	NA	NA	NA	yes
Project ID	The internal identifier of the project	yes	yes	yes	NA	NA
Project Number	User-defined project number	yes	yes	yes	NA	NA
Project Organization	The project owning organization	yes	yes	yes	NA	NA
Project Organization ID	Internal identifier of project owning organization	yes	yes	yes	NA	NA
Project Type	Project Type	yes	yes	yes	NA	NA
Top Task ID	Internal identifier of the top task	no	yes	yes	NA	NA
Top Task Number	The task number of the top task	no	yes	yes	NA	NA
Task Service Type	Service type of the task	no	yes	yes	NA	NA
Task Organization	The task owning organization	no	yes	yes	NA	NA

Table 8 – 13 Project budget account workflow parameters (Page 1 of 2)

Parameter	Description	Budget Entry Level: Project	Budget Entry Level: Top Task	Budget Entry Level: Task	Resource List: Resource Group	Resource List: Resource Member
Task Organization ID	Internal identifier of task owning organization	no	yes	yes	NA	NA
Task ID	Internal identifier of the task	no	yes	yes	NA	NA
Task Number	User-defined number of the task	no	yes	yes	NA	NA
Resource List Member ID	Internal identifier of the resource list member	NA	NA	NA	yes	yes
Person ID	Internal identifier of budgeted for person	NA	NA	NA	no	Employee
Employee Number	Employee number of budgeted person	NA	NA	NA	no	Employee
Expenditure/Revenue Category	Category of budgeted cost or revenue amount	NA	NA	NA	Expenditure /Revenue Category	Expenditure /Revenue Category
Expenditure/Event Type	Type of budget cost amount or revenue event	NA	NA	NA	no	Expenditure /Event Type
Job ID	Internal identifier of job	NA	NA	NA	no	Job
Job Name	Name of job	NA	NA	NA	no	Job
Job Group ID	Internal identifier of job group specified for the resource list	NA	NA	NA	no	Job
Job Group Name	Name of job group specified for the resource list	NA	NA	NA	no	Job
Job Organization ID	Internal identifier of expenditure, non-labor resource or event organization	NA	NA	NA	Organization	Organization
Organization Name	Name of expenditure, non-labor resource or event organization	NA	NA	NA	Organization	Organization
Organization Type	HRMS type of expenditure, non-labor resource or event organization	NA	NA	NA	Organization	Organization
Supplier ID	Internal identifier of supplier	NA	NA	NA	no	Supplier
Supplier Name	Supplier name	NA	NA	NA	no	Supplier

Table 8 – 13 Project budget account workflow parameters (Page 2 of 2)

See Also

Implementing Budget Integration: page 6 – 21

APPENDIX

A

Function Security

This appendix describes which Oracle Projects transactions and features are controlled by function security.

Function Security in Oracle Projects

Use function security to control user access to Oracle Projects functions. By default, access to Oracle Projects functionality is **not** restricted. You must ask your system administrator to customize your responsibilities to restrict access. Your system administrator customizes each responsibility at your site by including or excluding registered functions and menus of functions in the Responsibilities window.

For example, your system administrator creates a Budget Entry Clerk responsibility that allows entry and submission of budgets in the Budget Lines window, but does not allow the clerk to baseline a budget. The clerk signs on and selects the Budget Entry Clerk responsibility. When the clerk enters and submits a budget, the Baseline button is hidden.

The following examples are common results that you can produce by using function security:

- The window or menu does not appear in the Navigator window
- The button is hidden
- The field is not updatable

Functions in Oracle Projects

The following sections list the Oracle Projects functions that you can control using function security. The function information is organized by functional area.

Agreements and Funding Functions

Function Name	Restrictions
Agreements	Enter agreements and funding
Agreement Templates	Define agreement and funding templates
Funding Inquiry: Baseline Funding	View and Select the Baseline Funding function.

Table 8 – 14 Agreements and Funding Functions (Page 1 of 1)

Applications Data Warehouse Functions

Function Name	Restrictions
Dimensions	Define dimensions

Table A - 1 Applications Data Warehouse functions (Page 1 of 1)

Billing Functions

Function Name	Restrictions
Invoice: Approve	Approve an invoice via the Invoice Review window
Invoice: AR Invoice	Drill down to Accounts Receivable to view an invoice
Invoice: Cancel	Cancel an invoice via the Invoice Review window
Invoice: Expense Adjustments: Bill Hold: Indefinite	Place an indefinite bill hold via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Bill Hold: One Time	Place a one-time bill hold via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Bill Hold: Release	Release a bill hold via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Billable Reclass	Perform billable reclassifications via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Edit Comment	Edit expenditure item comments via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Non-Billable Reclass	Perform non-billable reclassifications via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Recalculate Burden Cost	Mark expenditure items for burden cost recalculation via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Recalculate Cost	Mark expenditure items for cost recalculation via the Tools menu in the Invoice Line Details window

Table A - 2 Billing functions (Page 1 of 2)

Function Name	Restrictions
Invoice: Expense Adjustments: Recalculate Cost and Revenue	Mark expenditure items for cost and revenue recalculation via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Recalculate Revenue	Mark expenditure items for revenue recalculation via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Split	Perform splits via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Transfer	Perform transfers via the Tools menu in the Invoice Line Details window
Invoice: Recalculate	Recalculate an invoice
Invoice: Regenerate	Regenerate an invoice via the Invoice Review window
Invoice: Release	Release an invoice via the Invoice Review window
Invoice: Write-Off	Perform an invoice write-off via the Invoice Review window

Table A - 2 Billing functions (Page 2 of 2)

Budget Functions

Function Name	Restrictions
Budgets	Enter budgets
Budgets: Cost Budgets: Baseline	Baseline a cost budget
Budgets: Cost Budgets: Create Revised Original	Create a revised original cost budget
Budgets: Cost Budgets: Submit	Submit a cost budget
Budgets: Line Source: Burdened Cost Extn	Update burdened cost amounts that were calculated by a budget calculation extension.
Budgets: Line Source: Copy Actual	Update or delete budget lines copied from actuals
Budgets: Line Source: Copy Version	Update or delete budget lines copied from budget versions

Table A - 3 Budget functions (Page 1 of 2)

Function Name	Restrictions
Budgets: Line Source: Raw Cost Extn	Update raw cost amounts that were calculated by a budget calculation extension.
Budgets: Line Source: Revenue Extn	Update revenue amounts that were calculated by a revenue extension.
Budgets: Revenue Budgets: Baseline	Baseline a revenue budget
Budgets: Revenue Budgets: Create Revised Original	Create a revised original revenue budget
Budgets: Revenue Budgets: Submit	Submit a revenue budget

Table A - 3 Budget functions (Page 2 of 2)

Budgeting and Forecasting Functions

Function Name	Restrictions
Financials: Financial Plan Security	Perform the setup options on the Financial Setup page
Financials: Project: Budgets and Forecasts	View budgets and forecasts
Financials: Project: Edit Planning Options	Update planning options at all levels
Financials: Project: Implement Financial Impact	Implement the financial impact of a change document
Financials: Project: Maintain Cost Financial Impact	Update cost financial impact of a change document
Financials: Project: Maintain Period Profile	Update a period profile
Financials: Project: Maintain Plan Types	Add a financial plan type to a project and delete a financial plan type from a project
Financials: Project: Maintain Revenue Financial Impact	Update revenue financial impact of a change document

Table A - 4 Budgeting and forecasting functions (Page 1 of 3)

Function Name	Restrictions
Financials: Project: View Plan Versions	View all plan versions
Financials: Project: Approved Budget: Baseline Cost	For an approved budget plan type: baseline a cost plan version, and designate a baselined cost plan version as the Original Baselined version
Financials: Project: Approved Budget: Baseline Revenue	For an approved budget plan type: baseline a revenue plan version, and designate a baselined revenue plan version as the Original Baselined version
Financials: Project: Approved Budget: Edit Generated Lines	For an approved budget plan type: edit a plan line that is copied from another plan version, copied from actual transactions, or calculated by a client extension
Financials: Project: Approved Budget: Maintain Cost	For an approved budget plan type: create, edit, and view a cost plan version, and include and view change documents in a cost plan version
Financials: Project: Approved Budget: Maintain Revenue	For an approved budget plan type: create, edit, and view a revenue plan version, and include and view change documents in a revenue plan version
Financials: Project: Approved Budget: Submit Cost	Submit a cost plan version for an approved budget plan type
Financials: Project: Approved Budget: Submit Revenue	Submit a revenue plan version for an approved budget plan type
Financials: Project: Budget: Baseline Cost	For a budget plan type that is other than an approved budget plan type: baseline a cost plan version, and designate a baselined cost plan version as the Original Baselined version
Financials: Project: Budget: Baseline Revenue	For a budget plan type that is other than an approved budget plan type: baseline a revenue plan version, and designate a baselined revenue plan version as the Original Baselined version
Financials: Project: Budget: Edit Generated Lines	For a budget plan type that is other than an approved budget plan type: edit a plan line that is copied from another plan version, copied from actual transactions, or calculated by a client extension
Financials: Project: Budget: Maintain Cost	For a budget plan type that is other than an approved budget plan type: create, edit, and view a cost plan version, and include and view change documents in a cost plan version

Table A – 4 Budgeting and forecasting functions (Page 2 of 3)

Function Name	Restrictions
Financials: Project: Budget: Maintain Revenue	For a budget plan type that is other than an approved budget plan type: create, edit, and view a revenue plan version, and include and view change documents in a revenue plan version
Financials: Project: Budget: Submit Cost	Submit a cost plan version for a budget plan type that is other than an approved budget plan type
Financials: Project: Budget: Submit Revenue	Submit a revenue plan version for a budget plan type that is other than an approved budget plan type
Financials: Project: Forecast: Baseline Cost	For a forecast plan type: baseline a cost plan version, and designate a baselined cost plan version as the Original Baselined version
Financials: Project: Forecast: Baseline Revenue	For a forecast plan type: baseline a revenue plan version, and designate a baselined revenue plan version as the Original Baselined version
Financials: Project: Forecast: Edit Generated Lines	For a forecast plan type: edit a plan line that is copied from another plan version, copied from actual transactions, or calculated by a client extension
Financials: Project: Forecast: Maintain Cost	For a forecast plan type: create, edit, and view a cost plan version, and include and view change documents in a cost plan version
Financials: Project: Forecast: Maintain Revenue	For a forecast plan type: create, edit, and view a revenue plan version, and include and view change documents in a revenue plan version
Financials: Project: Forecast: Submit Cost	Submit a cost plan version for a forecast plan type
Financials: Project: Forecast: Submit Revenue	Submit a revenue plan version for a forecast plan type

Table A – 4 Budgeting and forecasting functions (Page 3 of 3)

Capital Projects Functions

Function Name	Restrictions
Capital Projects	Manage capital projects asset capitalization
Capital Projects: Generate Asset Lines	Submit the Generate Asset Lines process via the Capital Projects window

Table A – 5 Capital projects functions (Page 1 of 2)

Function Name	Restrictions
Capital Projects: Reverse	Reverse capitalization of an asset via the Capital Projects window
Capital Projects: Split Asset Line	Split an asset line via the Asset Lines window

Table A – 5 Capital projects functions (Page 2 of 2)

Customer Functions

Function Name	Restrictions
Customers: Address Contacts	Enter and update customer contact address
Customers: Contacts	Enter and update customer contacts
Customers: Telephones	Enter and update customer telephone numbers

Table A – 6 Customer functions (Page 1 of 1)

Events Functions

Function Name	Restrictions
Invoice Events Maintenance	Enter and update invoice events
Revenue Events Maintenance	Enter and update revenue events
Adjusting Revenue	Enter adjusting revenue events

Table A – 7 Events functions (Page 1 of 1)

Expenditure Adjustments Functions

Function Name	Restrictions
Expenditure Inquiry: Adjustments: Bill Hold: Indefinite	Place an indefinite bill hold via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Bill Hold: One Time	Place a one-time bill hold via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Bill Hold: Release	Release a bill hold via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Billable Reclass	Perform billable reclassifications via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Capitalizable Reclass	Perform a capitalizable reclass via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Edit Comment	Edit expenditure item comments via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Non-Billable Reclass	Perform non-billable reclassifications via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Non-Capitalizable Reclass	Perform a non-capitalizable reclass via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Burden Cost	Mark expenditure items for burden cost recalculation via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Cost	Mark expenditure items for cost recalculation via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Cost and Revenue	Mark expenditure items for cost and revenue recalculation via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Revenue	Mark expenditure items for revenue recalculation via the Tools menu in the Expenditure Inquiry window

Table A - 8 Expenditure adjustments functions (Page 1 of 2)

Function Name	Restrictions
Expenditure Inquiry: Adjustments: Split	Perform splits via the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Transfer	Perform transfers via the Tools menu in the Expenditure Inquiry window

Table A – 8 Expenditure adjustments functions (Page 2 of 2)

Expenditure Inquiry Functions

Function Name	Restrictions
Expenditure Inquiry	Query and adjust expenditures
Expenditure Inquiry Across Projects	Perform cross-project queries in the Expenditure Inquiry window
Expenditure Inquiry: Run Project Streamline	Access the Run Project Streamline window available in the Expenditure Inquiry window

Table A – 9 Expenditure inquiry functions (Page 1 of 1)

Expenditure Inquiry Options Functions

Function Name	Restrictions
Expenditure Inquiry Option: AP Invoice	View an expenditure item's AP invoice using the Expenditure Items window
Expenditure Inquiry Option: Cost Distribution Lines	View an expenditure item's cost distribution lines via the Expenditure Items window
Expenditure Inquiry Option: Revenue Distribution Lines	View an expenditure item's revenue distribution lines via the Expenditure Items window

Table A – 10 Expenditure inquiry options functions (Page 1 of 1)

Online Expenditure Review Functions

Function Name	Restrictions
Online Expenditure Review: Approve	Approve an expense report or timecard via the Online Expenditure Review window
Online Expenditure Review: Forward	Forward an expense report or timecard via the Online Expenditure Review window
Online Expenditure Review: Reject	Reject an expense report or timecard via the Online Expenditure Review window

Table A - 11 Online expenditure review functions (Page 1 of 1)

PA Period Functions

Function Name	Restrictions
PA Periods: Copy	Copy PA Periods from a GL calendar
PA Periods: Set Reporting Period	Set the reporting period

Table A - 12 PA periods functions (Page 1 of 1)

Pre-Approved Expenditure Entry Functions

Function Name	Restrictions
Pre-Approved Expenditure Entry	Enter and release pre-approved expenditures
Pre-Approved Expenditure Entry: Enter Burden Transactions	Enter or view burden transactions via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Expense Reports	Enter or view expense reports via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Inventory Transactions	Enter or view inventory transactions via the Pre-Approved Expenditure Entry window

Table A - 13 Pre-approved expenditure entry functions (Page 1 of 2)

Function Name	Restrictions
Pre-Approved Expenditure Entry: Enter Miscellaneous Txns	Enter or view miscellaneous transactions via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Unmatched Negative Transactions	Enter unmatched negative transactions via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Timecards	Enter or view timecards via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Usage Logs	Enter or view usage logs via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Work in Process	Enter or view work in progress via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Period-End Accrual Transactions Allowed	Enterf reversing expenditure batches
Pre-Approved Expenditure Entry: Release	Release expenditure batches via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Reverse Batch	Reverse Expenditure Batches via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Rework	Rework expenditure batches via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Submit	Submit expenditure batches via the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Work Type Override Allowed.	Override default work types for expenditure items

Table A - 13 Pre-approved expenditure entry functions (Page 2 of 2)

Projects Functions

Function Name	Restrictions
Mass Update Batches	Update project and task attributes in batches
Projects	Enter and maintain projects

Table A - 14 Projects functions (Page 1 of 2)

Function Name	Restrictions
Project Sets: Create and Delete	Enables the user to create and maintain a project set.
Projects: Project Sets: Update All	Enables the user to update all attributes for all project sets even if the user is not the project set owner.
Projects: Project Sets: Set as Shared	Enables the user to set the project set as Shared.
Projects: Set Project Access Levels	Enables the user to update the access level for a project that they have a role on or have authority over the project.

Table A – 14 Projects functions (Page 2 of 2)

Project Options Functions

Function Name	Restrictions
Projects: Options: Asset Assignments	View and select the asset assignments option from the Project Options window
Projects: Options: Assets	View and select the assets option from the Project Options window
Projects: Options: Billing Assignments	View and select the billing assignments option from the Project Options window
Projects: Options: Billing Setup	View and select the billing setup option from the Project Options window
Projects: Options: Billing Setup: Funding Revaluation Includes Gains and Losses	View and select the Funding Revaluation Includes Gains and Losses option
Projects: Options: Billing Setup: Revalue Funding	View and select the Revalue Funding option
Projects: Options: Burden Schedule Overrides	View and select the burden schedule overrides option from the Project Options window
Projects: Options: Classifications	View and select the classifications option from the Project Options window
Projects: Options: Copy a Project	Copy a project to another project.
Projects: Options: Costing Burden Schedules	View and select the costing burden schedules option from the Project Options window

Table A – 15 Project options functions (Page 1 of 3)

Function Name	Restrictions
Projects: Options: Credit Receivers	View and select the credit receivers option from the Project Options window
Projects: Options: Customers and Contacts	View and select the customers and contacts option from the Project Options window
Projects: Options: Employee Bill Rate Overrides	View and select the employee bill rate overrides option from the Project Options window
Projects: Options: Job Assignment Overrides	View and select the job assignment overrides option from the Project Options window
Projects: Options: Job Bill Rate Overrides	View and select the job bill rate overrides option from the Project Options window
Projects: Options: Job Billing Title Overrides	View and select the job billing title overrides option from the Project Options window
Projects: Options: Key Members	View and select the key members option from the Project Options window
Projects: Options: Labor Multipliers	View and select the labor multipliers option from the Project Options window
Projects: Options: Non-Labor Bill Rate Overrides	View and select the non-labor bill rate overrides option from the Project Options window
Projects: Options: Organization Overrides	View and select the organization overrides option from the Project Options window
Projects: Options: Resource List Assignments	View and select the resource list assignments option from the Project Options window
Projects: Options: Standard Billing Schedules	View and select the standard billing schedules option from the Project Options window
Projects: Options: SubProjectAssociation	View and select the subproject association option from the Project Options window (available when Project Contracts is installed)
Projects: Options: Task Detail	View and select the task detail option from the Project Options window
Projects: Options: Tasks	View and select the tasks option from the Project Options window

Table A – 15 Project options functions (Page 2 of 3)

Function Name	Restrictions
Projects: Options: Transaction Controls	View and select the transaction controls option from the Project Options window
Projects: Tasks: Attachments Update	Update task attachments

Table A – 15 Project options functions (Page 3 of 3)

Project Organization Update Functions

Function Name	Restrictions
Projects: Org Update: Override Standard Checks	Override default checks for changing project or task owning organization. Unlike other functions, this function is by default not assigned to a responsibility.

Table A – 16 Project organization update functions (Page 1 of 1)

Project Status Functions

Function Name	Restrictions
Projects: Status: Approved Statuses	Change a project's status to one that maps to the Approved system status
Projects: Status: Change Project Status	Change a project's status. To enable a responsibility to change the status of a project, the responsibility needs to include the following sub menu: Project Status Function Security.
Projects: Status: Closed Statuses	Change a project's status to one that maps to the Closed system status
Projects: Status: Pending Close Statuses	Change a project's status to one that maps to the Pending Close system status
Projects: Status: Submitted Statuses	Change a project's status to one that maps to the Submitted system status
Projects: Status: Unapproved Status	Change a project's status to one that maps to the Unapproved system status

Table A – 17 Project status functions (Page 1 of 1)

Project Status Inquiry Functions

Function Name	Restrictions
Project Status Display Columns	Define project status display columns

Table A – 18 Project status inquiry functions (Page 1 of 1)

Revenue Review Functions

Function Name	Restrictions
Review Revenue	Review information about project revenue
Revenue: Regenerate	Regenerate draft revenue
Revenue: Release	Release revenue
Revenue: Unrelease	Unrelease revenue

Table A – 19 Revenue review functions (Page 1 of 1)

Transaction Import Functions

Function Name	Restrictions
Import Transactions	Import transactions from an external system
Transaction Import: Pending Transactions	Review pending transactions for import
Transaction Import: Rejected Transactions	Enter or review transactions to be imported
Transaction Import: Review Transactions	Review transactions rejected by the Transaction Import process

Table A – 20 Transaction import functions (Page 1 of 1)

Project Reporting Currencies Functions

Function Name	Restrictions
Conversion Options	PRC conversion options

Table A - 21 Project reporting currencies functions (Page 1 of 1)

Oracle Projects Implementation Functions

Function Name	Restrictions
Agreement Types	Define agreement types
Bill Rate Schedules	Define bill rate schedules
Billing Cycles Maintenance	Maintain billing cycles
Billing Extensions	Define billing extensions
Budget Change Reasons	Define budget change reasons
Budget Entry Methods	Define budget entry methods
Burden Cost Codes	Define burden cost codes
Burden Schedules	Define burden schedules
Burden Structures	Define burden structures
Calendars	Define periods
Cost Bases	Define cost bases
Event Types	Define event types
Expenditure Categories	Define expenditure categories
Expenditure Types	Define expenditure types
Implementation Options	Define implementation options
Invoice Formats	Define invoice formats
Labor Cost Multipliers	Define labor cost multipliers
Labor Costing Overrides	Define labor costing overrides
Labor Costing Rules	Define labor costing rules

Table A - 22 Oracle Projects implementation functions (Page 1 of 2)

Function Name	Restrictions
Non-Labor Resources	Define non-labor resources
PA Periods	Define PA periods
Project Classifications	Define project classifications
Project Roles	Define project roles
Project Statuses	Define project statuses
Project Types	Define project types
Resource Lists	Define resource lists
Revenue Categories	Define revenue categories
Service Types	Define service types
Transaction Sources	Define transaction sources
Units	Define units of measure

Table A – 22 Oracle Projects implementation functions (Page 2 of 2)

Activity Management Gateway Functions

The following table shows Activity Management Gateway functions that can be controlled using function security.



Attention: Oracle Projects Activity Management Gateway is not included in the Oracle Projects product. You cannot use any of the features described in this section unless you have purchased Oracle Projects Activity Management Gateway and are a licensed user.

Function Name	Restrictions
Add Budget Line	Add a budget line
Add Resource List Member	Add a resource list member
Add Task	Add a task
Baseline Budget	Baseline budgets
Create Draft Budget	Create a draft budget

Table A – 23 Activity Management Gateway functions (Page 1 of 2)

Function Name	Restrictions
Create Project	Create a project
Create Resource List	Create resource lists
Delete Budget Line	Delete a budget line
Define Control Actions	Define Activity Management Gateway controls
Delete Draft Budget	Delete a draft budget
Delete Project	Delete a project
Delete Resource	Delete a resource
Delete Resource List	Delete a resource list
Delete Resource List Member	Delete a resource list member
Delete Task	Delete a task
Modify Top Task	Modify a top task
Source Products	Define Activity Management Gateway source products
Update Budget	Update a budget
Update Budget Line	Update a budget line
Update Earned Value	Update earned value
Update Project	Update a project
Update Resource List	Update a resource list
Update Resource List Member	Update a resource list member
Update Task	Update a task

Table A - 23 Activity Management Gateway functions (Page 2 of 2)

See Also

Project and Organization Security: page 2 – 60

Security in Oracle Projects, *Oracle Projects Fundamentals*

Overview of Function Security, *Oracle Applications System Administrator's Guide*

How Function Security Works, *Oracle Applications System Administrator's Guide*

Implementing Function Security, *Oracle Applications System Administrator's Guide*

Defining a New Menu Structure, *Oracle Applications System Administrator's Guide*

APPENDIX

B

Profile Options

This appendix describes profile options that affect the operation of your Oracle Projects application.

Profile Options in Oracle Projects

Profile options specify how Oracle Projects controls access to and processes data.

This section describes each profile option, including the levels of responsibility for setting or updating its value.

Specify Profile Options

You use profile options to specify default values that affect system processes, system controls, and data entry. Your System Administrator needs to set up Oracle Projects profile options in the System Profile Values Window. See: *Setting User Profile Options, Oracle Applications System Administrator's Guide*.

We recommend that you set up the Oracle Projects application level profile options that affect system processing.

You may want to review the default values for all Oracle Projects profile options and modify them according to your site's needs. For detailed information about each profile option in Oracle Projects, see Profile Options Summary: page B – 3.

Multi-Organization Considerations for Profile Options Values

In a multi-organization environment, you can confine a profile option value to a specific operating unit by defining the profile options at the responsibility level. You should review the following Oracle Projects system profile options to determine if you want to define responsibility-level profile option values:

- PA: Cross-Project User – Update
- PA: Cross-Project User – View
- PA: Debug Mode
- PA: Default Expenditure Organization in AP/PO
- PA: Default Public Sector

You can also set the profile option MO: Operating Unit to specify which operating unit a particular responsibility corresponds to. For more details about implementing multiple organization support, see: *Multiple Organizations in Oracle Applications*

See Also

Updating Profile Options for Integration With Other Products: page B – 39

Personal Profile Values Window, *Oracle Applications User's Guide*

Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

Common User Profile Option, *Oracle Applications User's Guide*

Profile Options Summary

Table B – 1 gives a summary of the profile options in Oracle Projects.

Required or Optional

A *required* profile option requires a value. An *optional* profile option provides a value already, so you need to provide a value only if you want to change the value.

The *Value* column indicates whether each profile option is required or optional. The following abbreviations are used in the Value column to show which products require each profile option.

- **PJF:** Oracle Project Foundation
- **PJC:** Oracle Project Costing
- **PJB:** Oracle Project Billing
- **PJR:** Oracle Project Resource Management
- **PJT:** Oracle Project Management
- **PJL:** Oracle Project Collaboration

Access Information

The remaining columns in the table show whether you (the "User") can view or update the profile option and at which System Administrator (SA) levels the profile options can be updated: Site, Application, Responsibility, and User.

The key for these column is:

- **Update** – You can update the profile option
- **View Only** – You can view the profile option but you cannot change it
- **No Access** – You cannot view or change the profile option value

Use the Personal Profile Options window to view or set your profile options at the user level. You can consult the *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

Profile Option	Value	Default	User Access	System Administrator			
				User	Responsibility	Application	Site
Account Generator: Purge Runtime Data	Optional	Yes	Update	Update	Update	Update	Update
AR: Transaction Flexfield QuickPick Attribute	Required for PJB	<i>interface_header_attribute1</i>	Update	Update	Update	Update	Update
AR: Use Invoice Accounting For Credit Memos	Required for PJB	Yes	Update	Update	Update	Update	Update
GL: Set of Books Name	Required	No default	No Access	No Access	Update	Update	Update
HR: Cross Business Group	Required	No	No Access	No Access	No Access	No Access	No Access
HR: Enable Security Groups	Required	Not enabled	View Only	View Only	View Only	View Only	View Only
HR: Security Profile	Required	<i>View all security at site level</i>	No Access	No Access	View Only	No Access	View Only
MO: Operating Unit	Optional	No default	Update	No Access	Update	No Access	Update
PA: Allow Override of Budget Accounts	Optional	No	View Only	View Only	View Only	View Only	Update
PA: Allow Override of PA Distributions in AP/PO	Optional	Yes	No Access	Update	Update	Update	Update
PA: Allow Project Time and Expense Entry	Optional	No	No Access	Update	Update	Update	Update
PA: AP Discount Interface Start Date	Optional	Yes	No Access	No Access	No Access	No Access	Update
PA: Availability Duration	Required for PJT	2	View Only	View Only	View Only	View Only	Update

Table B – 1 Profile Options Summary (Page 1 of 6)

Profile Option	Value	Default	User Access	User	Responsibility	Application	Site
PA: Availability/Overcommitment Calculation Period	Required for PJR	WEEKLY	View Only	View Only	View Only	View Only	Update
PA: AutoApprove Expense Reports	Optional	No	No Access	View Only	View Only	Update	View Only
PA: AutoApprove Timesheets	Optional	No	No Access	No Access	No Access	Update	No Access
PA: Canceled Assignment Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Canceled Requirement Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Canceled Requirement's Candidate Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Collection Pack Licensed	Optional	No	No Access	View Only	View Only	View Only	Update
PA: Commit Size for Archive and Purge	Optional	1000	No Access	Update			Update
PA: Cost Distribution Lines Per Set	Optional	No default	No Access	No Access	No Access	Update	No Access
PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation	Optional	No	No Access	No Access	No Access	No Access	Update
PA: Cross-Project User - Update	Optional	No	No Access	No Access	Update	No Access	No Access
PA: Cross-Project User - View	Optional	Yes, at Site	No Access	Update	Update	No Access	Update
PA: Days to Maintain BC Packets	Optional	3	View Only	View Only	View Only	View Only	Update
PA: Debug Log Directory	Required for Allocations	No	No Access	No Access	No Access	Update	Update
PA: Debug Mode	Optional	No	No Access	Update	Update	Update	No Access
PA: Default Burden Schedule Type	Optional	Firm	No Access	No Access	No Access	No Access	Update
PA: Default Calendar	Optional	No default	View Only	View Only	View Only	View Only	Update

Table B - 1 Profile Options Summary (Page 2 of 6)

Profile Option	Value	Default	User Access	User	Responsibility	Application	Site
PA: Default Expenditure Organization in AP/PO	Optional	No default	Update	Update	Update	Update	Update
PA: Default Public Sector	Optional	No	No Access	No Access	No Access	No Access	Update
PA: Default Starting Candidate Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Display Find Tasks	Optional	No	Update	Update	Update	Update	Update
PA: Enable Budget Integration and Budgetary Control Feature	Optional	No	Update	Update	View Only	View Only	Update
PA: Enable Enhanced Period Processing	Required	No	View Only	View Only	View Only	View Only	Update
PA: Enable Long List of Resource LOVs	Optional	No	Update	Update	Update	Update	Update
PA: Enable Microsoft Excel Integration for Budgeting and Forecasting	Optional	No	No Access	No Access	No Access	No Access	Update
PA: Expenditure Items Per Set	Optional	No default	No Access	No Access	No Access	Update	No Access
PA: Expenditures Per Set	Optional	No default	No Access	No Access	No Access	Update	No Access
PA: Expense Report Invoices Per Set	Optional	No default	No Access	Update	Update	Update	Update
PA: Filled Requirement Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Global Week Start Day	Optional	No default	No Access	No Access	No Access	No Access	Update
PA: Highlight Starting Tasks: Number of Days	Optional	14	Update	Update	Update	No Access	No Access
PA: Home Page Highlights: Number of Weeks	Optional	2	View Only	View Only	View Only	View Only	Update
PA: Interface Unreleased Revenue to GL	Optional	Yes	View Only	No Access	Update	Update	No Access
PA: Invalid Resource Candidate Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Licensed to Use Project Billing	Required for PJB	No	View Only	View Only	View Only	View Only	Update

Table B - 1 Profile Options Summary (Page 3 of 6)

Profile Option	Value	Default	User Access	User	Responsibility	Application	Site
PA: Licensed to Use Project Collaboration	Required for PJJ	No	View Only	View Only	View Only	View Only	Update
PA: Licensed to Use Project Costing	Required for PJC	No	View Only	View Only	View Only	View Only	Update
PA: Licensed to Use Project Management	Required for PJT	No	View Only	View Only	View Only	View Only	Update
PA: Log Summarization Statistics	Optional	No	Update	Update	Update	Update	Update
PA: Maintain Unbilled Receivables and Unearned Revenue Balances	Optional	No	View Only	No Access	No Access	No Access	Update
PA: Overcommitment Percentage	Required for PJR	0	View Only	View Only	View Only	View Only	Update
PA: Percentage of Resource Capacity	Required for PJR	100	View Only	View Only	View Only	View Only	Update
PA: Process Work Breakdown Structure Updates	Required for PJT	Standard	Update	Update	No Access	No Access	Update
PA: Process Work Breakdown Structure Updates Threshold	Required for PJT	50	View Only	No Access	No Access	No Access	Update
PA: Project Resource Job Group	Optional	No default	View Only	View Only	View Only	View Only	Update
PA: Projects Per Set	Optional	No default	No Access	No Access	No Access	Update	No Access
PA: Receivables Invoice Line UOM	Required for PJB	No default	No Access	View Only	View Only	View Only	Update
PA: Require Work Type Entry for Expenditures	Optional	No	No Access	View Only	View Only	View Only	Update
PA: Resource Utilization Calculation Method	Optional	No Default	No Access	No Access	No Access	No Access	Update
PA: Resource Utilization Period Type	Optional	No Default	No Access	No Access	No Access	No Access	Update
PA: Retirement Cost Processing Enabled	Optional	No	No Access	View Only	View Only	View Only	Update
PA: Rule-Based Optimizer	Optional	No	Update	Update	Update	Update	Update
PA: Selective Flexfield Segment for AutoAccounting	Required	No default	No Access	No Access	No Access	Update	No Access

Table B - 1 Profile Options Summary (Page 4 of 6)

Profile Option	Value	Default	User Access	User	Responsibility	Application	Site
PA: Starting Assignment Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Starting Requirement Status	Required for PJR	None	No Access	View Only	View Only	View Only	Update
PA: Streamline Process Sleep Interval	Optional	60 seconds	No Access	No Access	No Access	Update	No Access
PA: Summarize Expense Report Lines	Optional	No	No Access	No Access	No Access	Update	No Access
PA: Tab to Budget Matrix Comments Fields	Optional	No	Update	Update	Update	Update	Update
PA: Task Managers Must Be Project Members	Optional	No	Update	Update	Update	Update	Update
PA: Tasks to Display for Expenditure Entry	Optional	All Tasks	Update	Update	Update	Update	Update
PA: Team Home Page Layout	Optional	No default	Update	Update	Update	Update	Update
PA: Transaction Billability Derived from Work Type	Optional	No	No Access	View Only	View Only	View Only	Update
PA: Transfer DFF with AP	Optional	No	View Only	View Only	View Only	View Only	Update
PA: Transfer DFF with PO	Optional	No	View Only	View Only	View Only	View Only	Update
PA: Upgrade Budget Types and Budget Versions	Optional	No	View Only	No Access	No Access	No Access	Update
PA: Utilization Calculation Begin Date	Optional	No	No Access	No Access	No Access	No Access	Update
PA: Utilization Manager Default Calculation Method	Optional	No	No Access	No Access	No Access	No Access	Update
PA: Utilization Manager Default Period Type	Optional	No	No Access	No Access	No Access	No Access	Update
PA: Utilization Records Per Set	Optional	No	No Access	No Access	No Access	Update	No Access
PA: View All Project Resources	Optional	No default	Update	Update	Update	No Access	No Access
PA: Workplan Tasks Default View	Optional	Hierarchy	Update	Update	Update	Update	Update
Tax: Allow Ad Hoc Tax Changes	Optional	No default	View Only	Update	Update	Update	Update

Table B – 1 Profile Options Summary (Page 5 of 6)

Profile Option	Value	Default	User Access	User	Responsibility	Application	Site
Tax: Allow Override of Customer Exemptions	Optional	No default	View Only	Update	Update	Update	Update
Tax: Allow Override of Tax Code	Optional	No default	View Only	Update	Update	Update	Update

Table B - 1 Profile Options Summary (Page 6 of 6)

Profile Options Details

Each profile options is listed below, with additional details about using the profile option.

PA: Allow Override of Budget Accounts

Specifies whether users can manually override accounts generated by the Project Budget Account workflow process.

Yes Users can manually override accounts.

No Users cannot override accounts.

Internal name PA_OVERRIDE_BUDGET_ACCOUNT

PA: Allow Override of PA Distributions in AP/PO

Indicates whether a user is allowed to update the Accounting Flexfield combination that is generated by FlexBuilder for Oracle Projects distributions in Oracle Payables and Oracle Purchasing. Available values are as follows:

Yes User is allowed to update and override the generated Account.

No User is not allowed to update and override the generated Account.

(No value) Equivalent to Yes

The internal name for this profile option is PA_ALLOW_FLEXBUILDER_OVERRIDES.

PA: Allow Project Time and Expense Entry

Indicates whether a specified employee can enter project-related expenses (that is, expenses associated with a project and task) in the Enter Receipts window of Oracle Web Employees.

This profile option integrates with the project user procedure. See: AutoApproval Extension, *Oracle Projects User Guide*.

Internal name PA_TIME_EXP_PROJ_USER

Values

Yes	The user can enter project-related expenses in Oracle Web Employees.
No	(Default) Employees can enter only those expenses that are not associated with a project and task.
(No value)	Equivalent to No

PA: AP Discount Interface Start Date

Indicates when Projects will begin retrieving and interfacing payment discounts from Oracle Payables. For example, if you specify a date of 01-Jan-2002, then Oracle Projects will retrieve discount amounts for invoice payments made on or after 01-Jan-2002.

The system assigns a default start date of 01-Jan-2051. You can enter a different date to override the default system value. Oracle Projects allows you to enter either a historical date or future date. If you enter a historical date, then the system will retroactively retrieve discount amounts from the specified date forward the next time you run the PRC: Interface Supplier Costs process. If you specify a future date, the process will begin interfacing discount amounts as of that date.

Internal name PA_DISC_PULL_START_DATE

PA: AutoApprove Expense Reports

Indicates whether to automatically approve expense reports submitted from Self-Service Expenses. If the option is set to Yes, Oracle Projects calls a routing extension when you import expense reports that originate in Self-Service Expenses.

Yes	Oracle Projects automatically imports the expense report into Oracle Projects as an approved expenditure. You do not need to route or review your expense reports.
------------	--

No Default value is No; expense reports require review and approval.

(No value) Equivalent to No

The internal name for this profile option is PA_PTE_AUTOAPPROVE_ER.

PA: AutoApprove Timesheets

Indicates whether to automatically approve timesheets submitted from Self-Service Time. If the option is set to Yes, Oracle Projects calls a routing extension when you import timesheets that originate in Self-Service Time.

Yes Oracle Projects automatically imports the timesheet into Oracle Projects as an approved expenditure. You do not need to route or review your timesheets.

No Default value is No; timesheets require review and approval

(No value) Equivalent to No

The internal name for this profile option is PA_PTE_AUTOAPPROVE_TS.

PA: Availability Duration

Specifies how many years forward to calculate availability and overcommitment. Availability and overcommitment records are created from today's date through to the end of the specified time period.

For example, if you enter 2 as the value of this profile option, the availability and overcommitment of your resources is calculated from today to two years from today.

The stored availability and overcommitment information is used for display on the staffing pages, timelines, resource search results and overcommitment warnings.

The internal name for this profile option is PA_AVAILABILITY_DURATION.

PA: Availability/Overcommitment Calculation Period

Determines whether the available hours for each resource are calculated on a daily or weekly basis. Available values are:

Daily	The number of confirmed hours and the number of capacity hours are compared for each day for each resource. If the number of capacity hours for the day exceed the number of confirmed hours for the day by more than the threshold percentage, then the resource is marked as available for that day.
Weekly	The number of confirmed hours and the number of capacity hours are compared for each week for each resource.

Using the Weekly setting, a resource can be available on a daily basis and not get marked as available on a weekly basis. For example, if a resource with capacity of 40 hours (8 hours * 5 days), has 30 confirmed hours over 3 days (10 hours * 3 days), the resource is available for 16 hours on two days using the daily basis, but not on a weekly basis.

Note: Overcommitment calculation period is also done using this profile option. For an example refer to the discussion in *Determining Overcommitted Resources, Oracle Project Resource Management User Guide*.

The internal name for this profile option is PA_AVAILABILITY_CAL_PERIOD.

PA: Canceled Assignment Status

Specifies the status of an assignment when it is canceled.

The internal name of this profile option is PA_DEF_CANCELED_ASGMT_STATUS.

PA: Canceled Requirement Status

Specifies the status of a requirement when it is canceled.

The internal name of this profile option is PA_DEF_CANCELED_REQMT_STATUS.

PA: Canceled Requirement's Candidate Status

Specifies the candidate status when a candidate nomination is declined due to requirement cancellation.

The internal name of this profile option is PA_CNL_REQ_CAND_STATUS.

PA: Commit Size for Archive and Purge

Use the profile option PA: Commit Size for Archive and Purge to control the batch size for archive and purge processes.

Indicates the number of records the system processes before it issues a commit while purging a project.

The default value is 1000 records. The system administrator can view and update the profile option at the site level or user level.

The internal name for this profile option is PA_ARPUR_COMMIT_SIZE.

See also: Commit Size in the Purge Project Data, *Oracle Projects Fundamentals*

PA: Cost Distribution Lines Per Set

Indicates the number of cost distribution lines to process in each set. This profile affects the following processes:

- PRC: Interface Labor Costs to General Ledger
- PRC: Interface Total Burdened Costs to General Ledger
- PRC: Interface Usage Costs to General Ledger
- PRC: Tieback Expense Reports from Payables

A logical unit of work is performed on a set of cost distribution lines before the work is committed. For example, the PRC: Interface Labor Costs to General Ledger process performs the following tasks on a set of cost distribution lines before committing the set to the database:

- Processes the set through AutoAccounting
- Interfaces the set to Oracle General Ledger

You can choose any numeric value to set this profile option, as long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database accesses.

If you do not set this profile value, most of the processes use a default of 2000 cost distribution lines per set, but this value is operating system dependent.

The internal name for this profile option is PA_NUM_CD_L_PER_SET.

PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation

When you modify burden schedules and recompile burden multipliers, Oracle Projects identifies the existing transactions impacted by the changes and marks the items for reprocessing. You must reprocess the items by running the appropriate cost, revenue, and invoice processes.

When accounting for the adjusted cost, you can choose to reverse the original accounting entries and generate new ones for the adjusted cost, or you can choose to generate new accounting lines for the difference between the original and new burden cost amounts.

Use this profile option to select the accounting method that best fits your business needs. The available values are listed below.

- | | |
|------------|--|
| Yes | Oracle Projects creates incremental accounting lines to post the difference between the original and new burden cost amounts. |
| No | Oracle Projects reverses the original accounting lines and generates new lines to post the adjusted burden cost amounts. <i>No</i> is the default value. |

You can update this profile option at the site level only. The internal name for this profile option is PA_ENHANCED_BURDENING.

PA: Cross-Project User – Update

Indicates if a responsibility allows cross-project update access. Available values are as follows:

- | | |
|-------------------|---|
| Yes | A holder of this responsibility can view and update any project |
| No | A holder of this responsibility can view and update only those projects for which the holder is assigned as a key member. A holder with cross-project view access can view information on any project, other than labor cost details. If users have access to the <i>Expenditure Inquiry: All</i> menu, this restriction does not apply and they will be able to view labor cost details. |
| (No value) | Equivalent to No |

Oracle Projects predefines a value of *Yes* for this profile for the Project Billing Super User and Project Costing Super User responsibilities upon installation.

The internal name for this profile option is PA_SUPER_PROJECT.

PA: Cross-Project User – View

Indicates if a user has cross-project view access. Available values are as follows:

- | | |
|-------------------|--|
| Yes | A user can view information on any project, other than labor cost details. If users have access to the <i>Expenditure Inquiry: All</i> menu, this restriction does not apply and they will be able to view labor cost details. |
| No | A user can view only those projects for which the user is assigned as a key member. |
| (No value) | Equivalent to No |

Oracle Projects predefines a value of *Yes* for this profile option at the site level. By default, a *Yes* setting at this level grants cross-project view access to all users. The site level value can be changed and/or overridden at the responsibility and user levels by a system administrator. If you do not have cross-project view access, you can only view projects where you have a key member role.

The internal name for this profile option is PA_SUPER_PROJECT_VIEW.

PA: Days to Maintain BC Packets

Use this profile option to specify the number of days that the system maintains the results of transaction funds checks. The default value is 3.

The internal name for this profile option is PA_MAINTAIN_FC_PACKETS.

For more information, see: *Setting Up Budgetary Controls*: page 6 – 17.

PA: Debug Log Directory

The PA Step Down Allocations workflow (paauto.wft) uses this profile option. For more information, see: *AutoAllocations, Oracle Project Costing User Guide* and *Setting Up Workflow for AutoAllocations*: page 8 – 14.

When Oracle Projects carries out the PA Step Down Allocations workflow, Oracle Workflow writes debugging information to a directory. Use this profile option to specify the directory. The default directory is:

/sqlcom/log



Attention: The `utl_file_dir` parameter in the `init.ora` file must be set to the same directory that is specified in the profile option. If the two do not match, the PA Step Down Allocation workflow will fail (return an exception).

PA: Debug Mode

Indicates if Oracle Projects reports and processes are run in debug mode. The debug mode enables a tracing feature and causes additional messages to be printed to the log file. Available values are listed below:

Yes	System is operating in debug mode
No	System is operating in normal mode
(No value)	Equivalent to No

Oracle Projects predefines a value of *No* for this profile upon installation.

The internal name for this profile option is `PA_DEBUG_MODE`.

PA: Default Burden Schedule Type

Indicates the default burden schedule type when entering a standard burden schedule using the Burden Schedules form. Valid values are listed below:

Firm	Firm schedule type
Provisional	Provisional schedule type

Oracle Projects predefines a value of *Firm* for this profile upon installation.

The internal name for this profile option is `PA_IND_RATE_SCHEDULE_TYPE`.

PA: Default Calendar

Indicates the default calendar for project templates, project assignments, and resources in the Oracle Project Resource Management application. You can select any defined calendar.

The internal name for this profile option is `PA_PRM_DEFAULT_CALENDAR`.

PA: Default Expenditure Organization in AP/PO

Indicates the default expenditure organization for project-related information in Oracle Payables and Oracle Purchasing.

You can select any organization that has a classification of HR Organization.

The internal name for this profile option is PA_DEFAULT_EXP_ORG.

PA: Default Public Sector

Indicates if a project is public sector when a user enters a project using the Projects form. Available values are listed below:

Yes	By default, any new project is public sector
No	By default, any new project is not public sector
(No value)	Equivalent to No

Oracle Projects predefines a value of *No* for this profile upon installation.

The internal name for this profile option is PA_DEFAULT_PUBLIC_SECTOR.

PA: Default Starting Candidate Status

Specifies the default status of all newly nominated candidates, except for system-nominated candidates.

The internal name for this profile option is PA_DEF_START_CAND_STATUS.

PA: Display Find Tasks

Indicates whether to display the Find Tasks window when a user chooses Tasks in the Projects, Templates window. Available values are listed below:

Yes	Tasks displays the Find Tasks window, and Oracle Projects automatically queries the top tasks (WBS Level = 1)
No	Tasks does not display the Find Tasks window
(No value)	Equivalent to No

The internal name for this profile option is PA_DISPLAY_FIND_TASKS.

PA: Enable Budget Integration and Budgetary Control Feature

This profile option controls whether the budgetary controls windows and processes are displayed and run. The default value is *No*.

Note: You must set the value to *Yes* to enable budgetary controls and budget integration in Oracle Projects.

Available values are listed below:

- | | |
|------------|---|
| Yes | The budgetary control windows and processes are displayed. |
| No | The budgetary control windows and processes are <i>not</i> displayed. |

The internal name for this profile option is PA_BC_ENABLED.

For more information, see: Setting Up Budgetary Controls: page 6 – 17.

PA: Enable Enhanced Period Processing

Indicates whether enhanced period processing is enabled.

This profile option is defined at the site level. Available values are listed below.

- | | |
|------------|---|
| Yes | Enhanced period processing features are enabled in Oracle Projects. |
| No | Enhanced period processing features are not enabled. |

Enhanced period processing is recommended.

The internal name for this profile option is PA_EN_NEW_GLDATE_DERIVATION.



Attention: After you enable enhanced period processing, do not reset the profile option value to *No*. Enabling and disabling enhanced period processing features can result in accounting errors.

PA: Enable Long List of Resource LOVs

Indicates whether you can enter reduction criteria when you query the Resource Name field in the Budget Lines window. Available values are listed below:

- | | |
|------------|--|
| Yes | Users can enter reduction criteria when they query the Resource Name field in the Budget Lines window. |
|------------|--|

No All the resource names are displayed when users query the Resource Name field in the Budget Lines window.

(No value) Equivalent to No

The internal name for this profile option is PA_RL_LONG_LIST.

PA: Enable Microsoft Excel Integration for Budgeting and Forecasting

Indicates whether the WebADI product has been fully installed. If WebADI is installed, you can use Microsoft Excel to import and export budgets and forecasts.

No action is required to enable this profile. It is automatically delivered and enabled by the WebADI patch.

Available values are listed below:

Yes Users can use Microsoft Excel to create and update budgets and forecasts.

No Microsoft Excel is not integrated with Projects for budgeting and forecasting.

(No value) Equivalent to No

The internal name for this profile option is PA_FP_WEBADI_ENABLE.

PA: Expenditure Items Per Set

Indicates the number of expenditure items to process in each set. This profile option affects the following processes:

- PRC: Distribute Labor Costs
- PRC: Distribute Usage Costs
- PRC: Distribute Expense Report Costs
- PRC: Distribute Supplier Invoice Adjustments
- PRC: Distribute Total Burdened Costs
- PRC: Generate Draft Revenue
- PRC: Compute Forecast Labor Revenue

A logical unit of work is performed on a set of expenditure items before the work is committed. For example, the PRC: Distribute Labor Costs process performs the following tasks on a set of expenditure items before committing the set to the database:

- Cost distributes the set
- Processes the set through AutoAccounting
- Creates cost distribution lines

You can choose any numeric value to set this profile option, as long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database accesses.

If you do not set this profile value, most of the processes use a default of 1000 expenditure items, but this value is operating system dependent.

The internal name for this profile option is
PA_NUM_EXP_ITEMS_PER_SET.

PA: Expenditures Per Set

Indicates the number of expenditures to process in each set. This profile option affects the following processes:

- PRC: Interface Expense Reports to Payables
- PRC: Interface Supplier Invoice Adjustment Costs to Payables

A logical unit of work is performed on a set of expenditures before the work is committed. For example, the PRC: Interface Expense Reports process performs the following tasks on a set of expenditures before committing the set to the database:

- Selects expenditures and expenditure items
- Determines the liability account for each expenditure (for expense reports)
- Interfaces to Oracle Payables

You can choose any numeric value to set this profile option, as long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database accesses.

If you do not set this profile value, most of the processes use a default of 500 expenditures, but this value is operating system dependent.

The internal name for this profile option is
PA_NUM_EXPENDITURES_PER_SET.

PA: Expense Report Invoices Per Set

Indicates the number of expense report invoices (entered in Oracle Web Employees or Payables) to process in each set. This profile option affects the process PRC: Interface Expense Reports from Payables.

The set of expenditures is processed before the work is committed. For example, the PRC: Interface Expense Reports from Payables process does the following before committing the set to the database:

- Selects the invoices and invoice distribution lines
- Interfaces from Payables

Internal name: PA_NUM_WEB_EXP_PER_SET

Values: You can use any numeric value to set the profile option, as long as the value does not cause your system to exceed memory and database rollback segment sizes, and is large enough to avoid unnecessary database access. If you do not set a value, most processes use a default of 500, but the actual default value depends on the operating system.

PA: Filled Requirement Status

Specifies the requirement status when the requirement is filled and becomes an assignment.

The internal name of this profile option is:
PA_DEF_FILLED_ASGMT_STATUS.

PA: Global Week Start Day

This profile option specifies the weekday that is recognized as the beginning of the week. Set this profile option at the site level. You can select any day of the week as the value for this profile option.

Note: Global weeks use the date of the first day of the defined week as the name of the period. For example, the name of the global week for the week of April 1st through the 7th or the year 2001 is 01-APR-2001.

The internal name for this profile option is
PA_GLOBAL_WEEK_START_DATE

Note: Do not change the profile option definition after you have generated utilization

PA: Highlight Starting Tasks: Number of Days

This profile option determines which tasks are highlighted as Upcoming in the Open and Upcoming Tasks region. You indicate how many days before the task start date to display tasks. The default value is 14 days.

The internal name for this profile option is
PA_TASK_PROGRESS_START_DUE.

PA: Home Page Highlights: Number of Weeks

Specifies the number of weeks of future team activity to display in the Team Highlights table on the Project Home page.

The internal name for this profile option is
PA_HOME_HIGHLIGHTS_WEEKS

PA: Interface Unreleased Revenue to GL

Indicates whether unreleased draft revenue is interfaced to General Ledger by the PRC: Interface Revenue to General Ledger process.

Available values are listed below:

- | | |
|-------------------|---|
| Yes | The Interface Revenue to General Ledger process interfaces unreleased draft revenue to General Ledger. This is the default value. |
| No | The Interface Revenue to General Ledger process does not interface unreleased draft revenue to General Ledger. |
| (No value) | Equivalent to Yes. |

The internal name for this profile option is
PA_INTERFACE_UNRELEASED REVENUE.

PA: Invalid Resource Candidate Status

Specifies the candidate status for a candidate whose nomination is declined because the candidate is no longer a valid resource in Oracle Project Resource Management.

The internal name for this profile option is
PA_INV_RES_CAND_STATUS.

PA: Licensed to Use Project Billing

Indicates if Oracle Project Billing is licensed. Available values are listed below:

- | | |
|-------------------|--|
| Yes | In addition to Project Costing functions, Oracle Projects allows you to set up contract projects and perform all Project Billing functions. |
| No | Only Oracle Project Costing functions are allowed. Oracle Project Billing functions cannot be used. This is the default value for this profile option. |
| (No value) | Equivalent to No |

The internal name for this profile option is
PA_PROJECT_BILLING_INSTALLED.

PA: Licensed to Use Project Collaboration

Indicates if Oracle Project Collaboration is licensed. Available values are listed below:

- | | |
|-------------------|---|
| Yes | Oracle Projects allows you to perform all Project Collaboration functions. |
| No | Oracle Project Collaboration functions cannot be used. This is the default value for this profile option. |
| (No value) | Equivalent to No |

The internal name for this profile option is
PA_PROJECT_COLLABORATION_INSTALLED.

PA: Licensed to Use Project Costing

Indicates if Oracle Project Collaboration is licensed. Available values are listed below:

- | | |
|-------------------|---|
| Yes | Oracle Projects allows you to perform all Project Collaboration functions. |
| No | Oracle Project Collaboration functions cannot be used. This is the default value for this profile option. |
| (No value) | Equivalent to No |

The internal name for this profile option is
PA_PROJECT_COLLABORATION_INSTALLED.

PA: Licensed to Use Project Management

Indicates if Oracle Project Management is licensed. Available values are listed below:

- | | |
|-------------------|--|
| Yes | Oracle Projects allows you to perform all Project Management functions. |
| No | You cannot use Oracle Project Management functions. This is the default value for this profile option. |
| (No value) | Equivalent to No |

The internal name for this profile option is PA_PROJECT_MANAGEMENT_INSTALLED.

PA: Licensed to Use Project Resource Management

Indicates if Oracle Project Resource Management is licensed. Available values are listed below:

- | | |
|-------------------|---|
| Yes | Oracle Projects allows you to perform all Project Resource Management functions. |
| No | You cannot use Oracle Project Resource Management functions. This is the default value for this profile option. |
| (No value) | Equivalent to No |

The internal name for this profile option is PA_PRM_LICENSED.

PA: Log Summarization Statistics

Controls whether the system records the time required for the summarization processes to complete. The processes for which time is recorded are the Update Project Summary Amounts process (either for a single project or a range of projects) and the Refresh Project Summary Amounts process.

The possible values for this profile option are:

- | | |
|-------------------|---|
| Yes | The system records time taken by the summarization processes. |
| No | The system does not record time taken by the summarization processes. |
| (No Value) | Equivalent to No |

Oracle Projects predefines a value of *No* for this profile option upon installation.

If you are attempting to track performance of the summarization processes, set this profile option to *Yes*.

The system writes the performance statistics to the table PA_ACCUM_TXN_TIME. You can use the scripts listed in the following table to query the table PA_ACCUM_TXN_TIME for statistics. You need the concurrent request ID of the process to query the table.

The following table shows the script that you use to query each summarization process:

To query about the process ...	Use the script ...
Update Project Summary Amounts	SPA_TOP/admin/sql/paxacmpt.sql
Refresh Project Summary Amounts	SPA_TOP/admin/sql/paxacrpt.sql

The internal name for this profile option is PA_LOG_SUMM_MODE.

PA: Maintain Unbilled Receivables and Unearned Revenue Balances

This profile option maintains unbilled receivables and unearned revenue balances. Choose *Yes* when you disable the interface revenue to GL option but want to maintain unbilled receivables and unearned revenue balances. The default value for this option is *No*. Set this profile at the site level.

The internal name for this profile option is PA_UBR_UER_FLAG.

PA: Overcommitment Percentage

Specifies the maximum threshold of overcommitment.

For example, if you set this profile option to 10, resources are not considered overcommitted until their confirmed assignment hours exceed their capacity hours by 10% or more. With this setting, if a resource has a capacity of 40 hours per week, then the overcommitment threshold is 4 hours (40 hours * 10% = 4 hours). At overcommitment beyond this number of hours (44), the resource is considered to be overcommitted, starting from the date they meet this criterion.

The internal name for this profile option is PA_OVERCOMMITMENT_PERCENTAGE.

PA: Percentage of Resource Capacity

Specifies the minimum threshold of availability.

For example, if you set this profile option to 20, then resources are not considered available until their capacity hours exceed their confirmed assignment hours by 20% or more. With this setting, if a resource has a capacity of 40 hours per week, then the available threshold is 8 hours (40 hours * 20% = 8 hours). At availability beyond this number of hours (48), the resource is considered to be available, starting from the date they meet this criterion.

The internal name for this profile option is
PA_RES_CAPACITY_PERCENTAGE.

PA: Process Work Breakdown Structure Updates

This profile option specifies whether work breakdown structure (WBS) updates are always processed online, or are processed online based on the task threshold setting specified by the PA: Process Work Breakdown Structure Updates Threshold profile option.

The possible values for this profile option are:

Standard WBS updates are processed online based on the task threshold value specified in the PA: Process Work Breakdown Structure Updates Threshold profile option.

Online WBS updates are always processed online.

You can set this profile option at the site level, and optionally at the user level. The default value is *Standard*.

The internal name for this profile option is
PA_PROCESS_WBS_UPDATES.

PA: Process Work Breakdown Structure Updates Threshold

This profile option specifies a task threshold value. When you update a project work breakdown structure (WBS) and the PA: Process Work Breakdown Structure Updates profile option is set to *Standard*, Oracle Projects evaluates the number of tasks in the WBS. If the number of tasks is less than or equal to the threshold value, then Oracle Projects processes the updates online. If the number of tasks is greater than the threshold value, then you must submit the PRC: Process Work Breakdown Structure Updates process.

The default value is 50 and is set at the site level only. You can override the default value.

The internal name for this profile option is
PA_PROC_WBS_UPD_THRESHOLD.

PA: Project Resource Job Group

Specifies the job group that is used for resource searches and to determine resource eligibility for the resource pool.

You can use the master job group as the project resource job group, but be aware that the master job group includes every job. If there are jobs that you do not want included in job searches (such as accounts payable jobs, administrative jobs, and human resource jobs that are not related to staffing projects) then you can set up a separate job group specifically for searching. This job group should include all jobs that you want included in searches.

If your system is set up for cross business group access, you set this profile option once for the site. If you are using single business group access, set this profile option for each business group.

The internal name for this profile option is PA_PROJ_RES_JOB_GRP.

PA: Projects Per Set

Indicates the number of projects to process in each call to AutoAccounting. This profile option affects the following processes:

- PRC: Interface Revenue to General Ledger
- PRC: Interface Invoices to Receivables

This profile option affects the amount of memory allocated for processing the specified number of projects through AutoAccounting. A single logical unit of work is performed independently of this profile variable.

You can choose any numeric value to set this profile option, so long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database accesses.

If you do not set this profile value, most of the processes use a default of 100 projects, but this value is operating system dependent.

The internal name for this profile option is
PA_NUM_PROJECTS_PER_SET.

PA: Receivables Invoice Line UOM

Indicates the unit of measure to use for all invoice lines interfaced from Oracle Projects and created in Oracle Receivables. Oracle Receivables requires a unit of measure for each invoice line. Oracle Projects creates each invoice line with a quantity of *1*, a unit of the unit type you specify in your profile option, and an amount equal to the currency amount of the invoice line as it appears in Oracle Projects.

You need to define a unit of measure class before you define a unit of measure, since Oracle Receivables requires that you associate each unit of measure you define with a unit of measure class. Oracle Projects recommends that you define a unit of measure of *Each* or *EA* in Oracle Receivables for use with this profile. You must define a unit of measure and a unit of measure class before you can set this profile option. For detailed information, see the *Oracle Receivables User Guide*.

If you are using Oracle Projects without Oracle Receivables, you do not need to set this profile. Oracle Projects uses the value *EA*.

You can choose from any unit of measure defined in Oracle Receivables.

The internal name for this profile option is PA_AR_INVOICE_UOM.

PA: Require Work Type Entry for Expenditures

Determines whether work types are required for all expenditure items.

Yes	Work types are required for all expenditure items
No	Work types are not required for all expenditure items

The default value for this option is No. If you change the profile option to Yes, you must perform the following to update the work type attribute for existing transactions:

1. Enter an amount type for all existing work types.
2. Define a work type for all existing project types.
3. Run the IMP: Upgrade Work Types in Projects concurrent request program. Using the work types define for project types, this program updates the work type attribute on the following entities:
 - Projects
 - Tasks
 - Expenditure Items

The internal name for this profile option is
PA_EN_NEW_WORK_TYPE_PROCESS

PA: Resource Utilization Calculation Method

This profile option determines the calculation method used upon accessing the resource personal utilization reporting screen. Your choices are Capacity or Total Worked Hours.

Note: Individual resources cannot change the calculation method on the screen, only view data using this value.

The internal name for this profile option is
PA_RES_UTIL_DEF_CALC_METHOD

PA: Resource Utilization Period Type

This profile option determines the default period type used upon accessing the resource personal utilization reporting screen. Your choices include PA Period, GL Period, and Global Week, depending on the period types enabled in the Utilization Options setup.

The internal name for this profile option is
PA_RES_UTIL_DEF_PERIOD_TYPE

PA: Retirement Cost Processing Enabled

This site-level profile option determines whether retirement cost processing windows and features are enabled in Oracle Projects.

The possible values for this profile option are as follows:

Yes	You can access retirement cost processing windows and features.
No	You cannot access retirement cost processing windows and features. This is the default value for this profile option.

If you enable retirement cost processing and you also use Oracle Assets *group asset* processing features, you can access all retirement cost processing features in Oracle Projects. However, if you do not use Oracle Assets group asset processing features, you can only use the retirement requests processing feature.

The internal name for this profile option is
PA_RET_COST_PRC_ENABLED.

PA: Rule-Based Optimizer

Oracle Projects does not currently use this profile option, although you can view it using the Application Developer responsibility. The internal name for this profile option is PA_RULE_BASED_OPTIMIZER.

PA: Selective Flexfield Segment for AutoAccounting

Represents the segment number to be picked when building the flexfield select segment that queries the combination table. This is the most selective accounting flexfield segment to be used in AutoAccounting validation.

Set this profile option to the segment number to use. The segment number must start with 0.

For optimum performance, it is recommended that you set this value. The speed of the distribution processes can be dramatically affected by the setting of this profile option. You can achieve good results by choosing the most selective accounting flexfield segment to be used in AutoAccounting validation. This is the segment that has the least number of rows with the same value. If you change this profile setting, test it carefully before applying it.

The internal name for this profile option is PA_SELECTIVE_FLEX_SEG.

PA: Starting Assignment Status

Specifies the default status of newly created assignments.

The internal name for this profile option is PA_START_STAFFED_ASGMT_STATUS

PA: Starting Requirement Status

Specifies the default status of newly created requirements.

The internal name for this profile option is PA_START_OPEN_ASGMT_STATUS

PA: Streamline Process Sleep Interval

Indicates the number of seconds that the Streamline process sleeps before it checks the status of its child process.

You can choose any numeric value over 30 to set this profile. If you do not set this profile value, or use a value that is less than 30, a default

value of 60 seconds is used. Oracle Projects predefines a value of 60 seconds for this profile upon installation.

The internal name for this profile option is PA_STRMLN_SLEEP_INTERVAL.

PA: Summarize Expense Report Lines

Indicates whether expense report lines in an expense report are summarized by code combination ID when you transfer expense reports to Oracle Payables.

Available values are listed below:

- | | |
|-------------------|---|
| Yes | Summarize expense report lines in an expense report by code combination ID when transferring expense report to Oracle Payables. |
| No | Each detail expense report cost distribution line becomes an invoice distribution in Oracle Payables. |
| (No value) | Equivalent to No |

The internal name for this profile option is PA_SUMMARIZE_EXPENSE_REPORT_LINES.

PA: Tab to Budget Matrix Comments Fields

Indicates how users navigate to the overflow (Change Reason / Comments / Descriptive Flexfield) region of the budget matrix window.

- | | |
|-------------------|--|
| Yes | User can tab to the overflow region. |
| No | User cannot tab to the overflow region. User may navigate to the overflow region by clicking on any of the fields there. |
| (No value) | Equivalent to No |

The internal name for this profile option is PA_BUDGET_MATRIX_TAB_ALLOWED.

PA: Task Managers Must Be Project Members

Determines whether task managers can only be selected from the subset of project members in an enterprise.

- | | |
|------------|---|
| Yes | Task managers must be members of project teams. |
| No | Task managers can be any employee in an enterprise. |

(No value) Equivalent to No

The internal name for this profile option is PA_TM_PROJ_MEMBER.

PA: Tasks to Display for Expenditure Entry

Indicates which tasks to display in the Task Number list of values when entering pre-approved expenditures in Oracle Projects, supplier invoices in Oracle Payables, and requisitions and purchase orders in Oracle Purchasing.

All Tasks Displays the entire WBS of the selected project

Chargeable Tasks Displays only the chargeable tasks of the selected project

Lowest Tasks Displays only the lowest tasks of the selected project

The internal name for this profile option is PA_TASKS_DISPLAYED.

PA: Team Home Page Layout

Specifies which Team Member Home Page Layout is used for a responsibility and user.

The implementation team can set this profile option to specify the page layout used for each responsibility and user. If no page layout is defined for a responsibility or user, the Default Team Member Home Page Layout is used.

PA: Transaction Billability Derived from Work Type

Determines whether a transaction is billable based on the assigned work type

Yes Transaction is billable based on the assigned work type

No Transaction is not billable based on the assigned work type

The default value for this option is No.

The internal name for this option is
PA_TRXN_BILLABLE_WORK_TYPE

PA: Transfer DFF with AP

Indicates whether descriptive flexfield segments are interfaced from Oracle Payables to Oracle Projects and from Oracle Projects to Oracle Payables.

Yes	Descriptive flexfield segments are interfaced.
No	Descriptive flexfield segments are not interfaced.
(No value)	Equivalent to No

The internal name for this profile option is PA_TRANSFER_DFF_AP.

PA: Transfer DFF with PO

Indicates whether descriptive flexfield segments are interfaced from Oracle Purchasing to Oracle Projects and from Oracle Projects to Oracle Purchasing.

Yes	Descriptive flexfield segments are interfaced.
No	Descriptive flexfield segments are not interfaced.
(No value)	Equivalent to No

The internal name for this profile option is PA_TRANSFER_DFF_PO.

PA: Upgrade Budget Types and Budget Versions

This profile option determines whether Oracle Projects displays an *Upgrade* check box next to each budget type in the Budget Types window. The Upgrade check box enables you to select the budget types and corresponding budget versions that you want to upgrade to plan types and plan versions when you submit the UPG: Upgrade Budget Types and Budget Versions process.

The possible values for this profile option are as follows:

Yes	The Upgrade check box is displayed.
No	The Upgrade check box is not displayed.

This profile option is defined at the Site level only. The default value is *No*.

The internal name for this profile option is PA_FP_UPGRADE_BUDGETS.

PA: Utilization Calculation Begin Date

This profile option determines the date to begin calculating the utilization hours for both actuals and scheduled hours. No resource hours prior to this date will be included in any of the generated totals.

After setting this particular profile option, you must run a concurrent process called PRC: Identify Transactions for Actuals Utilization to flag all transactions that should be excluded from the summarization of actual utilization hours. When this process is run, any transaction with a date prior to the date specified in this profile option will be flagged as a non-utilization transaction. Therefore, these transactions are ignored when the utilization totals are generated.

This process is an optional one-time implementation step and does not have to be repeated unless you change the date in the PA: Utilization Calculation Begin Date profile option.

Note: Setting this profile option and running the related concurrent process is optional. Only use this profile option and process if you want to exclude a major portion of existing data from the utilization totals.

The internal name for this profile option is PA_UTL_START_DATE.

PA: Utilization Manager Default Calculation Method

This profile option determines the default utilization calculation method to be used when an organization utilization reporting screen is accessed. The choices are Capacity or Total Worked Hours.

The internal name for this profile option is
PA_ORG_UTIL_DEF_CALC_METHOD

PA: Utilization Manager Default Period Type

This profile option determines the default period type to be used when an organization or resource utilization reporting screen is accessed. Your choices include PA Period, GL Period, Global Week, Quarter, and Year, depending on the period types enabled in the Utilization Options setup.

The internal name for this profile option is
PA_ORG_UTIL_DEF_PERIOD_TYPE

PA: Utilization Records Per Set

Indicates the number of transactions to process in each set. This profile affects the following process:

- PRC: Generate Utilization

A logical unit of work is performed on a set of transactions before the work is committed. For example, the PRC: Generate Utilization process performs the following tasks on a set of transactions before committing the set to the database:

- summarizes the set of transactions
- creates balance records

You can choose any numeric value for this profile option, as long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database access.

If you do not set this profile value, the process uses the default value of 5000 transactions per set in most operating systems. This value is operating system dependent.

The internal name for this profile option is PA_NUM_TXN_PER_SET.

PA: View All Project Resources

Indicates if *view all resources* access is granted.

Available values are shown below:

Yes	The user can view resource information for all resources in the enterprise. They can perform resource-related functions as granted for their responsibility.
No	The user can view resource information based on access granted for their responsibility.
(No value)	Equivalent to No

Oracle Projects predefines a value of *Yes* for this profile option only for the Project Super User responsibility. Otherwise, the default value is *No*.

You can update this profile option at the responsibility or user level. The internal name for this profile option is PA_SUPER_RESOURCE.

Note: This profile option is generally reserved for super users who need cross-project and cross-organization access.

PA: Workplan Tasks Default View

This profile option defines the default display view for workplan information on the Tasks page.

Hierarchy	The hierarchy view is the default view for task information. This view displays tasks in a hierarchical manner that makes it easy to see how summary tasks relate to subtasks.
List	The list view is the default view for task information. This view displays tasks as a list ordered according to outline level.
Gantt	The Gantt display view is the default view for task information. This view provides a graphic display of task information.

The internal name for this profile option is PA_WORKPLAN_DEFAULT_VIEW.

Shared Profile Options

This section lists profile options that Oracle Projects shares with other Oracle Applications.

Account Generator: Purge Runtime Data

This profile option indicates whether to purge the data used to build account combinations as soon as the account generator has completed.

For best performance, set this profile option to No and then purge the runtime data in a separate operation. Setting the profile option to No retains (in the Oracle Workflow tables) the data used by the account generator to generate code combinations. To purge the data, run the Purge Obsolete Workflow Runtime Data program after the account generator process has executed successfully. The System Administrator can add this program to a request security group.

Setting this profile option to Yes purges the Oracle Workflow data as soon as the account generator has completed, but may slow the performance of the account generator.

Tax: Allow Ad Hoc Tax Changes

Choose whether to update rates and amounts assigned to tax codes in the Transactions window in Oracle Receivables, if you defined tax codes in the Tax Codes and Rates window and set Ad-hoc to Yes.

The internal name for this profile option is AR_ALLOW_TAX_UPDATE.

Tax: Allow Override of Customer Exemptions

Use this profile option to enable users to override tax exemptions in Oracle Projects.

The internal name for this profile option is AR_ALLOW_TRX_LINE_EXEMPTIONS.

Tax: Allow Override of Tax Code

User this profile option to allow users to override the default tax code on invoice lines in Oracle Projects.

The internal name for this profile option is AR_ALLOW_TAX_CODE_OVERRIDE.

AR: Transaction Flexfield QuickPick Attribute

Determines the Invoice Transaction Flexfield attribute to display in transaction lists of values throughout Oracle Receivables. This further identifies the invoice based on project information and is displayed under the Reference column in the lists of values.

You can set this profile to display any project information Oracle Projects passes to Oracle Receivables. For example, if you want to select invoices by project number in Oracle Receivables, leave this profile option set to the predefined default value of INTERFACE_HEADER_ATTRIBUTE1.

The segments that you can use from your Invoice Transaction Flexfield are shown in the following table:

Segment	Column
Project Number	INTERFACE_HEADER_ATTRIBUTE1
Draft Invoice Number	INTERFACE_HEADER_ATTRIBUTE2

Table B - 2 Segments for invoice transaction flexfield (Page 1 of 2)

Segment	Column
Agreement Number	INTERFACE_HEADER_ATTRIBUTE3
Project Organization	INTERFACE_HEADER_ATTRIBUTE4
Project Manager	INTERFACE_HEADER_ATTRIBUTE5

Table B – 2 Segments for invoice transaction flexfield (Page 2 of 2)

The internal name for this profile option is AR_PA_CODE.

AR: Use Invoice Accounting For Credit Memos

Choose whether you want to assign your credit memo to the same accounts assigned to the invoice you are crediting.

Oracle Receivables predefines this value as *Yes* at the site level. You must change this value to *No* for Oracle Projects invoices at the application level for Oracle Projects. AutoInvoice will reject Oracle Projects credit memos and write-offs if this profile option is not set to *No*.

Oracle Projects invoices must use the accounting transactions as determined by AutoAccounting in Oracle Projects to correctly debit and credit the unbilled receivables, unearned revenue, and write off accounts for credit memos and write offs.

The internal name for this profile option is AR_USE_INV_ACCT_FOR_CM_FLAG.

GL: Set of Books Name

Use this profile option to specify your set of books.

The internal name for this profile option is GL_SET_OF_BKS_NAME.

HR: Cross Business Group

Use this profile option to define whether Single Business Group Access mode or Cross Business Group Access mode is used in your installation.

Yes Allows Cross Business Group Access.

No Allows only Single Business Group Access.

This is a required profile option, set by the System Administrator at the Site level. The default value is No. Because this profile option is set at

the site level, it affects all business groups across the Oracle Applications database instance.

After the initial implementation, you can change the HR: Cross Business Group profile option from No to Yes, but not from Yes to No.

Note: If you change the value of this profile option from No to Yes, you must recreate the job defaults for each role. See: Role Definition: page 2 – 56.

For more information on Cross Business Group Access, see *Security, Configuring, Reporting and System Administration in Oracle HRMS*.

HR: Enable Security Groups

Use this profile option to control whether you use security groups within security. Only change the default to Yes at the application level if your enterprise is using Cross Business Group Responsibility security. If you change the default to Yes, you must run the Enable Multiple Security Groups process.

For more information on Cross Business Group Responsibility security, see *Security, Configuring, Reporting and System Administration in Oracle HRMS*.

HR: Security Profile

Use this profile option to point your responsibility to a specific business group. You can see/update the profile at the responsibility and Site levels only.

MO: Operating Unit

Use this profile option to control which operating unit a particular responsibility corresponds to. See: *Multiple Organizations in Oracle Applications*.

The internal name for this profile option is ORG_ID.



Attention: The value for this option must not be set unless you have implemented multiple organization support.

Profile Options for Integration With Other Products

When you implement integration with other Oracle Products, your System Administrator needs to update the following profile options in

the System Profile Values Window. See: Setting User Profile Options, *Oracle Applications System Administrator's Guide*.

Payables and Purchasing

- PA: Allow Override of PA Distributions in AP/PO
- PA: Default Expenditure Organization in AP/PO
- PA: Tasks to Display for Expenditure Entry

Payables Only

- PA: Summarize Expense Report Lines

Receivables Only

- PA: Receivables Invoice Line UOM
- AR: Tax: Allow Ad Hoc Tax Changes
- AR: Tax: Allow Override of Customer Exemptions
- AR: Tax: Allow Override of Tax Code
- AR: Use Invoice Accounting For Credit Memos
- AR: Transaction Flexfield QuickPick Attribute

General Ledger

- GL: Set of Books Name
- PA: Allow Override of Budget Accounts
- PA: Enable Budget Integration and Budgetary Control Feature
- PA: Days to Maintain BC Packets

Self-Service Expenses

- PA: AutoApprove Expense Reports

Self-Service Time

- PA: AutoApprove Timesheets

Activity Management Gateway

- PA: Licensed to Use AMG

Fremont Corporation: Setting Up Profile Options

Fremont Corporation sets up the following profile options.

Fremont Corporation Profile Options to Control Processing

Fremont Corporation's implementation team sets the following profile options that affect Oracle Projects processing:

Note: These profile options are set at the application level, for the Oracle Projects application.

Profile Option	Value
PA: Expenditures Per Set	500
PA: Expenditure Items Per Set	1000
PA: Cost Distribution Lines Per Set	2000
PA: Projects Per Set	500

Table B - 3 Fremont Profile Options to Control Processing (Page 1 of 1)

Fremont Corporation Profile Options for Integration

To enable Oracle Projects to integrate with other applications, .Fremont Corporation sets the profile options shown in the following table:

Option	Value	Comments
PA: Allow Override of PA Distributions in AP/PO	No	Prevents users from overriding Projects distributions created in Oracle Payables and Oracle Purchasing
PA: Default Expenditure Organization in AP/PO	Fremont Corporation	
PA: Tasks to Display for Expenditure Entry	Chargeable Tasks	With this setting, the task list of values displays only chargeable tasks when users are entering expenditures online (pre-approved expenditures in Oracle Projects, purchase orders and requisitions in Oracle Purchasing, or supplier invoices in Oracle Payables)

Table B - 4 Fremont Corporation Profile Options for Integration (Page 1 of 2)

Option	Value	Comments
PA: Summarize Expense Report Lines	Yes	With this setting, expense report lines are summarized by code combination ID when users transfer expense reports to Oracle Payables
PA: Receivables Invoice Line UOM	Each	(The unit of measure of <i>Each</i> is first defined in Oracle Receivables)
AR: Tax: Allow Ad Hoc Tax Changes	No	Prevents users from changing tax rates in the Transactions window in Oracle Receivables
AR: Tax: Allow Override of Customer Exemptions	No	Prevents users from overriding the default tax exemption on invoice lines in Oracle Projects
AR: Tax: Allow Override of Tax Code	Yes	Allows users to override the default tax code on invoice lines in Oracle Projects
AR: Use Invoice Accounting For Credit Memos	No	
AR: Transaction Flexfield QuickPick	INTERFACE_HEADER_ATTRIBUTE1	Causes the project number to appear as the project attribute in QuickPicks in Oracle Receivables
GL: Set of Books Name	Fremont Corporation	

Table B – 4 Fremont Corporation Profile Options for Integration (Page 2 of 2)

See Also

Personal Profile Values Window, *Oracle Applications User's Guide*

Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

APPENDIX

C

Implementation Options

This appendix describes implementation options that affect the operation of your Oracle Projects application.

Implementation Options in Oracle Projects

After you implement other Oracle Applications to work with Oracle Projects, you can define Oracle Projects implementation options. The Implementation Options control how Oracle Projects interfaces data to other Oracle Applications, as well as other fundamental operating settings.

The implementation options also control cross-charging capability across operating units. Expenditures can be charged to a project in a different operating unit from the expenditure operating unit, as long as the two operating units are associated with the same GL set of books, HR business group, and PA period type, and the Cross Charge option Allow Cross Charges to All Operating Units Within Legal Entity is enabled for that responsibility.

The Oracle Projects implementation options include the following groups of options:

- System: page C – 2
- Currency: page C – 6
- Project Setup: page C – 9
- Staffing: page C – 11
- Expenditures/Costing: page C – 12
- Billing: page C – 15
- Tax Defaults: page C – 21
- Cross Charge: page C – 22
- Internal Billing: page C – 23

System Implementation Options

The system implementation options are described below.

Set of Books

If you are implementing Oracle Projects for a single organization, then you must specify a set of books to tell Oracle Projects which set of general ledger books to use. Oracle General Ledger, Oracle Receivables, Oracle Payables, Oracle Purchasing, and Oracle Assets must also use

this set of books. Specify the set of books you defined when you implemented Oracle General Ledger for Oracle Projects.

If your implementation of Oracle Projects is for multiple organizations, Set of Books is a display-only field. Its value defaults from the Legal Entity for the operating unit.

Fremont Corporation Set of Books Implementation Option

Fremont Corporation uses only one set of books. To see a complete description of Fremont Corporation's set of books see: Fremont Corporation Set of Books: page 2 – 15. The Set of Books option for Fremont is shown in the following table:

Profile Option	Value
Set of Books	Fremont Corporation

Table C – 1 Fremont Corporation Set of Books Profile (Page 1 of 1)

Business Group

Business Group is a display-only field. The value in this field depends on the value of the HR: Cross Business Group profile option. See: Profile Options in Oracle Projects: page B – 2.

- If the value of the HR: Cross Business Group profile option is No, the business group field displays the business group assigned to the users responsibility using the HR: Security Profile profile option. See: Profile Options in Oracle Projects: page B – 2.
- If the value of the HR: Cross Business Group profile option is Yes, the business group field displays All.

Fremont Corporation Business Group Implementation Option

Fremont Corporation specifies the Fremont Corporation business group in Oracle Projects. Fremont's Business Group option setting is shown in the following table:

Profile Option	Value
Business Group	Fremont Corporation

Table C – 2 Fremont Corporation Business Group Profile (Page 1 of 1)

Summarization Period Type

Specify a summarization period type, which is used when updating project summary amounts.

Oracle Projects maintains 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 specify whether to maintain the summary period-to-date values (Period-to-Date and Prior Period) by PA Period or GL Period.

Fremont Corporation Summarization Period Type Option

Fremont Corporation summarizes amounts by PA Period, as shown in the following table:

Profile Option	Value
Summarization Period Type	PA Period

Table C – 3 Fremont Corporation Summarization Period Type (Page 1 of 1)

See Also

Updating Project Summary Amounts, *Oracle Project Management User Guide*

Update Project Summary Amounts Process, *Oracle Projects Fundamentals*

Calendar Name

When you implement Oracle Projects, you can select the calendar used to maintain PA periods.

The default value of this option is the calendar assigned to your set of books. You can change the calendar setting during implementation only. You cannot change this value after you copy your PA periods from General Ledger to Oracle Projects.

Note: If your PA and GL periods are identical and you intend to enable the Maintain Common PA and GL Periods implementation option, you must define your PA periods in the calendar assigned to your set of books.

PA Period Type

Specify a Period Type, which is used to copy Project Accounting Periods from the calendar associated with the GL Set of Books. If you copy PA Periods from GL, Oracle Projects copies all of the periods of this Period Type to set up the PA Periods.

In a multiple organization environment, the PA Period Type is specified for each operating unit.

Maintain Common PA and GL Periods

When this option is enabled, the system automatically maintains PA period statuses as you maintain the GL period statuses.

To use this option, the following conditions must be met:

- PA periods and GL periods must be defined in the same calendar.
- The PA period type must be the same as the period type defined for the Oracle General Ledger set of books.
- Each of the PA periods and GL periods must have the same status.



Attention: Attention: After you enable this option, you cannot disable it.

Default Asset Book

Optionally, select a default asset book from the list of values. The value that you select for this field will be the default value for all project assets that you create. You can override the default value at the asset level. For more information, see: *Asset Attributes, Oracle Project Costing User Guide*.

Default Reporting Organization Hierarchy

You specify an organization hierarchy and version to indicate which organization hierarchy you want Oracle Projects to use as the default reporting organization hierarchy. For more information on how Oracle

Projects uses organizations, see: Organizations in Oracle Projects, *Oracle Projects Fundamentals*.

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

For example, if you define your organization hierarchy with four divisions under the top organization, you can specify one division as the start organization. Oracle Projects consequently recognizes only that division and its subordinate organizations as its default reporting hierarchy.

- Version Number: 1
- Organization Name: Fremont Corporation

Fremont Corporation Default Reporting Organization Hierarchy

Fremont Corporation's implementation team specifies *Oracle Projects* as the Default Reporting Organization Hierarchy

Fremont Corporation is the start organization, because Fremont uses Oracle Projects on a corporate-wide basis. In this case, Fremont Corporation is also the top organization and the business group, as shown in the following table:

Profile Option	Value
Default Reporting Organization Hierarchy	Oracle Projects
Version Number	1
Start Organization	Fremont Corporation

Table C - 4 Fremont Default Reporting Organization Hierarchy (Page 1 of 1)

Currency Implementation Options

The currency implementation options control the default values for the currency attributes that are used to calculate currency exchange rates. Currency implementation options also allow you to enable reporting in multiple currencies for funding, and for budgeting and forecasting.

When you are setting up your system, Oracle Projects does not require you to enter the currency implementation options. However, if you enter transactions in foreign currencies, the system needs these values to provide default values. If the required values are missing, anyone attempting to enter foreign currency transactions receives an error message.

The Exchange Rate Date Type and Exchange Rate Type you enter in this window determine the exchange rate Oracle Projects uses to convert foreign currency transactions to the functional currency.

Functional Currency

This display-only field shows the functional currency of your company's set of books.

In a multiple organization environment, the set of books assigned to your login responsibility's operating unit determines the functional currency.

See Also: Oracle Applications Set of Books: page 2 – 11

Exchange Rate Date Type

Specify a default exchange rate date type for converting foreign currency transactions from the transaction currency to the functional and project currencies.

You select from the following exchange rate date types:

- PA Period Ending Date

If you select this option, Oracle Projects uses the PA period ending date for each transaction as the default exchange rate date when calculating the exchange rate.

If the PA period that includes the expenditure item date has an open status, the exchange rate date is the end date of that PA period. Otherwise, the exchange rate date is the end date of the next open PA period.

If you choose this option, the exchange rate is calculated as part of the cost distribution process, and no default date is displayed during expenditure entry.

See Also: PA Periods: page 2 – 33.

- Expenditure Item Date

If you select this option, Oracle Projects uses the transaction date as the default exchange rate date when calculating the functional and project currency exchange rates.

If you choose this option, the default date is displayed during expenditure entry.

Note: For expense reports, Oracle Projects supports only one set of functional currency attributes for the entire expense report. Therefore, for either option, the functional currency exchange rate date calculation is based on the expenditure *ending* date, not the expenditure *item* date.

Overriding Functional and Project Exchange Rate Dates

When you enter a project, you can optionally enter a default project exchange rate date at the project and/or lowest task level that overrides the Exchange Rate Date Type implementation option.

When you enter transactions, you can override both the functional and project currency exchange rate dates. For more information about overriding the exchange rate date, see: *Currency Conversion Attributes for Entered Transaction*, *Oracle Project Costing User Guide* and *Currency Conversion Attributes for Imported Transactions*, *Oracle Projects APIs*, *Client Extensions*, and *Open Interfaces Reference*.



Warning: If you change the Exchange Rate Date Type implementation option after you have processed foreign currency transactions, you lose some of the audit trail of historic rate date types. The currency amount and rate date are stored for each transaction, but the rate date type is stored only at the implementation option level. The system does not store the method of determining the rate date for a transaction.

Exchange Rate Type

Specify a default exchange rate type to be used for conversion of transactions from the transaction currency to the functional and project currencies.

Select the exchange rate type from a list of valid conversion rate types. Conversion Rate Types are entered in Oracle General Ledger.

See Also: *Defining Conversion Rate Types*, *Oracle General Ledger User Guide*

Maintain Funding in Reporting Currency

Check this box if you want to maintain funding in reporting currency.

Reevaluate Funding Using Amounts in Reporting Currency

Funding revaluation can be calculated both in the primary and the reporting currency. Check this box if you want to reevaluate funding using amounts in the reporting currency. If this option is enabled, funding is revaluated directly in the reporting currency.

Note: You can check this box only when the Maintain Funding in Reporting Currency option is enabled.

See Also

Funding Revaluation, *Oracle Project Billing User Guide*

Maintain Budgets in Reporting Currency

Check this box if you want to maintain budgets in both functional and multiple reporting currencies. If this option is enabled, you can choose to maintain either of the following versions in the reporting currency:

- All Versions
- Baselined Versions

Project Setup Implementation Options

The project setup implementation options are described below.

Project Numbering

You specify whether you want Oracle Projects to number projects automatically, or whether you plan to enter project numbers manually.

If you want Oracle Projects to number each project automatically upon creation, then specify a starting project number. Automatic project numbers are numeric; they do not contain letters or special characters and are sequentially numbered.

If you want to choose your own project numbers, or if you want your project numbers to include both alphabetic and numeric characters, choose the manual project numbering method. Manual project numbers can be either alphanumeric or numeric.

Note: *Project templates* are always numbered *manually*. The Project Numbering implementation option does not affect how project templates are numbered.

Fremont Corporation Project Numbering Profile Option

Fremont Corporation prefers alphanumeric, manually entered project numbers, as shown in the following table:

Profile Option	Value
Project Numbering Method	Manual
Project Number Type	Alphanumeric

Table C – 5 Fremont Corporation Project Numbering Profile Option (Page 1 of 1)

If you already have alphanumeric project numbers, you can either continue entering alphanumeric project numbers manually, or you can switch from manual to automatic numbering. If you choose the latter, keep in mind that while your alphanumeric project numbers will always exist in their current form, Oracle Projects automatically generates all future project numbers using numbers only.

Note: In a multiple organization installation of Oracle Projects, project numbers (including project template numbers) are unique across operating units. When automatic project numbering is used, if a value is entered for next project number, the same number will be shown for all operating units that also use the automatic project numbering method.

Project/Task Owning Organization Hierarchy

You assign a project/task owning organization hierarchy to the operating unit to control which organizations can own projects and tasks. To own projects and/or tasks in the operating unit, an organization must have all of the following characteristics:

- The organization must belong to the project/task organization hierarchy assigned to the operating unit.
- The organization must have the project/task owning organization classification enabled.

- The project type class must be permitted to use the organization to create projects. This permission is determined when you define the organization.
- The organization must be active as of the system date.

Fremont Corporation Project/Task Owning Organization Hierarchy

Fremont Corporation specifies the *Oracle Projects* organization hierarchy as the Project/Task Owning Organization.

Fremont Corporation is the start organization for organizations owning projects and tasks, as shown in the following table:

Profile Option	Value
Project/Task Owning Organization Hierarchy	Oracle Projects
Version Number	1
Start Organization	Fremont Corporation

Table C – 6 Fremont Project/Task Owning Organization Hierarchy (Page 1 of 1)

Staffing Implementation Options

The staffing implementation options are described below.

Candidate Score Weightings

Candidate score weightings enable you to define the level of importance of the availability, competencies, and job level of the resource when matched to the specifications of a requirement.

Users define these weighting values at the requirement level. Default values are displayed for a requirement if they have been defined for the project or project template. Default values for project template are entered in the implementation options.

You can enter default values for the following weightings:

- Competence Match Weightings
- Availability Match Weightings
- Job Level Match Weightings

For more information on candidate score weightings, see: *Candidate Score Weightings, Oracle Project Resource Management User Guide*

Advertisements

Under Advertisement Action Set, enter the default advertisement rule.

Full Time Equivalent Hours

The Full Time Equivalent specifies how many hours are equivalent to a day of work, and how many hours in a week are equivalent a week of work.

Full Time Equivalent is used to convert detailed schedule hours to a higher level of labor units in days or weeks, for management reporting. It is used in Oracle Project Resource Management for Discoverer reports and in the Oracle Project Intelligence reporting solution.

Different operating units can have a different definition of a working day. For example, a working day can be 8 hours in one operating unit, and 7 hours in another one.

Expenditures/Costing Implementation Options

The expenditures and costing implementation options are described below.

Expenditure Cycle Start Day

You specify an Expenditure Cycle Start Day to indicate the day your seven-day expenditure week begins. If you specify Monday as the expenditure cycle start day, the week ending date on all expenditures, including timecards and expense reports, is the following Sunday. You can choose any day of the week as your expenditure cycle start day.

Fremont Corporation Expenditure Cycle Start Day Profile Option

Fremont Corporation's expenditure week begins on a Monday, as shown in the following table. Each timecard begins on a Monday and ends on a Sunday.

Profile Option	Value
Expenditure Cycle Start Day	Monday

Table C - 7 Fremont Corporation Expenditure Cycle Start Day (Page 1 of 1)

Enable Overtime Calculations

You specify whether you want to use the Overtime Calculation program to calculate and charge overtime hours automatically.

You may need to customize the Overtime Calculation program if your business wants to use automatic overtime calculation.

See Also

Creating Overtime, *Oracle Project Costing User Guide*

Fremont Corporation Enable Overtime Calculations Profile Option

Fremont Corporation uses automatic overtime calculation, as shown in the following table:

Profile Option	Value
Enable Overtime Calculations	Enabled

Table C - 8 Fremont Enable Overtime Calculations Option (Page 1 of 1)

Interface Cost to GL

If you want to interface costs with Oracle General Ledger, you must enable the system options for labor and usage costs interface. If you set these fields to disabled, Oracle Projects does not interface cost transactions to Oracle General Ledger.

Fremont Corporation Interface Cost to GL Profile Option

Fremont Corporation wants to interface costs with Oracle General Ledger.

Profile Option	Value
Interface Labor Costs	Enabled
Interface Usage Costs	Enabled

Table C – 9 Fremont Corporation Interface Cost to GL Profile Option (Page 1 of 1)

See Also

Integrating with Oracle General Ledger, *Oracle Projects Fundamentals*

Expenditure/Event Organization Hierarchy

You assign an expenditure/event organization hierarchy to the operating unit to control which organizations have the following capabilities:

- incur expenditures
- own project events
- be assigned to a resource list as a resource

To incur expenditures, own events, or be assigned to a resource list, an organization must have the following characteristics:

- The organization must be in the expenditure/event organization hierarchy assigned to the operating unit.
- The organization must have the project expenditure/event organization classification enabled.
- The organization must be active as of the system date.

Fremont Corporation Expenditure/Event Organization Hierarchy

Fremont Corporation specifies the *Oracle Projects* organization hierarchy as the Expenditure/Event Organization. *Administration* is the start organization for organizations owning projects and tasks.

These profile option values are shown in the following table:

Profile Option	Value
Interface Labor Costs	Enabled
Interface Usage Costs	Enabled

Table C - 10 Fremont Expenditure/Event Organization Hierarchy (Page 1 of 1)

Billing Implementation Options

The billing implementation options are described below.

Interface Revenue to GL

Oracle Projects predefines journal entry sources and categories to identify the source for Oracle Projects revenue transactions in Oracle General Ledger.

If you want to interface revenue with Oracle General Ledger, you need to enable the system option for revenue interface. If you disable the option, Oracle Projects does not interface revenue transactions to Oracle General Ledger.

See Also

Integrating with Oracle General Ledger, *Oracle Projects Fundamentals*

Fremont Corporation Interface Revenue to GL Profile Option

Fremont Corporation wants to interface revenue with Oracle General Ledger., as shown in the following table:

Profile Option	Value
Interface Revenue to GL	Enabled

Table C - 11 Fremont Corporation Interface Revenue to GL Option (Page 1 of 1)

Invoice Numbering

Invoice Numbering Method

You specify whether you want Oracle Projects to number invoices automatically, or whether you plan to enter invoice numbers manually.

Invoice Numbering Type

Like manual project numbers, manual invoice numbers may be either alphanumeric or numeric. If you select Manual invoice numbering, you indicate whether you will use alphanumeric or numeric invoice numbers. If you select Automatic invoice numbering, Oracle Projects uses numeric numbering.

Next Number

If you want Oracle Projects to automatically number each invoice, you specify a starting invoice number.

Note: In a multiple organization installation, invoice numbers are unique within an operating unit, not across operating units (unlike project numbers). If automatic invoice numbering method is selected, the next invoice number is operating unit-specific.

Fremont Corporation Invoice Numbering Profile Option

Fremont Corporation uses alphanumeric invoice numbers, as shown in the following table:

Profile Option	Value
Invoice Numbering Method	Manual
Invoice Number Type	Alphanumeric

Table C - 12 Fremont Corporation Invoice Numbering Profile Option (Page 1 of 1)

Centralized Invoice Processing

You specify whether you want invoice processing to be centralized, or if you want Oracle Projects to process your invoices at the project invoice collection organization level.

By default, the Centralized Invoice Processing check box is enabled.

If you want all of the project invoices for the operating unit to be processed using the Oracle Projects seeded transaction types, leave the check box enabled.

With decentralized invoicing, you allow organizations to process their own invoice collections. See: *Implementing Decentralized Invoice Processing*; page 4 – 94

See Also

Defining Transaction Types for Invoice Processing; page 4 – 93

Fremont Corporation Centralized Invoice Processing Profile Option

In the Fremont Corporation, each division has its own cost center, and receivables are reported at the Division level. Fremont's profile option settings for centralized invoice processing are shown in the following table:

Profile Option	Value
Centralized Invoice Processing	(not enabled)

Table C – 13 Fremont Centralized Invoice Processing Option (Page 1 of 1)

Invoice Batch Source

You need to specify an invoice batch source in Oracle Projects before you can interface invoices to Oracle Receivables.

Oracle Projects provides a predefined batch source name *PROJECTS INVOICES*; you must select this batch.

See Also

Integrating with Oracle Receivables, Oracle Projects Fundamentals

Fremont Corporation Invoice Batch Source Profile Option

Fremont Corporation specifies the *PROJECTS INVOICES* invoice batch source, as shown in the following table:

Profile Option	Value
Invoice Batch Source	PROJECTS INVOICES

Table C – 14 Fremont Corporation Invoice Batch Source Option (Page 1 of 1)

Customer Relationships

You can control the ability to view and select related customers of the project customer for bill and ship to purposes at the operating unit level. The choices are:

- **Yes:** You can choose a Bill To and Ship To customer based on the project customer or a related customer defined in Oracle Receivables.
- **No:** You can choose a Bill to and Ship to customer of the project customer only.
- **All:** You can choose a Bill To and Ship To customer from any customer defined in Oracle Receivables.

The default value is No. You can change the option any time, but the change impacts only future customers and invoices.

Enable Multi-Currency Billing

Check this box if you want to enter agreements, events, bill rates, and bill rate overrides in any currency.

Require Rate and Discount Reason

Oracle Projects allows you to enter a reason for the rate or discount override to the standard bill rate schedules. Check this box if you want to require users to enter the rate and discount override reason.

Allow Bill Rate Override

Check this box if you want to be able to override bill rates for all the projects in the operating unit.

Allow Bill Rate Discount Override

Check this box if you want to be able to override the bill rate discount for all the projects in the operating unit. If this functionality is enabled, Oracle Projects allows you to override the project or task level discount percentages at the following levels:

- Employee
- Job
- Non-Labor Resource
- Requirement
- Assignment

See Also

Employee Bill Rates and Overrides, *Oracle Projects Fundamentals*

Job Bill Rate and Discount Overrides, *Oracle Projects Fundamentals*

Share Bill Rate Schedules Across Operating Units

Check this box if you want to share bill rate schedules across operating units. This functionality allows an operating unit to share rate schedules from other operating units.

Allow Funding Across Operating Units

Check this box if you want to fund projects across operating units. If you enable this functionality, the list of values for project number includes active projects that are associated with the agreement of the customer and that have:

- Multi-currency billing enabled at the project level
- Multi-currency billing disabled at project level and functional currency same as the agreement currency or
- Multi-currency billing enabled with funding currency selected as the invoice processing currency, and existing funding in a currency same as the agreement currency.

Account for Unbilled Retention

To generate a different account for unbilled retention using the defined Unbilled Retention Account AutoAccounting rules, you must check this box. The unbilled retention is an asset account, separate from the unbilled receivable account, and tracks the total amount of withheld retention that has not been billed. If this feature is not enabled, Oracle Projects uses the Unbilled Receivable Account AutoAccounting rules when interfacing project invoices and retention invoices to Oracle Receivables.

Note: Only those projects created after Account for Unbilled Retention check box is enabled will derive the Unbilled Retention account using the Unbilled Retention Account function transaction when interfacing project invoices and retention invoices to Oracle Receivables.

See Also

Retention, *Oracle Project Billing User Guide*

AutoAccounting and the Account Generator: page G – 2

Accounting for Revenue and Invoices: page 4 – 55

Funding Revaluation includes Gains and Losses

Check this box if you want the funding revaluation process to include gains and losses. If you enable this functionality, you must implement the realized gain and loss function transactions and set up the AutoAccounting rules to reclassify the realized currency gain and loss accounts based on the new event type classifications.

If you do not enable this functionality, the revaluation process includes only the backlog amount for revaluation.

Note: This option cannot be unchecked at this level if any of the project type level or project level Funding Revaluation includes Gains and Losses option is enabled.

Require Credit Memo Reason

Enable this option if you require a user to select a credit memo reason when releasing canceled invoices, write-offs, and credit memos.

See Also

Funding Revaluation, *Oracle Project Billing User Guide*

Accounting for Revenue and Invoices: page : page 4 – 55

Event Types: page 4 – 34

Defining Event Types: page 4 – 34

Invoicing, *Oracle Project Billing User Guide*

Tax Defaults

Use this window to set up a hierarchy for the system to use when it assigns the default output tax code for customer invoice lines. You specify where you will enter the default tax codes, and in what order the system looks up each source to assign the default tax code.

Output Tax Code Defaults

The available sources for the default output tax code are:

- Customer Site
- Customer
- Project
- Expenditure Type / Event Type / Retention
- Client Extension
- Oracle Receivables System Options

A check box is displayed next to each source. Check each source you want Oracle Projects to use when it assigns default tax codes for invoice lines.

Hierarchy

Next to each of the sources you have checked, enter a number from 1 to 6. You must enter a different number for each source. The number for each source controls the order in which the system references these sources to derive default tax codes for invoice lines.

Oracle Receivables System Tax Code

This field displays the tax code currently selected as the Oracle Receivables tax code system option. As shown above, the tax code default hierarchy you define determines how the Oracle Receivables system tax code is used in determining default tax codes.

See Also

Setting Up Invoice Line Tax Codes: page 4 – 10

Cross Charge

Use this window to define cross charge implementation options. Define cross charge implementation options for every operating unit that uses the cross charge feature (intercompany billing or borrowed and lent processing).

Transfer Price Currency Conversion

Exchange Rate Date Type: Choose Expenditure Item Date or PA Date.

Exchange Rate Type: Specify the rate type that the system will use as the default for transfer price conversions.

Cross Charges within Operating Unit

Select a method for processing cross charges within the operating unit.

- **None:** The system will not process intra-operating unit transactions for cross charge.
- **Borrowed and Lent:** The system creates borrowed and lent accounting entries only. The system does not generate invoices for transactions processed by borrowed and lent accounting.

Allow Cross Charges to All Operating Units Within Legal Entity

To allow cross charges to all operating units within a legal entity:

1. Select the *Allow Cross Charges to all Operating Units within Legal Entity* check box.
2. Choose a default processing method for cross charge transactions across operating units within the legal entity.
None: The system will not process inter-operating unit transactions for cross charge.
Borrowed and Lent: The system creates borrowed and lent accounting entries only.

Internal Billing

Use this window to define internal billing implementation options.

For each operating unit that uses internal billing, you must set up Internal Billing implementation options as either a provider or receiver organization, or both.

Provider for Internal Billing

If the current operating unit is a provider organization for internal billing, select the *Provider for Internal Billing* check box and complete the additional fields in this region.

Supplier Name and Number

Enter the name and number of the supplier associated with the current operating unit.

Invoice Numbering

Select an invoice numbering method:

Manual: To specify invoice numbers, select Manual, and then select Alphanumeric or Numeric numbering.

Automatic: To have the system generate the invoice numbers, select Automatic, and then enter a starting number to use for internal invoices.

Invoice Batch Source

For Invoice Batch Source, select PA Internal Invoices.

Reclassify Costs for Cross Charged Transactions

Cost Accrual Projects: Indicate how you want to reclassify cross charged costs for cost accrual projects (*Raw* or *Burdened*). Select *None* if you do not want to reclassify raw or burdened costs.

Non Cost Accrual Projects: Indicate how you want to reclassify cross charged costs for and non-cost accrual projects (*Raw* or *Burdened*). Select *None* if you do not want to reclassify raw or burdened costs.

Receiver for Internal Billing

If the current operating unit is a receiver organization for internal billing, select the *Receiver for Internal Billing* check box and enter the customer name and number to be associated with the current operating unit.

If you want to identify the project as a cost accrual project, use the Cost Accrual Identification extension. See: Cost Accrual Identification Extension, *Oracle Projects User Guide*.

APPENDIX

D

Menus and Responsibilities

This appendix provides information about the predefined menus and responsibilities in Oracle Projects.

Predefined Menus and Responsibilities in Oracle Projects

This appendix provides information about the predefined menus and responsibilities in Oracle Projects.

For information about setting up security using menus and responsibilities, see: Project and Organization Security: page 2 – 60.

HTML Responsibilities

Oracle Projects provides predefined responsibilities for the HTML pages used in the Oracle Projects solution. The predefined responsibilities are shown in the following table. The table also gives the abbreviation used in this appendix for each responsibility.

Responsibility	Abbreviation (Used in Table D – 2 and Table D – 3)
Project Super User	PSU
Project Administrator	PA
Operations Manager	OM
Project Manager	PM
Resource Manager	RM
Staffing Manager	SM
Team Member	TM

Table D – 1 Predefined HTML Responsibilities (Page 1 of 1)

Predefined Menus and Functions

In Table D – 2, the first two columns list the predefined menus and functions. The remaining columns indicate whether access to the menus and functions is granted to each of the predefined responsibilities. The abbreviations for the responsibilities are shown in Table D – 1.

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Project Delivery	Team Member Home	Yes	Yes	Yes	Yes			
Project Delivery	Project List	Yes	Yes	Yes	Yes			
Project Delivery	Create Project	Yes	Yes	Yes	Yes			
Project Delivery	Search Projects	Yes	Yes	Yes	Yes			
Project Delivery	Project Sets	Yes	Yes	Yes	Yes			
Project Delivery	Tasks	Yes	Yes	Yes	Yes			
Project Delivery	Actions	Yes	Yes	Yes	Yes			
Project Delivery	Issues	Yes	Yes	Yes	Yes			
Project Delivery	Change Documents	Yes	Yes	Yes	Yes			
Project Staffing	Open Requirements	Yes		Yes		Yes	Yes	
Project Staffing	Requirement Search	Yes		Yes		Yes	Yes	
Project Staffing	Scheduled Resource Hours Workbook	Yes		Yes		Yes	Yes	
Project Staffing	Available Resource Hours Workbook	Yes		Yes		Yes	Yes	
Project Staffing	Overcommitted Resource Hours Workbook	Yes		Yes		Yes	Yes	
Project Staffing	Team Role Details Workbook	Yes		Yes		Yes	Yes	
Project Staffing	Required Project Hours Workbook	Yes		Yes		Yes	Yes	
Project Resources	Resources	Yes		Yes		Yes	Yes	
Project Resources	Resource Search	Yes		Yes		Yes	Yes	
Project Resources	Organization Competence Summary Workbook	Yes		Yes		Yes	Yes	
Project Resources	Resource Competencies Workbook	Yes		Yes		Yes	Yes	
Utilization	Organization Utilization	Yes		Yes		Yes		
Utilization	Resource Utilization	Yes		Yes		Yes		
Operations Management	Project Requests	Yes		Yes				
Operations Management	Project Pipeline Workbook	Yes		Yes				

Table D – 2 Predefined Menus and Functions (Page 1 of 3)

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Unbilled Receivable, Unearned Revenue Reports	Account Balance by Project and Cost Center	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Account Transaction Details by Project	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Project Balance by Project	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Project Balance by Project and Cost Center	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Project Transaction Details by Project	Yes		Yes				
Expenditure Entry Using Microsoft Excel	Uncosted Labor Transactions	Yes						
Expenditure Entry Using Microsoft Excel	Uncosted Non-Labor Transactions	Yes						
Expenditure Entry Using Microsoft Excel	Costed Transactions	Yes						
Expenditure Entry Using Microsoft Excel	Accounted Transactions	Yes						
Setup	Advertisement Rules	Yes						
Setup	Control Item Types	Yes						
Setup	Financial Plan Types	Yes						
Setup	Lifecycles	Yes						
Setup	Organization Role Mapping	Yes						
Setup	Organization Roles	Yes						
Setup	Page Layouts	Yes						
Setup	Person Role Mapping	Yes						
Setup	Probability Mapping	Yes						
Setup	Project Templates	Yes						
Setup	Report Types	Yes						
Setup	Status Report Reminder Rules	Yes						
Setup	Status Report Sections	Yes						

Table D – 2 Predefined Menus and Functions (Page 2 of 3)

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Setup	Task Types	Yes						
Setup	Team Templates	Yes						
Setup	Microsoft Project Integration Installation	Yes						
Workflow Notifications	Workflow Notifications	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Project Administrator	Resource Search		Yes					
Project Manager	Resource Search				Yes			
Project Manager	Team Role Details Workbook				Yes			
Staffing Manager	Staffing Home				Yes			
Team Member	Team Member Home							Yes
Team Member	Project List							Yes
Team Member	Search Projects							Yes
Team Member	Tasks							Yes
Team Member	Project Sets							Yes
Team Member	Actions							Yes
Team Member	Issues							Yes
Team Member	Change Documents							Yes
Team Member	Personal Schedule and Profile							Yes
Team Member	Personal Requirement Search							Yes
Team Member	Personal Utilization							Yes
Team Member	Resource Search							Yes

Table D - 2 Predefined Menus and Functions (Page 3 of 3)

HTML Responsibilities: Additional Menus for Security and Tab Displays

The following table lists the additional menus for controlling security and tab display. A column for each predefined responsibility shows which responsibilities are granted access to each menu.

Menu	PSU	PA	OM	PM	RM	SM	TM
Project Manager Role Menu	Yes	Yes		Yes		Yes	
Resource Pool Role Menu	Yes	Yes	Yes	Yes	Yes		
Project Authority Menu	Yes						
Resource Authority Menu	Yes						
Utilization Authority Menu	Yes						
Forecast Authority Menu	Yes						
ASF_OPPORTUNITY_MAIN	Yes		Yes				
Projects Portlets	Yes	Yes	Yes	Yes		Yes	Yes
PA_MY_PROJ_DISPLAY_MAIN_MENU	Yes	Yes	Yes	Yes		Yes	Yes
PA Global Menu	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Project Tab Menu	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Projects: Project Sets: Sets as Shared				Yes			
Resource Manager Portlets					Yes		
Staffing Manager Portlets						Yes	
Team Member Role Menu							Yes

Table D – 3 Additional Menus for Security and Tab Display (Page 1 of 1)

Forms Responsibilities and Functions

The following table shows the predefined responsibilities for accessing the Oracle Applications Framework forms used in Oracle Projects. The table also gives the abbreviation used in this appendix for each responsibility.

Responsibility	Abbreviation (Used in Table D – 5)
Projects Implementation Super User	PISU
Project Billing Super User	PBSU

Table D – 4 Predefined Responsibilities for OA Framework Access (Page 1 of 2)

Responsibility	Abbreviation (Used in Table D – 5)
Project Costing Super User	PCSU
Project Manager	PM

Table D – 4 Predefined Responsibilities for OA Framework Access (Page 2 of 2)

Predefined Menus, Forms, and Functions

In Table D – 5, the first column lists the predefined menus, forms, and functions. The remaining columns indicate whether access is granted to each of the predefined responsibilities. The abbreviations for the responsibilities are shown in Table D – 4.

Form: Function	PISU	PBSU	PCSU	PM
Projects	Yes	Yes	Yes	Yes
Budgets	Yes	Yes	Yes	
Expenditures: Pre-Approved Batches: Enter	Yes	Yes	Yes	
Expenditures: Pre-Approved Batches: Review	Yes	Yes	Yes	
Expenditures: Transaction Import: Import	Yes	Yes	Yes	
Expenditures: Transaction Import: Review	Yes	Yes	Yes	
Expenditures: Expenditure Inquiry: Project	Yes	Yes	Yes	Yes
Expenditures: Expenditure Inquiry: All	Yes	Yes	Yes	
Transaction Funds Check Results	Yes	Yes	Yes	
Allocations: Allocation Rules	Yes	Yes	Yes	
Allocations: Allocations Review	Yes	Yes	Yes	
Allocations: AutoAllocations: Workbench	Yes	Yes	Yes	
Allocations: AutoAllocations: View Status	Yes	Yes	Yes	
Capital Projects	Yes	Yes	Yes	
Billing: Agreements	Yes	Yes		
Billing: Control Billing by Top Task	Yes	Yes		

Table D – 5 Predefined Menus, Forms, and Functions (Page 1 of 7)

Form: Function	PISU	PBSU	PCSU	PM
Billing: Events: Project	Yes	Yes		
Billing: Events: All	Yes	Yes		
Billing: Revenue Review	Yes	Yes		
Billing: Invoice Review	Yes	Yes		Yes
Billing: Funding Inquiry	Yes	Yes		Yes
Billing: Retention Inquiry	Yes	Yes		Yes
Project Status: Project Status Inquiry	Yes	Yes	Yes	Yes
Project Status: Percent Complete	Yes	Yes	Yes	Yes
Project Administration: Mass Update Batches	Yes	Yes	Yes	
Project Administration: Purge Product Data			Yes	
Setup: Projects: Roles	Yes	Yes	Yes	
Setup: Projects: Role Lists	Yes	Yes	Yes	
Setup: Projects: Classifications	Yes	Yes	Yes	
Setup: Projects: Service Types	Yes	Yes	Yes	
Setup: Projects: Customer Relationships	Yes	Yes	Yes	
Setup: Projects: Customer Contact Types	Yes	Yes	Yes	
Setup: Projects: Probability Lists	Yes	Yes	Yes	
Setup: Projects: Project Priorities	Yes	Yes	Yes	
Setup: Projects: Project Types	Yes	Yes	Yes	
Setup: Projects: Project Templates	Yes	Yes	Yes	
Setup: Staffing: Staffing Priorities	Yes	Yes	Yes	
Setup: Staffing: Candidate Status Change Reasons	Yes	Yes	Yes	
Setup: Workplan and Progress: Task Priorities	Yes	Yes	Yes	
Setup: Workplan and Progress: Work Items	Yes	Yes	Yes	
Setup: Workplan and Progress: Change Reasons	Yes	Yes	Yes	
Setup: Issue and Change: Control Item Priorities	Yes	Yes	Yes	
Setup: Issue and Change: Effort Levels	Yes	Yes	Yes	

Table D – 5 Predefined Menus, Forms, and Functions (Page 2 of 7)

Form: Function	PISU	PBSU	PCSU	PM
Setup: Issue and Change: Source Types	Yes	Yes	Yes	
Setup: Budgets: Budget Types	Yes	Yes	Yes	
Setup: Budgets: Change Reasons	Yes	Yes	Yes	
Setup: Budgets: Forecast Adjustment Reasons	Yes	Yes	Yes	
Setup: Budgets: Entry Methods	Yes	Yes	Yes	
Setup: Budgets: Resource Lists	Yes	Yes	Yes	
Setup: Expenditures: Expenditure Categories	Yes	Yes	Yes	
Setup: Expenditures: Revenue Categories	Yes	Yes	Yes	
Setup: Expenditures: Expenditure Types	Yes	Yes	Yes	
Setup: Expenditures: Non-Labor Resources	Yes	Yes	Yes	
Setup: Expenditures: Transaction Sources	Yes	Yes	Yes	
Setup: Expenditures: Rate Schedules	Yes	Yes	Yes	
Setup: Costing: Labor: Cost Multipliers	Yes	Yes	Yes	
Setup: Costing: Labor: Labor Costing Rules	Yes	Yes	Yes	
Setup: Costing: Labor: Organization Labor Costing Rules	Yes	Yes	Yes	
Setup: Costing: Labor: Labor Costing Overrides	Yes	Yes	Yes	
Setup: Costing: Burden: Bases	Yes	Yes	Yes	
Setup: Costing: Burden: Cost Codes	Yes	Yes	Yes	
Setup: Costing: Burden: Structures	Yes	Yes	Yes	
Setup: Costing: Burden: Schedules	Yes	Yes	Yes	
Setup: Costing: Burden: View	Yes	Yes	Yes	
Setup: Costing: Cross Charge: Transfer Price Rules	Yes	Yes	Yes	
Setup: Costing: Cross Charge: Transfer Price Schedules	Yes	Yes	Yes	
Setup: Costing: Provider and Receiver Controls	Yes	Yes	Yes	
Setup: Billing: Payment Terms	Yes	Yes	Yes	
Setup: Billing: Agreement Types	Yes	Yes	Yes	
Setup: Billing: Credit Types	Yes	Yes	Yes	

Table D – 5 Predefined Menus, Forms, and Functions (Page 3 of 7)

Form: Function	PISU	PBSU	PCSU	PM
Setup: Billing: Event Types	Yes	Yes	Yes	
Setup: Billing: Extensions	Yes	Yes	Yes	
Setup: Billing: Invoice Formats	Yes	Yes	Yes	
Setup: Billing: Agreement Templates	Yes	Yes	Yes	
Setup: Utilization: Options	Yes	Yes	Yes	
Setup: Utilization: Utilization Categories	Yes	Yes	Yes	
Setup: Utilization: Work Types	Yes	Yes	Yes	
Setup: Project Status Columns	Yes	Yes	Yes	
Setup: Activity Management Gateway: Source Products	Yes	Yes	Yes	
Setup: Activity Management Gateway: Control Actions	Yes	Yes	Yes	
Setup: System: Implementation Options	Yes	Yes	Yes	
Setup: System: Forecasting Options	Yes	Yes	Yes	
Setup: System: PA Periods	Yes	Yes	Yes	
Setup: System: GL Periods	Yes	Yes	Yes	
Setup: System: Statuses	Yes	Yes	Yes	
Setup: System: Cycles	Yes	Yes	Yes	
Setup: System: Units	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Define Calendar	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Define Exceptions	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Define Shifts	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Assign Shifts / Exceptions	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Assign Resources	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Others: Define Availability Types	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Others: Define Calendar Types	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Others: Define Exception Categories	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Others: Define Exception Reasons	Yes	Yes	Yes	
Setup: AutoAccounting: Lookup Sets	Yes	Yes	Yes	

Table D – 5 Predefined Menus, Forms, and Functions (Page 4 of 7)

Form: Function	PISU	PBSU	PCSU	PM
Setup: AutoAccounting: Rules	Yes	Yes	Yes	
Setup: AutoAccounting: Assign Rules	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: People: Enter and Maintain	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Rating Scales	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Competencies	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Schools & Colleges	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Qualification Types	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Define Locations	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Description	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Organization Manager	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Hierarchy	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Global Hierarchy	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Job: Description	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Job: Job Groups	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Position: Description	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Position: Hierarchy	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Grade: Description	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Other Definitions: Applications Utilities Lookups	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Other Definitions: User Profile Options	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Security: Profile	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Security: Global Profile	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Security: Information Types Security	Yes	Yes	Yes	

Table D – 5 Predefined Menus, Forms, and Functions (Page 5 of 7)

Form: Function	PISU	PBSU	PCSU	PM
Setup: Resources and Organizations: HR Foundation: Processes and Reports: Submit Processes and Reports	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Processes and Reports: View Requests	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Processes and Reports: View Reports	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Project Job Levels	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Job Mapping	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Organization Authority	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Customers: System Options	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Customers: Customer Entry	Yes	Yes	Yes	
Setup: Financials: Calendar: Types	Yes	Yes	Yes	
Setup: Financials: Calendar: Periods	Yes	Yes	Yes	
Setup: Financials: Books	Yes	Yes	Yes	
Setup: Financials: Accounts	Yes	Yes	Yes	
Setup: Flexfields: Key: Segments	Yes	Yes	Yes	
Setup: Flexfields: Key: Values	Yes	Yes	Yes	
Setup: Flexfields: Key: Aliases	Yes	Yes	Yes	
Setup: Flexfields: Key: Rules	Yes	Yes	Yes	
Setup: Flexfields: Key: Groups	Yes	Yes	Yes	
Setup: Flexfields: Key: Security: Define	Yes	Yes	Yes	
Setup: Flexfields: Key: Security: Assign	Yes	Yes	Yes	
Setup: Flexfields: Key: Accounts	Yes	Yes	Yes	
Setup: Flexfields: Descriptive: Segments	Yes	Yes	Yes	
Setup: Flexfields: Descriptive: Values	Yes	Yes	Yes	
Setup: Flexfields: Descriptive: Security: Define	Yes	Yes	Yes	
Setup: Flexfields: Descriptive: Security: Assign	Yes	Yes	Yes	
Setup: Flexfields: Validation: Sets	Yes	Yes	Yes	
Setup: Flexfields: Validation: Values	Yes	Yes	Yes	

Table D – 5 Predefined Menus, Forms, and Functions (Page 6 of 7)

Form: Function	PISU	PBSU	PCSU	PM
Setup: Flexfields: Validation: Security: Define	Yes	Yes	Yes	
Setup: Flexfields: Validation: Security: Assign	Yes	Yes	Yes	
Other: Requests: Run	Yes	Yes	Yes	
Other: Requests: Set	Yes	Yes	Yes	
Other: Profile	Yes	Yes	Yes	
Other: Concurrent	Yes	Yes	Yes	
Other: Change Organization	Yes	Yes	Yes	
Other: Running Jobs	Yes	Yes	Yes	
Lookup	Yes	Yes	Yes	

Table D – 5 Predefined Menus, Forms, and Functions (Page 7 of 7)

Concurrent Programs Request Groups

Table D – 6 shows the concurrent programs request group for each predefined responsibility.

Responsibility	Concurrent Programs Request Group
Projects Implementation Super User	All Oracle Projects programs
Project Billing Super User	All Oracle Project Billing programs
Project Costing Super User	All Oracle Project Costing programs
Project Manager	None

Table D – 6 Request Groups (Page 1 of 1)

APPENDIX

E

Descriptive Flexfields

This appendix shows the descriptive flexfields you can customize in Oracle Projects.

Descriptive Flexfields in Oracle Projects

The following table shows the descriptive flexfields that you can customize in Oracle Projects:

Descriptive Flexfield	Windows or Pages That Contain the Descriptive Flexfield
Agreement Types	Agreement Types
Agreements	Agreements
Allocation Rule	Allocation Rule
Billing Assignments	Projects Project Types
Billing Cycles	Billing Cycles
Billing Extensions	Billing Extensions
Budget Entry Methods	Budget Entry Methods
Budget Lines	Budgets
Budget Types	Budget Types
Budget Versions	Budgets
Burden Cost Codes	Burden Cost Codes
Class Categories	Class Categories and Codes
Class Codes	Class Categories and Codes
Draft Invoices	Invoice Review
Event Types	Event Types
Events	Events
Expenditure Categories	Expenditure Categories
Expenditure Items	Pre-Approved Expenditure Entry Expenditure Items
Expenditure Types	Expenditure Types
Expenditures	Pre-Approved Expenditure Entry Expenditure Items
Financial Plan Types	Create / Update Plan Type

Table E - 1 Descriptive flexfields in Oracle Projects (Page 1 of 3)

Descriptive Flexfield	Windows or Pages That Contain the Descriptive Flexfield
Funding History	Funding Inquiry
Indirect Cost Codes	Burden Cost Codes
Labor Costing Details	Labor Cost Rates
Labor Costing Overrides	Labor Costing Overrides
Labor Costing Rule Sets	Labor Costing Rules
Lookup Sets	Lookup Sets
Mass Update Batches	Mass Update Batches
Next Allowable Statuses	Status
Non-Labor Resources	Non-Labor Resources
Non-Labor Resource Organizations	Non-Labor Resources
Probability Lists Flexfield	Probability Lists
Probability Members	Probability Lists
Project Assets	Projects Capital Projects
Project Classifications	Project Classifications
Project Funding	Agreements Project Funding Inquiry
Project Roles	Project Roles
Project Statuses	Project Statuses
Project Status Report Sections	Project Status Report Sections
Project Types	Project Types
Projects	Projects, Templates Summary
Provider Receiver Controls	Provider Receiver Controls
Resources	Resources
Standard Bill Rate Schedules	Bill Rate Schedules

Table E - 1 Descriptive flexfields in Oracle Projects (Page 2 of 3)

Descriptive Flexfield	Windows or Pages That Contain the Descriptive Flexfield
Subteam	Subteam
Tasks	Tasks
Team Role	Requirement Details, Assignment Details, Resource Schedule Page
Transaction Sources	Transaction Sources
Transfer Price Rules	Transfer Price Rules
Transfer Price Schedules	Transfer Price Schedules
Transfer Price Schedule Lines	Transfer Price Schedules

Table E - 1 Descriptive flexfields in Oracle Projects (Page 3 of 3)

See Also

Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Planning Your Descriptive Flexfield, *Oracle Applications Flexfields Guide*

APPENDIX

F

Lookups

This appendix describes the lookups that are used in Oracle Projects.

Oracle Projects Lookups

Use the Oracle Projects Lookups window to review and maintain lookups that you use in Projects.

In some fields in Projects windows, you are required to enter a value from a predefined list of values. Sometimes the values on the list are items you have defined in a setup window such as Credit Types. Other predefined sets of values are *lookups*, which you can view, and in some cases, update, in the Oracle Projects Lookups window.

Each lookup category is identified by its *lookup type*. For example, UNIT is a lookup type for which Currency and Hours are allowable codes.

The Access Level region in the Lookups window indicates at what level each lookup type is maintained. If the access level is Extensible for a lookup type, you can add lookup names to that lookup type.

You cannot change the lookup code value after you save a lookup code. You can remove an obsolete lookup in the following ways: disable the code, enter an end date, or change the meaning and description to match a replacement code.

If you use Multiple Language Support (MLS), you can define lookups in each of your installed languages. Select Translations from the toolbar or menu to enter the lookup name and description in other languages. When a user selects lookups from a list of values, the lookups on the list will appear in the user's language. For more information, see: the *Oracle Applications User's Guide*.

For detailed information on defining and updating lookups, see: Lookups, *Oracle Applications Developer's Guide*, or see online help.

Extensible Lookups in Oracle Projects

You can add values for the following lookup types in this window:

- **Budget Change Reason:** Indicates why a budget changed. See: Budget Change Reasons: page 6 – 12.
- **Cost Base Type:** Specifies the use of cost bases. Oracle Projects predefines the cost base types *Burden Cost* and *Other*. See: Cost Bases and Cost Base Types: page 3 – 131.
- **Credit Type:** Categorizes revenue credit awarded to employees, such as sales credit, marketing credit, or quota credit. See: Credit Types: page 4 – 32.

- **Staffing Priority Codes:** These codes enable you to rank the priority of staffing requirements. See: Staffing Priority Codes: page 5 – 15.
- **Project Contact Type.** Specifies how the contacts of a customer are involved with a project. See: Project Customer Relationships and Contact Types: page 2 – 93.
- **Project Customer Relationship:** Specifies the relationship a customer has with a project. See: Project Customer Relationships and Contact Types: page 2 – 93.
- **Revenue Category:** Describes a source of revenue. Used to group expenditure types and event types for revenue and billing, budgeting, reporting purposes, and in AutoAccounting rules. See: Revenue Categories: page 3 – 12.
- **Service Type:** Categories of work that employees perform during the life of a project. See: Service Types: page 2 – 91.
- **Source Products:** Identifies the external systems you use with Oracle Projects, for use with Activity Management Gateway (AMG). See: Source Products: page 2 – 192.
- **Unit:** Specifies quantities or amounts of an expenditure item. Oracle Projects predefines the units *Currency* and *Hours*. See: Units: page 3 – 13.

APPENDIX

G

AutoAccounting and the Account Generator

This appendix describes the use of AutoAccounting and the Account Generator in Oracle Projects.

AutoAccounting and the Account Generator

The following topics are discussed in this appendix:

- Overview of AutoAccounting: page G – 2
- Implementing AutoAccounting: page G – 5
- AutoAccounting Functions: page G – 20
- Using the Account Generator in Oracle Projects: page G – 22
- Implementing the Account Generator for Oracle Projects: page G – 25
- Comparing AutoAccounting to the Workflow Account Generator: page G – 48

Overview of AutoAccounting

Oracle Projects creates many different accounting transactions throughout its business cycle (when posting labor cost debits and labor revenue credits, for example). You can use AutoAccounting to specify how to determine the correct general ledger account for each transaction.

Examples of accounting practices you can implement using AutoAccounting include:

- *Charge central headquarters with all advertising costs regardless of which region those advertisements benefit.*
- *Credit payroll costs to the payroll liability account belonging to the division for which an employee works.*
- *Assign revenue from subcontractors to the company and cost center managing the project.*

When you implement AutoAccounting, you define the rules and circumstances that determine which general ledger accounts Oracle Projects uses. Oracle Projects then uses the rules when performing accounting transactions.

When you implement AutoAccounting, you define the rules governing which general ledger accounts Oracle Projects uses under which circumstances. Oracle Projects uses the rules you define whenever it performs an accounting transaction.

How AutoAccounting works

For each accounting transaction, you define rules to determine the appropriate account to charge. Each accounting transaction is identified by an AutoAccounting function. AutoAccounting functions are components of programs that you submit to generate accounting entries.

AutoAccounting Functions for Revenue and Billing

Table G – 1 lists each AutoAccounting function for revenue and billing and the associated business activities.

AutoAccounting Function	Business Activity
Burden Cost Revenue Account	Determines revenue account for burden costs
Event Revenue Account	Determines revenue account for revenue events
Expense Report Revenue Account	Determines revenue account for expense report items
Intercompany Revenue Account	Determines revenue account for cross-charged transactions requiring intercompany billing processing
Labor Revenue Account	Determines revenue account for labor items
Miscellaneous Transaction Revenue Account	Determines revenue account for miscellaneous transactions
Revenue and Invoice Accounts	Determines accounts to track revenue and receivables
Supplier Invoice Revenue Account	Determines revenue account for supplier invoice items
Usage Revenue Account	Determines revenue account for usage items

Table G – 1 AutoAccounting functions for revenue and billing (Page 1 of 1)

AutoAccounting Functions for Costing

Table G – 1 lists each AutoAccounting function for costing and the associated business activities.

AutoAccounting Function	Business Activity
Borrowed Account	Determines borrowed account, which is the credit side of the borrowed and lent transaction
Burden Cost Account	Determines cost account for burden costs
Burden Cost Clearing Account	Determines clearing account for burden costs
Expense Report Cost Account	Determines cost account for expense report items
Expense Report Liability Account	Determines liability account for expense report costs
Intercompany Invoice Accounts	Determines receivables and rounding accounts for cross-charged transactions requiring intercompany billing processing
Labor Cost Account	Determines cost account for all labor items, including straight time and overtime
Labor Cost Clearing Account	Determines clearing account for labor costs
Lent Account	Determines lent account, which is the debit side of the borrowed and lent transaction
Miscellaneous Transaction Clearing Account	Determines clearing account for miscellaneous transactions
Miscellaneous Transaction Cost Account	Determines cost account for miscellaneous transactions
Provider Cost Reclass Cr	Determines credit amount for cross-charged costs reclassified by the provider operating unit
Provider Cost Reclass Dr	Determines debit amount for cross-charged costs reclassified by the provider operating unit
Supplier Invoice Cost Account	Determines cost account for adjusted supplier invoice items
Total Burdened Cost Credit	Determines credit account for total burdened costs for all items on burdened projects
Total Burdened Cost Debit	Determines debit account for total burdened costs for all items on burdened projects

Table G - 2 AutoAccounting functions for costing (Page 1 of 2)

AutoAccounting Function	Business Activity
Usage Cost Account	Determines cost account for usage items
Usage Cost Clearing Account	Determines clearing account for usage costs

Table G - 2 AutoAccounting functions for costing (Page 2 of 2)

Implementing AutoAccounting

To implement AutoAccounting, you define AutoAccounting rules to generate account combinations, then assign a set of rules to each AutoAccounting transaction you want to use for your company. You do not define AutoAccounting rules for each project or contract.

Implement your Oracle Projects system with your AutoAccounting plan in mind. AutoAccounting derives values for account combinations based on project information for all accounting transactions in Oracle Projects. Consequently, the way you organize your chart of accounts affects your implementation data. You can use most of the implementation data that you define for Oracle Projects as inputs to the AutoAccounting rules that you define.

► **To implement AutoAccounting:**

1. Design your AutoAccounting setup based on your implementation data.
2. Define lookup sets. See: Define Lookup Sets: page G - 14.
3. Define rules. See: Define Rules: page G - 6.
4. Assign rules for each function. See: Assign Rules: page G - 16.

See Also

AutoAccounting Sample Implementation: Fremont Corporation: page G - 51

Defining AutoAccounting Rules

Each AutoAccounting rule you define supplies one Accounting Flexfield segment value at a time. Thus, you need to specify one AutoAccounting rule for each segment in your Accounting Flexfield for each AutoAccounting transaction you want to use.

Some of the AutoAccounting rules you define can be quite simple, such as always supplying a constant company code or natural account. Others can draw upon context information (parameters), such as the revenue category for a particular posting or the organization that owns a particular asset. You can even use multiple parameters to provide a segment value.

You can reuse the same AutoAccounting rules for many different functions and their transactions.

You define rules based on project information that you enter. You can use these AutoAccounting parameters as input values to your rules.

Note: AutoAccounting does not use Flexfield security rules when determining a valid account combination. You must define your AutoAccounting rules to determine the appropriate account based on the rules required by your company.

AutoAccounting Parameters

AutoAccounting allows you to use the AutoAccounting parameters as inputs for your AutoAccounting rules. The following table lists these parameters.

Note: Not all of the parameters in the table are available for all functions. The Customer ID and the Customer Name parameters are available for cross charge functions only. Submit the AutoAccounting Functions Listing for a complete listing of all of the parameters available for each function.

AUTOACCOUNTING PARAMETER	MEANING
Class Code	AutoAccounting class code on the project. Note: Since you can define many project classification categories, the Class Code parameter always corresponds to the one classification category that you specified as the AutoAccounting classification category.
Labor Costing Rule	Labor Costing rule of the employee who incurs the expenditure
Customer ID	Internal ID of the internal customer you define for the receiver operating unit
Customer Name	Internal customer you define for the receiver operating unit
Employee Number	Employee number of the employee who incurs the expenditure
Event Num	Event number of the event
Event Organization	Organization for the event
Event Organization ID	Internal identifier of the organization for the Event
Event Type	The classification of the event
Expenditure Category	Expenditure category of the expenditure item
Expenditure Item ID	Internal identifier that identifies each expenditure item
Expenditure Operating Unit	Operating unit that incurs the expenditure
Expenditure Operating Unit ID	Internal identifier of the operating unit that incurs the expenditure
Expenditure Organization	Organization that incurs the expenditure
Expenditure Organization ID	Internal identifier of the organization that incurs the expenditure

Table G - 3 AutoAccounting parameters (Page 1 of 3)

AUTOACCOUNTING PARAMETER	MEANING
Expenditure Type	Expenditure type of the expenditure item
Labor Cost Multiplier	Labor cost multiplier of the task charged
Non-Labor Resource	Non-labor resource utilized for the expenditure
Non-Labor Resource Org.	Non-labor resource-owning organization
Non-Labor Resource Org. ID	Internal identifier of the non-labor resource-owning organization
Person ID	Internal identifier of the employee who incurs the expenditure
Project ID	Internal identifier of the project being charged
Project Number	The number of the project being charged
Project Operating Unit	Project-managing operating unit
Project Operating Unit ID	Internal identifier of the project-managing operating unit
Project Organization	Project-managing organization
Project Organization ID	Internal identifier of the project-managing organization
Project Type	Project type of the project charged
Provider Organization	Organization incurring the cross-charged transaction
Provider Organization ID	Internal identifier of the organization incurring the cross-charged transaction
Receiver Organization	Organization whose project receives the cross-charged transaction
Receiver Organization ID	Internal identifier of the organization whose project receives the cross-charged transaction
Revenue Category	Revenue category of the expenditure item

Table G – 3 AutoAccounting parameters (Page 2 of 3)

AUTOACCOUNTING PARAMETER	MEANING
Task ID	Internal identifier of the task charged
Task Number	Task number of task charged
Task Organization	Task-managing organization
Task Organization ID	Internal identifier of the task-managing organization
Task Service Type	Service type of the task charged
Top Task ID	Internal identifier of the highest level parent task of the task charged
Top Task Number	Task number of the highest level parent task of the task charged
Supplier Type	Supplier type of the supplier on the invoice

Table G - 3 AutoAccounting parameters (Page 3 of 3)

See Also

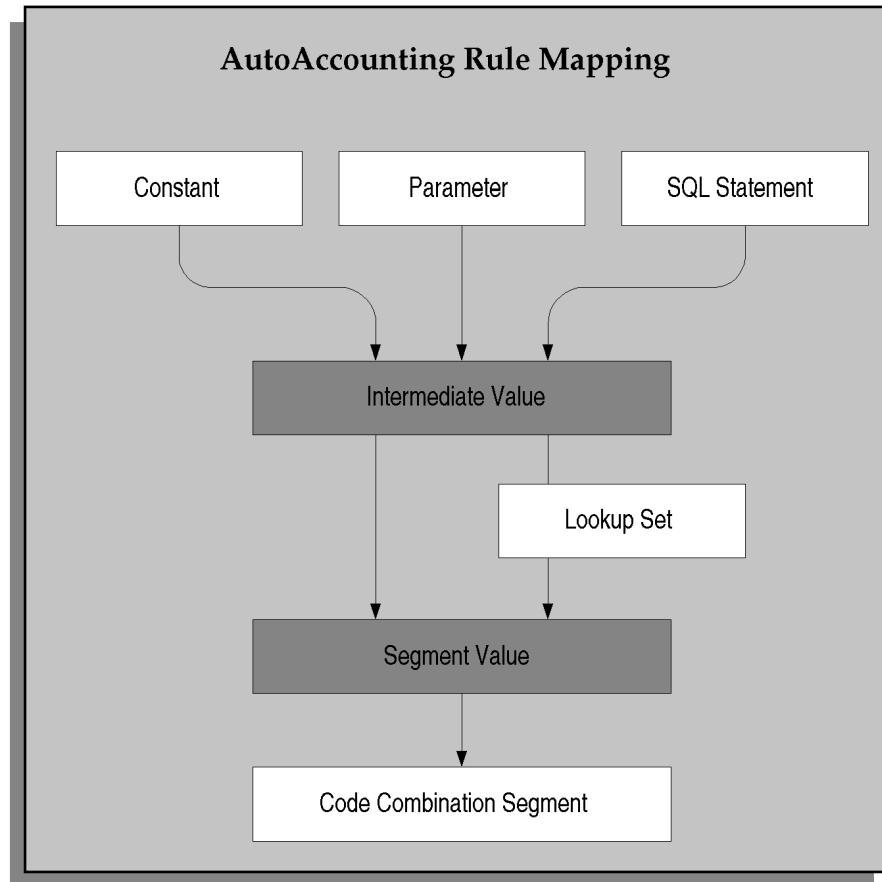
AutoAccounting Functions Listing, *Oracle Projects Fundamentals*

Selecting an Intermediate Value Source

To define an AutoAccounting rule, you first specify an intermediate value (an "input" for the rule). You can draw an intermediate value from one of three intermediate value sources:

- Constant** Always supply a particular intermediate value (usually an Accounting Flexfield segment code)
- Parameter** Use a predefined parameter as an intermediate value; make the rule context-sensitive based on one value
- SQL Select Statement** Execute a SQL select statement to retrieve an intermediate value; make the rule dependent on multiple values and/or conditional statements

Figure G - 1 AutoAccounting Rule Mapping



Using a Predefined Parameter

When you define an AutoAccounting rule, you can use a predefined parameter as an input value. Examples of parameters that you can use as context information include the project-managing organization, or the expenditure type of an expenditure item. (For a complete list of AutoAccounting parameters, see: Table G - 3.)

For example, suppose you want to define an AutoAccounting rule that provides a region code based upon the organization that is managing a project. You specify an intermediate value source of *Parameter*, since the project-managing organization is a predefined parameter; you specify *Project Organization* as the parameter name.

SQL statements to derive new parameters

AutoAccounting rules with SQL statements are intended to process rules that are dependent on more than one parameter. They are not intended to derive additional parameters using SQL which accesses application tables.

This type of use may affect processing performance and may not be supported based on the AutoAccounting function. If you determine that you need rules that reference application tables to derive additional values not provided by the AutoAccounting parameters, please contact your Oracle technical support representative before proceeding.

Using a SQL Select Statement in AutoAccounting Rules

You can define rules to read any value by using a SQL select statement. You should consider the performance implications of using SQL statements. Although many companies have implemented AutoAccounting SQL statement rules in a production environment, you should tune your SQL statement and test the AutoAccounting setup against volume data to check their performance quality before implementation.

Notation of SQL Statement Rule

You reference parameters in the SQL Statement with a colon followed by a number; for example as :1. You then map the parameter number in the SQL statement to the appropriate parameter number and parameter in the Rule Parameters for the rule. In the example above, :1 maps to the Project Type parameter which is listed as parameter 1 under Rule Parameters.

You must use SQL statement rules to define rule parameters. Reference each parameter in the rule with a different number, even if you are using the same parameter many times in a SQL statement. You can use up to 19 rule parameters per rule. Reference the rule parameter sequence numbers in numerical order. For example, do not reference :3 before :2.

Do not add a semicolon at the end of the SQL statement.

Selecting a Segment Value Source

After you specify an intermediate value, you specify one of the following segment value sources to indicate whether the intermediate

value is already a valid segment value or whether AutoAccounting needs to translate it into a segment value using a lookup set:

Intermediate Value Supply the intermediate value as a segment value; do not use a lookup set

Segment Value Lookup Set Look up the intermediate value in a lookup set; translate the intermediate value into the corresponding segment value

You do not always need to use a lookup set when you write an AutoAccounting rule. If you define a simple constant rule, you probably do not need to use a lookup set to supply a segment value, since you generally supply a valid segment value as the constant.

For example, if you use a constant intermediate value, such as account number 4100, the intermediate value is already a segment value and therefore needs no translation. Or, if the value of a parameter already is a suitable segment value (as might be the case if you use the project number as part of your chart of accounts), you do not need a lookup set to translate it into a segment value.

However, if you use a parameter-based intermediate value such as an organization name, you need to specify the name of a lookup set that maps the names of organizations to the corresponding segment value.

You need to define a lookup set before you can use it in a rule. However, if you prefer to define your rules before completing your lookup sets, you can define each lookup set's name and description, then define the intermediate values and segment values later.

AutoAccounting Rules Window Reference

Use this window to define and maintain AutoAccounting rules. You define AutoAccounting rules to generate account combinations. After you define rules, use the Assign Rules window to assign a set of rules to each AutoAccounting transaction you want to use.

Rule Name. Enter a unique, descriptive name for this AutoAccounting rule.

Intermediate Value Region

Use this region to define an AutoAccounting rule and its attributes such as whether it is based on a constant value, a predefined parameter, or a SQL select statement. Depending on a rule's intermediate value source, you also use this region to enter its constant value, parameter, or SQL select statement.

Source. Enter the source from which you want to determine an intermediate value for this rule. Oracle Projects provides the following intermediate value sources:

- **Constant.** Use a particular intermediate value which is not context sensitive (usually an Accounting Flexfield segment code).
- **Parameter.** Use a predefined parameter as an intermediate value; make rule context-sensitive based on one value.
- **SQL Select Statement.** Execute a SQL select statement to retrieve an intermediate value; make rule context sensitive based on more than one value.

Value. If you specified *Constant* as this rule's intermediate value source, enter the value you want Oracle Projects to supply as the intermediate value.

If you specified *Parameter* as this rule's intermediate value source, enter the parameter you want Oracle Projects to supply as the intermediate value.

If you specified *SQL Select Statement* the SQL Editor appears when you enter this field. Enter the statement you want Oracle Projects to use to retrieve an intermediate value.

Segment Value Region

Source. Select the segment value source that you want Oracle Projects to use to derive an Accounting Flexfield segment value from the intermediate value. Oracle Projects provides the following segment value sources:

- **Intermediate Value.** Choose this source if this rule's intermediate value is already a valid segment value.
- **Segment Value Lookup Set.** Choose this source if this rule's intermediate value is not a valid segment value and must be mapped to a segment value through a lookup set.

Lookup Set. Select the lookup set that you want Oracle Projects to use to derive an Accounting Flexfield segment value. If you specified *Intermediate Value* as this rule's segment value source, Oracle Projects skips this field.

Lookup Sets button. This button navigates to the AutoAccounting Lookup Sets window.

Rule Parameters Region

If you specified *SQL Select Statement* as this rule's intermediate value source, use this zone to define each parameter included in the SQL select statement this AutoAccounting rule uses.

If you specified either *Constant* or *Parameter* as this rule's intermediate value source, Oracle Projects skips this region.

Sequence. Enter the numeric value that corresponds to a parameter in the SQL select statement this AutoAccounting rule uses.

Parameter Name. Select the parameter that corresponds to the sequence number you entered in the previous field. You can choose any AutoAccounting parameter.

See Also

Defining AutoAccounting Rules: page G – 6

Defining a Lookup Set

To define a lookup set, you specify pairs of values. For each intermediate value, you specify a corresponding account segment value. One or more related pairs of intermediate values and segment values form a lookup set.

For example, if the phrase "World Headquarters" corresponds to a Company segment value of 01, use *World Headquarters* as the intermediate value and *01* as the segment value.

Or, suppose your business has five major regions (Northeast, South, Middle States, Southwest, and West), and you have a Region segment in your Accounting Flexfield. You probably need to create a lookup set that maps region names to the corresponding region code:

- Name: *Region Code*
- Description: *Map region names to the corresponding Accounting Flexfield region segment code*

Segment Value Lookups

The lookup set would contain the segment value lookups shown in the following table:

Intermediate Value	Segment Value
Northeast	01
South	02
Middle States	03
Southwest	04
West	05

Table G - 4 Segment value lookups (Page 1 of 1)

You may need several lookup sets to map organizations to cost centers, expenditure types to account codes, event types to account codes, or for other situations where the segment value depends upon a particular predefined parameter.

You can use a lookup set more than once; several AutoAccounting rules can use the same lookup set.

You define and modify lookup sets using the AutoAccounting Lookup Sets window.

AutoAccounting Lookup Sets Window Reference

Use this form to define, view, and maintain AutoAccounting lookup sets.

Name. Enter a unique, descriptive name for this lookup set.

Segment Value Lookup Region

Use this zone to specify an intermediate value, and then map that intermediate value to a specific segment value of your Accounting Flexfield.

AutoAccounting matches an intermediate value derived from an AutoAccounting rule with an intermediate value in the lookup set and determines the corresponding segment value you specify to derive an account code from your chart of accounts.

Intermediate Value. Enter the intermediate value that you want to map to an Accounting Flexfield segment value.

Ensure that you have enter a valid intermediate value. Valid intermediate values are those that match intermediate values that may be derived from AutoAccounting rules. Specify the values in the base language and ensure that the case and spelling match exactly. (For more information about the base language, see: Multilingual Support in Oracle Projects, *Oracle Projects Fundamentals*.) For example, if you are mapping organization intermediate values to cost center segment values, you cannot enter 'RISK ANALYSIS' for an organization with the name of 'Risk Analysis'.

If AutoAccounting does not find a matching intermediate value in the lookup set, AutoAccounting provides an error message (Incomplete AutoAccounting Rules) notifying you that it could not build an Accounting Flexfield combination. You must correct your AutoAccounting setup and resubmit the process that triggered the AutoAccounting error.

Segment Value. Enter the Accounting Flexfield segment value that you want to map to with this intermediate value.

Ensure that you have entered a valid segment value. Valid segment values are those that are defined for your Accounting Flexfield segments. Values must match exactly numerically.

If AutoAccounting does not find a matching segment value in the lookup set, AutoAccounting provides an error message (Invalid Accounting Flexfield) notifying you that it could not build a valid Accounting Flexfield combination. You must correct your AutoAccounting setup and resubmit the process that triggered the AutoAccounting error.

Assigning Rules to Transactions

When you are assigning rules to an AutoAccounting function, you may want to assign different rules to different conditions. For example, you may want to account for indirect projects using one set of rules, and use two different sets of rules for billable items and non-billable items on contract projects.

To make it easy to do this, Oracle Projects provides function transactions to each function, which identifies commonly used conditions in which you may want to assign different rules.

The following table lists examples of function transactions under the Labor Cost Account function:

FUNCTION TRANSACTIONS	MEANING
Indirect, Private Labor	All items on indirect, private projects
Indirect, Public Labor	All items on indirect, public projects
Indirect, All	All labor items on indirect projects
Capital, Private, Capital	Capitalizable labor items on capital, private projects
Capital, Private, Non-Capital	Non-capitalizable labor items on capital, private projects
Capital, All	All labor items on capital projects
Contract, All	All labor items on a contract project

Table G - 5 Labor Cost Account Function (Page 1 of 1)

You can assign rules to function transactions for each AutoAccounting function.

You complete the following steps to assign AutoAccounting rules to AutoAccounting functions and transactions:

- Enable each transaction you want to use
- For each transaction you enable, you specify an AutoAccounting rule for each segment of your Accounting Flexfield

Enabling AutoAccounting Transactions

You tell Oracle Projects which AutoAccounting rules to use, under which circumstances, by assigning rules to transactions. In cases where an AutoAccounting function consists of several distinct transactions, you assign rules to each transaction you want to use. These rule assignments then determine which general ledger account AutoAccounting uses to process that transaction. Oracle Projects attempts to use the most appropriate transaction; if you have not enabled that transaction, it tries to use the fallback transaction.

For example, the Labor Revenue Account function, which Oracle Projects uses to credit a revenue account for labor revenue, consists of three transactions:

- Public Labor Revenue

- Private Labor Revenue
- All Labor Revenue

When Oracle Projects needs to credit a revenue account for labor performed on a public project, it first checks whether you have enabled the Public Labor Revenue transaction. If the transaction is enabled, Oracle Projects uses the AutoAccounting rules you assigned to the transaction to determine which account to credit.

If you have not enabled the Public Labor Revenue transaction, Oracle Projects checks the "fallback" transaction All Labor Revenue.



Suggestion: If your accounting practices do not distinguish between the contexts, you can simplify your AutoAccounting implementation by not enabling transactions; instead, you could implement only the All transaction.

You enable a transaction using the **Assign AutoAccounting Rules** window:

Defining segment rule pairings

After you enable a transaction, you match each segment in your Accounting Flexfield with the appropriate AutoAccounting rule. For example, if you have a two-segment Accounting Flexfield containing a Company segment and an Account segment, you assign one rule to the Company segment and one rule to the Account segment.

You use the **Assign AutoAccounting Rules** window to enable AutoAccounting transactions and assign rules to them.

Assign AutoAccounting Rules Window Reference

Use this window to assign an AutoAccounting rule to each segment of your Accounting Flexfield for the AutoAccounting transactions you want to use.

Name. Select the name of the AutoAccounting function for which you want to enable one or more transactions and assign rules. If you do not want to limit your search to a particular function, leave this field blank.

Oracle Projects predefines AutoAccounting functions; you cannot modify them, or define additional transactions.

Function Transactions Region

Use this region to view the AutoAccounting transactions associated with this AutoAccounting function, and to enable each transaction you want to use.

Oracle Projects predefines AutoAccounting transactions; you cannot modify them, or define additional transactions.

Name. Oracle Projects displays each AutoAccounting transaction available for this AutoAccounting function.

Enabled. Check on this option if you want to enable this AutoAccounting transaction. Do not check the option if you do not want to enable this AutoAccounting transaction.

You can assign AutoAccounting rules to your Accounting Flexfield segments for this transaction regardless of whether you check or don't check this option. However, if you do not check the option, AutoAccounting does not recognize the associated rule assignment.



Suggestion: If your business does not distinguish between each kind of transaction, enable the *ALL* transaction.

Note: If you do not enable any transactions, Oracle Projects automatically uses the *ALL* transaction.

Segment Rule Pairings Region

Use this region to assign an AutoAccounting rule to each segment of your Accounting Flexfield for each transaction you want to use.

Number. Enter the number that corresponds to the Accounting Flexfield segment to which you want to assign an AutoAccounting rule for this transaction. You need to enter either a number or a segment name to identify an Accounting Flexfield segment.

Note: You need to start your numbering sequence with the number zero (0).

Segment Name. Select the name of the segment to which you want to assign an AutoAccounting rule for this transaction. If you have already selected a number, Oracle Projects automatically displays the corresponding segment name.

Rule Name. Enter the AutoAccounting rule that you want to assign to this Accounting Flexfield segment for this transaction.

Rule Button. You can choose this button to navigate to the Define Rules window.

AutoAccounting Functions

In this section, we describe the AutoAccounting functions that you must implement to process accounting transactions for each of the following areas:

Note: AutoAccounting rules are set up once for each chart of accounts. However, accounting rule assignments are operating unit-specific. In a multi-organization environment, you can use the multi-organization Replicate Seed Data process to replicate system-defined function transactions in each operating unit you set up. For each operating unit, you must enable cost function transactions or revenue and billing function transactions and assign proper accounting rules for Oracle Projects to use when automatically generating your accounting entries.

- Labor
 - Accounting for Labor Costs: page 3 – 29
 - Accounting for Burdened Cost: page 3 – 48
 - Accounting for Labor Revenue: page 4 – 56
- Expense Reports
 - Accounting for Expense Report Costs: page 3 – 39
 - Accounting for Expense Report Revenue: page 4 – 58
- Usages
 - Accounting for Usage Costs: page 3 – 43
 - Accounting for Usage Revenue: page 4 – 59
- Supplier Invoices
 - Accounting for Supplier Invoice Adjustment Costs: page 3 – 51
 - Accounting for Supplier Invoices Revenue: page 4 – 64
- Events
 - Accounting for Event Revenue: page 4 – 65
- Revenue and Invoices
 - Accounting for Revenue and Invoices: page 4 – 55

See Also

Overview of AutoAccounting: page G – 2

Implementing AutoAccounting: page G – 5

AutoAccounting Sample Implementation: Fremont Corporation: page
G – 52

Using the Account Generator in Oracle Projects

When you enter project information in Purchasing and Payables, account generator processes create account code combinations for use in purchasing requisitions, purchase orders, and payables supplier invoices. This section:

- Lists the accounts created by the Purchasing account generators. See: *Generating Accounts for Oracle Purchasing*: page G – 22.
- Describes how to customize the account generator workflow processes used to integrate Oracle Projects with Payables. See: *Setting up the Account Generator Processes*: page G – 25.
- Provides information on assigning and deriving values. See: *Comparing AutoAccounting to the Workflow Account Generator*: page G – 48.

As you read this chapter, you will also want to refer to the *Oracle Applications Flexfields Guide* and *Oracle Workflow User's Guide*.

Generating Accounts for Oracle Purchasing

Purchasing uses item types to generate account numbers for all requisitions and purchase orders, whether they are project-related or not. Purchasing provides a set of default account generator processes for the accounts it needs to build. You do not need to do anything within Oracle Projects to generate accounts for Purchasing.

The account generator workflows in Purchasing generate the following accounts:

- Purchase Order Charge Account
- Purchase Order Budget Account
- Purchase Order Variance Account
- Purchase Order Accrual Account
- Requisition Charge Account
- Requisition Budget Account
- Requisition Variance Account
- Requisition Accrual Account

Purchasing provides default account generator processes for these accounts. If you want to derive the accounts based on project information, you must change the default processes so that they use the

project information. For more information, see: Using the Account Generator, *Oracle Purchasing User's Guide*.

Using a Lookup Set for Oracle Purchasing Rules

If you want to use a lookup set for Oracle Purchasing rules, you must drag and drop the Lookup activity from Oracle Payables to the Oracle Purchasing Account Generator item type.

Generating Accounts for Oracle Payables

How charge accounts are derived for invoices and expense reports depends on whether you are entering an invoice or expense report that contains project and task information, as shown in the following table:

Application and Item	Method for Deriving the Charge Account
Payables invoices	Payables (Invoices window) calls the Project Supplier Invoice Account Generation workflow
Self-Service Expenses and Payables expense reports	Self-Service Expenses (Enter Receipts window) or Payables (Invoices window) calls the Project Web Employees Account Generator workflow

Table G – 6 Accounts for Oracle Payables (Page 1 of 1)

This section and the sections that follow describe how to use the account generation workflows to build account code combinations. You need:

- An account number for each set of books that uses a unique accounting flexfield structure
- An account generation process for each accounting flexfield structure and set of books

Upgrading from Release 10.7. In Release 10, several Oracle Applications products used FlexBuilder to derive account code combinations. In Release 11, FlexBuilder was replaced by the Account Generator. If you upgraded to this release from Release 10.7, and you used FlexBuilder in Release 10.7, you must set up Account Generator as part of your upgrade. To plan the upgrade, follow the Oracle FlexBuilder / Account Generator guidelines and tasks in *Upgrading Oracle Applications*.

Each Account Generator is an *item type* within Oracle Workflow. Oracle Projects comes with the item types (workflows) and processes that are described in the following table:

Item Type (Workflow)	Processes
Project Supplier Invoice Account Generation	Generate Default Account Generate Account Using FlexBuilder Rules Sample Process for Account Generation
Project Web Employees Account Generator	Default Account Generator for Expense Reports Sample Account Generator for Expense Reports

Table G – 7 Item types and processes (Page 1 of 1)

The Project Supplier Invoice Account Generation workflow generates accounts for supplier invoices.

The Project Web Employees Account Generator generates accounts for expense reports entered in Self-Service Expenses or the Invoices window in Payables.

The sample processes demonstrate how to use the item type to generate the account code combinations. See: Process: Sample Process for Account Generation: page G – 27 and Process: Sample Account Generator for Expense Reports: page G – 32.

Prerequisites

Before using an account generator process with a production database in Oracle Projects, you must:

1. Define your Accounting Flexfield structure for each set of books.
See: *Oracle Applications Flexfields Guide*.
2. Define the flexfield segment values and validation rules. See: *Oracle Applications Flexfields Guide*.
3. Back up the workflow before you start to work with it. To do so, copy the workflow to a local hard disk or networked server. Because you cannot rename the workflow, plan to modify the "original" process.

Note: Do not save a backup workflow to the database. Workflows saved to the database overwrite the workflow of the same name in the database.

4. For each set of books, customize the default process.

To refer some sample customizations, see: Process: Sample Process for Account Generation: page G – 27, see: Process: Account Generator for Expense Reports: page G – 32 and *Oracle Workflow User's Guide*.

You can create all the components for workflow in the Oracle Workflow Builder except for the PL/SQL procedures called by the function activities. See: Using AutoAccounting with Account Generator Processes: page G – 48.

5. Test the customizations. See: Testing a Customized Process: page G – 43.
6. Choose the process for a flexfield structure, if necessary. See: Assigning a Process to a Flexfield Structure: page G – 44.
7. Set the Account Generator: Purge Runtime Data profile option. See: Setting the Profile Option: page G – 44.
8. Save the process in the Oracle Projects database.

Setting Up the Account Generator Processes

This section describes the processes and attributes of the workflows supplied with Oracle Projects. It also provides information about implementing and testing your workflows.

All the workflows and processes in this section generate account numbers for use with Payables.

Workflow: Project Supplier Invoice Account Generation

The Project Supplier Invoice Account Generation workflow (item type) contains these processes:

- Generate Account using FlexBuilder Rules
- Generate Default Account
- Sample Process for Account Generation

Process: Generate Account Using FlexBuilder Rules

Purpose This process generates accounts for payables invoices.

Workflow Project Supplier Invoice Account Generation

If you used FlexBuilder in a previous release to generate account combinations, this process replicates your FlexBuilder setup. You do not have to change any of your predefined FlexBuilder rules or customize the process. The process includes a function generated during your upgrade from Release 10.7 to Release 11i.

If you are upgrading from Release 10.7, follow the Oracle FlexBuilder / Account Generator guidelines and tasks in *Upgrading Oracle Applications*.

If you want to change your FlexBuilder rules after you upgrade, you must start with the Generate Default Account process to define your rules.

Process: Generate Default Account

Purpose This process generates accounts for payables invoices.

Workflow Project Supplier Invoice Account Generation

Note: Back up the workflow before you start to work with it. To do so, copy the workflow to a local hard disk or networked server. Because you cannot rename the workflow, plan to modify the "original" process. Do not save a backup workflow to the database. Workflows saved to the database overwrite the workflow of the same name in the database.

The Payables invoice entry windows call the Generate Default Account process for the invoice charge account. You must customize this process or create a new one, using the Oracle Workflow Builder. If you do not, the process returns an error message.

To customize the process, replace the dummy activity (node 2 in the diagram below) with your customized procedure for account generation. Do not delete a node or change the node order.

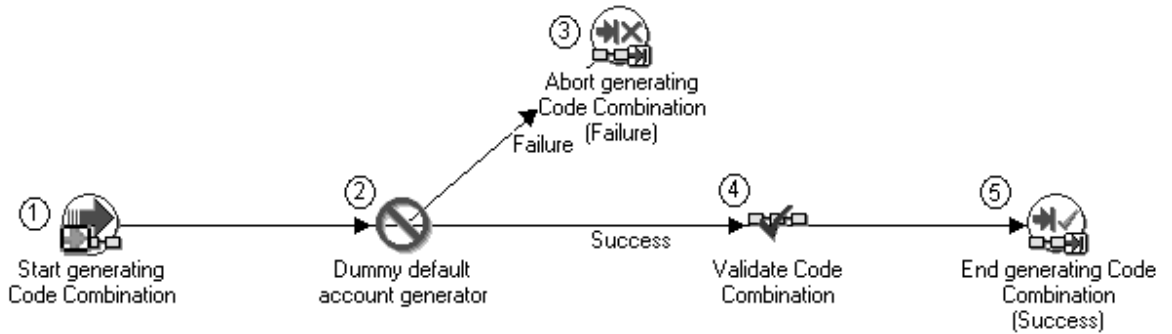
If you prefer to create a new process, copy the existing default process and change its internal name and display name. You can then modify the original default process and assign the process to the accounting flexfield structure. See: *Assigning an Account Generator Process to an Accounting Flexfield Structure*: page G – 44.

The workflow illustration and the table which follow show the Display Name view. To show the Display Name view in Workflow Builder, open the View menu, choose Show Label, and then choose Display Name in Designer.

About the process attributes The workflow attributes (different from the node attributes) for the Project Supplier Invoice Account Generation workflow (item type) identify the supplier invoice for which the process is generating a charge account number. See: *Process Attributes*: page G – 38.

About the activity nodes The Generate Default Account process consists of five activity nodes. These nodes are illustrated in Figure G – 2 and are described in Table G – 8. The numbered circles are not part of the process.

Figure G – 2 Generate Default Account Process. Workflow: Project Supplier Invoice Account Generation



Number and Node	Description
1. Start Generating code combination	This standard activity node starts the process.
2. Dummy default account generator	In its original (shipped) configuration, this node returns an error message. You must replace this function with your customized procedure. The result is Success (the process branches to node 4) or Failure (the process branches to node 3).
3. Abort generating Code Combinations	This node ends the code combination process if the function in node 2 fails.
4. Validate Code Combination	This node contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value <i>New code combinations</i> must be set to <i>True</i> .
5. End generating Code Combination	This standard activity node ends the process.

Table G – 8 Process: Generate Default Account. Workflow: Project Supplier Invoice Account Generation (Page 1 of 1)

Process: Sample Process for Account Generation

Purpose This sample process is an example only. It illustrates how to generate accounts for payables invoices.

Workflow Project Supplier Invoice Account Generation

Note: You cannot use this sample process, even with modification, in your database. You must modify the default process.

The sample process shows how to use workflow functions and attributes to derive account code combinations. It also demonstrates

several standard functions (Start, Compare Text, and Assign Value) that you can use to generate account segments.

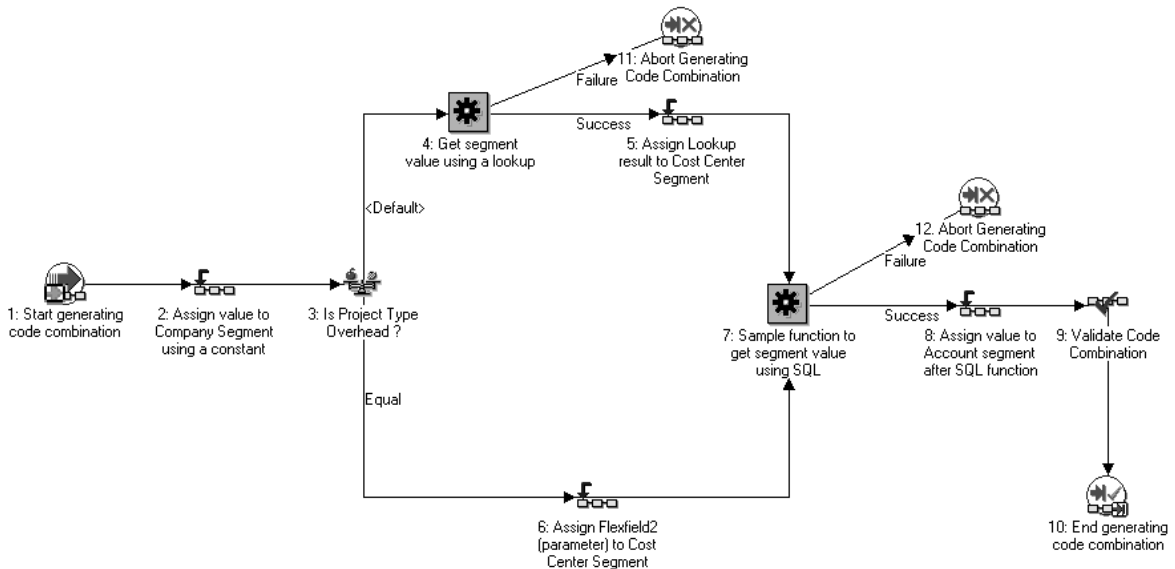
The sample also illustrates the use of SQL procedures, AutoAccounting lookup sets, workflow attributes, and constants for Supplier Invoice Account Generation.

The workflow illustration and the descriptive table which follow show the Comment view. To show the Comment view in Workflow Builder, open the View menu, choose Show Label, and then choose Comments in Designer.

About the process attributes The workflow attributes (different from the node attributes) for the Project Supplier Invoice Account Generation workflow (item type) identify the supplier invoice for which the process is generating a charge account number. For more information, see: Process Attributes: page G – 38.

About the activity nodes The Sample Process for Account Generation consists of eleven activity nodes. These nodes are illustrated in Figure G – 3, and are described in Table G – 9. The numbered circles are not part of the process.

Figure G – 3 Sample Process for Account Generation. Workflow: Project Supplier Invoice Account Generation



Note: In Table G – 9, nodes 2, 5, 6, and 8 use the Assign Value to a Segment function, which is provided by the standard flexfield workflow. For detailed information about this function, see: Account Generator, *Oracle Applications Flexfields Guide*.

Number and Node	Description
1. Start generating code combination	This standard activity node starts the process.
2. Assign value to Company Segment using a constant	This node assigns a constant value, 01, to the Company segment.
3. Is Project Type Overhead? (Uses the Compare Text function from the standard workflow)	This node tests whether the project type is Overhead. The test value is set to the item attribute Project Type. The reference value is the constant Overhead. The result is Equal (the project type is Overhead and the process branches to node 6) or Not Equal (the project type is not Overhead and the process branches to node 4).
4. Get segment value using a lookup (Executed only if the project type is not Overhead)	<p>This node looks up the Cost Center segment. The lookup uses an AutoAccounting lookup set and an intermediate value (expenditure organization). The result is Success (the process branches to node 5) or Failure (the process branches to node 11).</p> <p>This node uses <code>pa_acc_gen_wf_pkg.pa_seg_lookup_set_value</code>, a function that retrieves an intermediate value from an AutoAccounting lookup set. See: Using the Segment Lookup Set Value Function: page G – 42.</p>
5. Assign Lookup result to Cost Center Segment	This node assigns the value found in node 4 to the cost center segment and then branches to node 7.
6. Assign Flexfield2 (parameter) to Cost Center Segment (Executed only if the project type is Overhead)	If the project type is Overhead, this node assigns the valid value from Invoice Descriptive Flexfield Attribute 4 to the Cost Center segment.

Table G – 9 Process: Sample Process for Account Generation. Workflow: Project Supplier Invoice Account Generation (Page 1 of 2)

Number and Node	Description
7. Sample function to get segment value Using SQL	<p>This node uses a SQL procedure to derive the value for the Account segment. If the process encounters an error during any of the steps, the function branches to node 12.</p> <p>The sample SQL package and procedure is in the file PAXTMPFB.pls (located in the Oracle Projects admin/sql directory). The SQL procedure name is pa_wf_fb_sample_pkg.pa_wf_sample_sql_fn. The procedure contains detailed documentation.</p> <p>The sample function derives and sets the segment value in the Lookup Set Value attribute. If you write your own functions, you should create and set your own attributes.</p> <p>Note: When you define a SQL function, you can define its attributes. The procedure reads the current values of the item attributes, then uses the attributes to derive the segment. However, the function in the sample process does not require attributes.</p>
8. Assign value to Account segment after SQL function*	This node assigns a the segment value derived in Node 7 to the Account segment.
9. Validate Code Combination	This node contains the standard flexfield function for validating a code combination. For this function to work correctly, the attribute value <i>New code combinations</i> must be set to True.
10. End generating code combination	This standard activity node ends the process.
11. Abort Generating Code Combination	If the lookup fails in node 4, this standard flexfield function ends the process. For more information, see: Account Generator in <i>Oracle Applications Flexfields Guide</i> .
12. Abort Generating Code Combination	If the sample SQL function fails in node 7, this standard flexfield function ends the code combination process. For more information, see: Account Generator in <i>Oracle Applications Flexfields Guide</i> .

Table G – 9 Process: Sample Process for Account Generation. Workflow: Project Supplier Invoice Account Generation (Page 2 of 2)

Workflow: Project Web Employees Account Generator

This workflow contains two processes:

- Default Account Generator for Expense Reports
- Sample Account Generator for Expense Reports

Process: Default Account Generator for Expense Reports

Purpose This process generates account numbers for expense reports created in Self-Service Expenses and the Invoices window in Payables.

Workflow Project Web Employees Account Generator

When a user enters a project and task in an expense report in Self-Service Expenses, Self-Service Expenses calls the Default Account Generator for Expense Reports. This process returns the default CCID (code combination identifier) when the employee was defined in HR. If the employee does not have a default CCID, you will receive an error. For more information, see: Entering a New Employee *Oracle Human Resources User's Guide*. If you want to derive the account based on other criteria, modify the default process.

Because you cannot rename the workflow, you will modify the "original" process. If you prefer, you can create a new process.

► **To modify the process:**

1. Back up the workflow by copying it to a local hard disk or networked server.

Do not save the backup workflow to the database. If you do, you will overwrite the workflow in the database.

2. Modify the node Copy Values from Code Combination with your customized procedure for account generation.

Note: Do not delete a node or change the node order.

3. Update your lookup set for information you will receive from Self-Service Expenses expense reports.

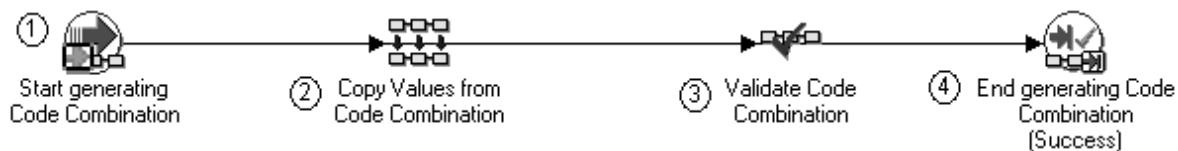
► **To create a new process:**

1. Make a copy of the default process.
2. Disable the copy by changing its internal name and display name.
Now you can modify the original default process.
3. Assign the process to the accounting flexfield structure. See: Assigning a Process to a Flexfield Structure: page G – 44.

The workflow illustration and the descriptive table which follow show the Display Name view. To show the Display Name view in Workflow Builder, open the View menu, choose Show Label, and then choose Display Name in Designer.

About the activity nodes This process consists of four activity nodes. These nodes are illustrated in Figure G – 4, and are described in Table G – 10. The numbered circles are not part of the process.

Figure G – 4 Default Account Generator for Expense Reports



Number and Node	Description
1. Start account generation	This standard activity starts the process.
2. Start generating Code Combination	This node must be customized. It generates employee account information from the employee code combination identifier.
3. Validate Code Combination	This node contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value <i>New code combinations</i> must be set to <i>True</i> .
4. End generating Code Combination	This standard activity node ends the process.

Table G – 10 Process: Default Account Generator for Expense Reports. Workflow: Project Web Employees Account Generator (Page 1 of 1)

About the process attributes The workflow attributes (different from the node attributes) for this workflow (item type) identify the expense report for which the process is generating a charge account number. See: Process Attributes: page G – 38.

Process: Sample Account Generator for Expense Reports

Purpose This sample process is an example only. It illustrates how to generate accounts for expense reports created in Self-Service Expenses or the Invoices window in Payables.

Workflow Project Web Employees Account Generator

Note: You cannot use this sample process, even with modification, in your database. You must modify the default process.

Expense reports created in Self-Service Expenses or the Invoices window in Payables may contain project or task numbers that you want to collect for Oracle Projects. This sample account generator routine

generates account numbers for the projects and tasks in these expense reports.

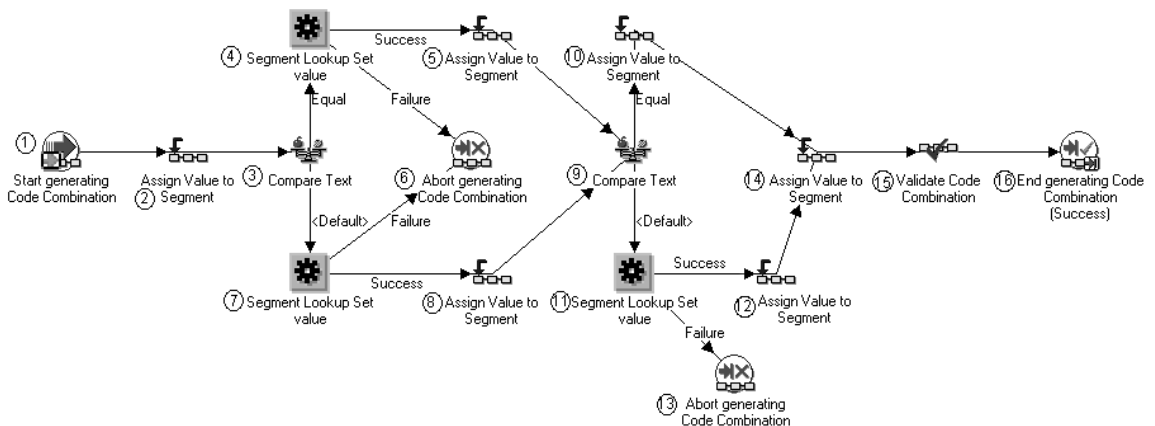
Part of the process (the Segment Lookup Set value nodes) requires some setup in AutoAccounting. See: Using the Segment Lookup Set Value Function: page G – 42, see: Using AutoAccounting with Account Generator Processes: page G – 48.

About the activity nodes The process activity nodes are numbered in Figure G – 5 for reference in the node descriptions. The numbered circles are not part of the process. The node descriptions list the attribute values for each node in the sample routine. (To display the attribute values in Oracle Workflow Builder, double-click the node and then choose the Attributes tab.)

The workflow illustration and the descriptive table show the Display Name view. To show the Display Name view in Workflow Builder, open the View menu, choose Show Label, and then choose Display Name in Designer.

About the process attributes The workflow attributes (different from the node attributes) for the Project Web Employees Account Generator workflow (item type) identify the expense report for which the process is generating a charge account number. For more information, see: Process Attributes: page G – 38.

Figure G – 5 Sample Account Generator for Expense Reports



Sample Account Generator for Expense Reports: Node descriptions

Following are descriptions of each node of the Sample Account Generator for Expense Reports.

1. Start generating Code Combination. This standard activity node starts the process.
2. Assign Value to Segment. Use a constant value for the segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Segment Identifier	Constant	Name	Lookup
Segment	Constant	Services Company	Text
Value	Constant	01	Text
Replace existing value	Constant	True	Lookup

Table G - 11 (Page 1 of 1)

3. Compare Text. This node determines whether or not the project type is Cost Plus. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Test Value	Item Attribute	Project Type	Text
Reference Value	Constant	Cost Plus	Text

Table G - 12 (Page 1 of 1)

4. Segment Lookup Set Value. If the project type is Cost Plus, this node uses an attribute to look up the Department segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Lookup Set Value	Constant	Organization to Dept. Value	Text
Intermediate Value	Item Attribute	Expenditure Organization Name	Text

Table G - 13 (Page 1 of 1)

5. Assign Value to Segment. If the project type is Cost Plus, this node assigns the segment value to the Department segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Segment Identifier	Constant	Name	Lookup
Segment	Constant	Services Department	Text
Value	Item Attribute	Lookup Set Value	Text
Replace existing value	Constant	True	Lookup

Table G - 14 (Page 1 of 1)

6. Abort Generating Code Combination. The attribute value is shown in the following table.

Name	Value Type	Value	Type
Error message	Item Attribute	Error Message	Text

Table G - 15 (Page 1 of 1)

7. Segment Lookup Set Value. If the project type is not Cost Plus, this node uses an attribute to look up the Department segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Lookup Set Name	Constant	Organization to Dept. Value	Text
Intermediate Value	Item Attribute	Project Organization Name	Text

Table G - 16 (Page 1 of 1)

8. Assign Value to Segment. If the project type is not Cost Plus, this node assigns the segment value to the Department segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Segment Identifier	Constant	Name	Lookup
Segment	Constant	Services Department	Text

Table G - 17 (Page 1 of 2)

Name	Value Type	Value	Type
Value	Item Attribute	Lookup Set Value	Text
Replace existing value	Constant	True	Lookup

Table G - 17 (Page 2 of 2)

9. Compare Text. This node determines whether or not the project type is Construction. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Test Value	Constant	Construction	Text
Reference Value	Item Attribute	Project Type	Text

Table G - 18 (Page 1 of 1)

10. Assign Value to Segment. If the project type is Construction, this node assigns the segment value to the Account segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Segment Identifier	Constant	Name	Lookup
Segment	Constant	Services Account	Text
Value	Constant	1580	Text
Replace existing value	Constant	True	Lookup

Table G - 19 (Page 1 of 1)

11. Segment Lookup Set Value. If the project type is not Construction, this node uses an attribute to look up the Account segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Lookup Set Name	Constant	Exp Type / Indirect Cost Account	Text
Intermediate Value	Item Attribute	Expenditure Type	Text

Table G - 20 (Page 1 of 1)

12. Assign Value to Segment. If the project type is not Construction, this node assigns the segment value to the Account segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Segment Identifier	Constant	Name	Lookup
Segment	Constant	Services Account	Text
Value	Item Attribute	Lookup Set Value	Text
Replace existing value	Constant	True	Lookup

Table G - 21 (Page 1 of 1)

13. Abort Generating Code Combination. The attribute value is shown in the following table.

Name	Value Type	Value	Type
Error message	Item Attribute	Error Message	Text

Table G - 22 (Page 1 of 1)

14. Assign Value to Segment. This node assigns a constant value to the Product segment. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Segment Identifier	Constant	Name	Lookup
Segment	Constant	Services Product	Text

Table G - 23 (Page 1 of 2)

Name	Value Type	Value	Type
Value	Constant	000	Text
Replace existing value	Constant	True	Lookup

Table G – 23 (Page 2 of 2)

15. **Validate Code Combination.** The code combination is valid if it exists in the GL Account Number table. If the combination is invalid, this node branches to the FND routine to create a new combination. The attribute values are shown in the following table.

Name	Value Type	Value	Type
Validation Type	Constant	Generate Code Combination ID	Lookup
New code combinations are allowed	Constant	True	Lookup

Table G – 24 (Page 1 of 1)

16. **End Generating Code Combination (Success).** This standard activity node ends the process.

Process Attributes

Attributes fully identify the supplier invoice or expense report for which a process generates an account number.

You can view the characteristics of each attribute and add new attributes, but you cannot modify existing attributes.

Table G – 25 lists the characteristics of the attributes for the default processes described in this chapter.

You can view the attributes and their characteristics in graphic format (in Oracle Workflow Builder) or in a text file (using a word processor).

- ▶ **To view the attribute characteristics in Workflow Builder:**
 1. Use the Oracle Workflow Builder to open the workflow (item type) whose attributes you want to view.
 2. In the Navigator window, expand the directory tree for the workflow.

3. Expand the Attributes directory for the workflow.
4. Double-click the icon for the attribute whose characteristics you want to see.
5. In the property window, select the Attributes or Access tab to view different aspects of the attribute.

► **To view the attribute characteristics in a text file:**

1. Use a word processor application to open the appropriate Oracle Workflow file.
 - Open PAAPINVW.wft to view the Project Supplier Invoice Account Generation workflow.
 - Open PAAPWEBX.wft to view the Project Expense Report Account Generator workflow.
2. Use the find command in the word processor to locate PROJECT_ID (the internal name of the first attribute).

The word processor goes to the PROJECT_ID text. The attributes for the Project ID attribute and subsequent attributes are listed there.

The table below summarizes the attributes for the two workflows described in this chapter.

Note: The *Supplier Invoice* column indicates if each attribute is included in the Project Supplier Invoice Account Generation workflow. The *Expense Report* column indicates if an attribute is included in the Project Web Employees Account Generation workflow.

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes	yes	Project ID PROJECT_ID	Number	
yes	yes	Task ID TASK_ID	Number	
yes	yes	Expenditure Type EXPENDITURE_TYPE	Text	30
yes	yes	Supplier Identifier VENDOR_ID	Number	
yes	yes	Billable Flag BILLIABLE_ID	Text	1

Table G – 25 Attributes for the Oracle Projects account generators (Page 1 of 4)

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes	yes	Project Class Code CLASS_CODE	Text	30
yes	yes	Expenditure Category EyesPENDITURE_CATEGORY	Text	30
yes	yes	Direct Flag DIRECT_FLAG	Text	1
yes	yes	Expenditure Item Date EXPENDITURE_ITEM_DATE	Date	
yes	yes	Expenditure Organization Identifier EXPENDITURE_ORGANIZATION_ID	Number	
yes	yes	Expenditure Organization Name EXPENDITURE_ORG_NAME	Text	60
yes	yes	Project Number PROJECT_NUMBER	Text	25
yes	yes	Project Organization Name PROJECT_ORGANIZATION_NAME	Text	60
yes	yes	Project Organization Identifier PROJECT_ORGANIZATION_ID	Number	
yes	yes	Project Type PROJECT_TYPE	Text	20
yes	yes	Public Sector Flag PUBLIC_SECTOR_FLAG	Text	1
yes	yes	Revenue Category REVENUE_CATEGORY	Text	30
yes	yes	Task Number TASK_NUMBER	Text	25
yes	yes	Task Organization Name NAME	Text	60
yes	yes	Task Organization Identifier TASK_ORGANIZATION_ID	Number	
yes	yes	Task Service Type TASK_SERVICE_TYPE	Text	30
yes	yes	Top Task Identifier TOP_TASK_ID	Number	

Table G – 25 Attributes for the Oracle Projects account generators (Page 2 of 4)

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes	yes	Top Task Number TOP_TASK_NUMBER	Text	25
yes		Supplier Employee Number VENDOR_EMPLOYEE_NUMBER	Text	30
yes		Supplier Person Identifier VENDOR_EMPLOYEE_ID	Number	
	yes	Employee Number EMPLOYEE_NUMBER	Text	
	yes	Employee Identifier EMPLOYEE_ID	Text	
yes	yes	Supplier Type VENDOR_TYPE	Text	25
yes	yes	Chart of Accounts ID CHART_OF_ACCOUNTS_ID This attribute is present in all account generator item types.	Number Default is 101	
	yes	Employee Account Identifier EMPLOYEE_CCID	Number	
	yes	Expense Type EXPENSE_TYPE	Number	
	yes	Expense Cost Center EXPENSE_CC	Text	240
	yes	Calling Module CALLING_MODULE	Text	25
yes	yes	Lookup Set Value LOOKUP_SET_VALUE Stores the result of a lookup. See Using the Segment Lookup Set Value Function: page G - 42.	Text	25
	yes	Function Transaction Code TRANSACTION_CODE	Text	30
yes	yes	Error Message ERROR_MESSAGE	Text	2000

Table G - 25 Attributes for the Oracle Projects account generators (Page 3 of 4)

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes		Attribute Category and Attribute 1-15 (Invoice Descriptive Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15 These are the descriptive flexfield values entered in the Payables invoice header.	Text	150
yes		Distribution Attr Category and Distribution Attribute 1-15 (Inv Distr Desc Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15 These are descriptive flexfield values entered for each Payables invoice distribution.	Text	150
	yes	Attribute Category and Attribute 1-15 (Expense Report Descriptive Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15	Text	150
	yes	Expense Line Attr Category and Attribute 1-15 (Exp Line Desc Flexfield) ATTRIBUTE_CATEGORY ATTRIBUTE1-15	Text	150
yes		Accounting Date ACCOUNTING_DATE	Date	

Table G – 25 Attributes for the Oracle Projects account generators (Page 4 of 4)

Using the Segment Lookup Set Value Function

The Segment Lookup Set Value function retrieves an intermediate value from an AutoAccounting lookup set. The lookup set is defined in the Oracle Projects AutoAccounting windows.

The function uses two attributes, Lookup Set Name and Intermediate Value. The segment value that results from the combination of the Lookup Set and the Intermediate Value is defined using the AutoAccounting Lookup Sets window. The function derives the segment value and assigns it to the attribute Lookup Set Value, which you can then assign to a segment using the Assign Value to Segment function.

The sample process for Project Supplier Invoice Account Generation workflow: page G – 28 uses this function in node 4 (Get segment value using a lookup). The Lookup Set Name attribute is set to SAMPLE_LOOKUP_SET. The Intermediate Value is the Expenditure Organization Name, which is an item attribute. The function sets the Lookup Set Value attribute, which is then assigned to the Cost Center segment in Node 5.

Testing a Customized Process

You should test any process before using it on a production database. To test a process, call the appropriate function in a PL/SQL block. There are two test processes:

- **pa_acc_gen_wf_pkg.pa_inv_generate_account** for invoices
- **pa_acc_gen_wf_pkg.ap_er_generate_account** for expense reports

For an example of how to test this function, see the procedure **pa_wf_fb_sample_pkg.test_ap_inv_account** in the file PAXTMPFB.pls in the admin/sql directory.

The return value is BOOLEAN. If the function returns the value *FALSE*, an error has occurred during account generation. Use the value in X_ERROR_MESSAGE to determine the error message.

If the value of X_RETURN_CCID is *-1*, the code combination that was created uses rules that do not yet exist.

The table below lists the function parameters.

Parameter Name	Type	Mode
P_PROJECT_ID	NUMBER(15)	IN
P_TASK_ID	NUMBER(15)	IN
P_EXPENDITURE_TYPE	VARCHAR2(30)	IN
P_VENDOR_ID	NUMBER	IN
P_EXPENDITURE_ORGANIZATION_ID	NUMBER(15)	IN
P_EXPENDITURE_ITEM_DATE	DATE	IN
P_BILLABLE_FLAG	VARCHAR2(1)	IN
P_CHART_OF_ACCOUNTS_ID	NUMBER	IN

Table G – 26 Parameters for the Test Function (Page 1 of 2)

Parameter Name	Type	Mode
P_ATTRIBUTE_CATEGORY (Note: Descriptive flexfield values from each Payables invoice header)	VARCHAR2(150)	IN
P_ATTRIBUTE1 through P_ATTRIBUTE15 (Note: Descriptive flexfield values from each Payables invoice header)	VARCHAR2(150)	IN
P_DIST_ATTRIBUTE_CATEGORY (Note: Descriptive flexfield values from each Payables invoice distribution)	VARCHAR2(150)	IN
P_DIST_ATTRIBUTE1 through P_DIST_ATTRIBUTE15 (Note: Descriptive flexfield values from each Payables invoice distribution)	VARCHAR2(150)	IN
X_RETURN_CCID	NUMBER(15)	OUT
X_CONCAT_SEGS	VARCHAR2	OUT
X_CONCAT_IDS	VARCHAR2	OUT
X_CONCAT_DESCRS	VARCHAR2	OUT
X_ERROR_MESSAGE	VARCHAR2	OUT

Table G – 26 Parameters for the Test Function (Page 2 of 2)

Assigning a Process to a Flexfield Structure

If you changed the name of a default or sample account generator process, use the Account Generator Processes window (in the Flexfields application) to associate the new name with the appropriate flexfield structure and workflow (item type). See: *Choosing the Process for a Flexfield Structure (Oracle Applications Flexfields Guide)*.

If you have not changed the name, you do not need to perform this step.

Setting the Profile Option

The Account Generator: Purge Runtime Data profile option indicates whether to purge the data used to build account combinations as soon as the account generator has completed.

For best performance, set this profile option to No and then purge the runtime data in a separate operation. Setting the profile option to No retains (in the Oracle Workflow tables) the data used by the account generator to generate code combinations. To purge the data, run the Purge Obsolete Workflow Runtime Data program after the account generator process has executed successfully. The system administrator can add this program to a request security group.

Setting this profile option to Yes purges the Oracle Workflow data as soon as the account generator has completed, but may slow the performance of the account generator.

Users can see and update this profile option.

This profile option is visible and can be updated at all levels.

Using AutoAccounting with Account Generator Processes

This section describes how you can use AutoAccounting with Account Generator Processes, and provides directions for:

- Assigning a constant or lookup value to a segment
- Assigning an attribute parameter to a segment
- Deriving a segment value
- Learning more about SQL functions to generate account codes

See also [Comparing AutoAccounting to the Account Generator](#): page G – 48.

Assigning a Value to a Segment

You can use an account generator to assign either a constant or lookup set value to a segment.

Assigning a lookup set value to a segment uses an AutoAccounting rule that passes a parameter to a lookup set. This function is used in node 4 of the sample process shown in [Figure G – 3](#) on page G – 28.

► **To assign a constant value to a segment:**

1. Select the Assign Value to Segment function in the Standard Flexfield workflow and then drag it to your account generation process.

2. Connect the function to the prior and subsequent steps.
3. With the Assign Value to Segment function still highlighted, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab and enter values for each attribute.
6. For the Value attribute, select Constant as the Value Type. Enter the constant under Value.

► **To assign a lookup set value to a segment:**

1. Open the workflow (item type) and then open your process.
2. In the Navigator, open Functions for your workflow. Select the Segment Lookup Set Value function and drag it to your account generation process.
3. Connect the function to the prior and subsequent steps.
4. With the Segment Lookup Set Value function still highlighted, choose Properties from the Edit menu.
5. Choose the Attribute Value tab and then select Lookup Set Name.
6. In the Value field, type the name of the lookup set that you want to use.
7. Select Intermediate Value. Choose Item Attribute from the list of values in the pop-up list to the left of the Value field.
8. For Value, choose an item from the list of values.
9. Assign a value to the segment. For more information, see: Assigning an Attribute Parameter to a Segment: page G – 46

For detailed information about assigning lookup set values, see Account Generator *Oracle Applications Flexfields Guide*.

Assigning an Attribute Parameter to a Segment

This section describes how to use an account generator to assign an attribute parameter to a segment.

► **To assign an attribute to a segment:**

1. Select the Assign Value to Segment function from the Standard Flexfield workflow and then drag it to your account generation process.
2. Connect this function to prior and subsequent steps.
3. With the Assign Value to Segment function still selected, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab.
6. For the Value attribute, select Item Attribute as the Value Type. Then select the attribute whose value will be assigned to the segment.

For detailed information about this function, see: Account Generator *Oracle Applications Flexfields Guide*.

Deriving a Segment Value

SQL statements derive segment values using if/then logic. Node 7 in Figure G – 3 uses a SQL function.

For more information, see: SQL Functions: page G – 47.

SQL Functions

A SQL function is illustrated in node 7 of the sample process in the Project Supplier Invoice Account workflow. See: Sample Process for Account Generation: page G – 27.

See Also

Overview of AutoAccounting: page G – 2

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Comparing AutoAccounting to the Account Generator

Both the account generation processes in Oracle Workflow and AutoAccounting in Oracle Projects can create account numbers dynamically, based on transactions in Oracle Projects. This section compares the Account Generator to AutoAccounting, and provides directions for:

- Assigning a constant or lookup value to a segment
- Assigning an attribute parameter to a segment
- Deriving a segment value
- Learning more about SQL functions to generate account codes

The differences between the two methods are summarized in the following table:

Account Generator Terms or Functionality	Equivalent in AutoAccounting
Workflow or Item Type	Function
Process	Defining and assigning rules to segments
Attribute	Parameter
Assigning a constant to a segment	Assigning a constant AutoAccounting rule to a segment
Assigning an attribute parameter to a segment	Assigning an AutoAccounting rule that uses a parameter, which becomes the segment value (a lookup set is not used)
Assigning a lookup set value to a segment	Assigning an AutoAccounting rule that passes a parameter to a lookup set to determine the segment value
Deriving a segment value by using SQL statements or If conditions	Using an AutoAccounting rule that derives the intermediate value or segment value via a SQL statement.

Table G – 27 Account Generator and AutoAccounting terms (Page 1 of 1)

See Also

Converting from FlexBuilder *Oracle Applications Flexfields Guide*

Assigning a Value to a Segment

This section describes how to use the Account Generator to assign either a constant or lookup set value to a segment.

► To assign a constant value to a segment:

1. Select the Assign Value to Segment function in the Standard Flexfield workflow and then drag it to your account generation process.
2. Connect the function to the prior and subsequent steps.
3. With the Assign Value to Segment function still highlighted, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab and enter values for each attribute.
6. For the Value attribute, select Constant as the Value Type. Enter the constant under Value.

► To assign a lookup set value to a segment:

Assign an AutoAccounting rule that passes a parameter to a lookup set.

This function is used in node 2 of the sample processes for account generation for Oracle Projects. See: Process: Sample Process for Account Generation; page G – 27.

For detailed information about this function, see *Account Generator Oracle Applications Flexfields Guide*.

Assigning an Attribute Parameter to a Segment

This section describes how to use the Account Generator to assign an attribute parameter to a segment.

► To assign an attribute to a segment:

1. Select the Assign Value to Segment function from the Standard Flexfield workflow and then drag it to your account generation process.
2. Connect this function to prior and subsequent steps.
3. With the Assign Value to Segment function still selected, choose Properties from the Edit menu.

4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab.
6. For the Value attribute, select Item Attribute as the Value Type. Then select the attribute whose value will be assigned to the segment.

For detailed information about this function, see Account Generator (*Oracle Applications Flexfields Guide*).

Deriving a Segment Value

SQL statements derive segment values using if/then logic. You can do this in an account generator process with either conditional nodes or SQL functions.

For example, see: Sample Process for Account Generation: page G – 27 in the Project Supplier Invoice Account Generation workflow. Nodes 3, 4, 5, and 6 are conditional, and nodes 7 and 8 use SQL functions.

SQL Functions

You must follow workflow standards when writing SQL procedures to generate account codes. Within the procedure code, use calls to the standard workflow functions to retrieve the required attributes. The final value determined by the procedure is copied into one of the attributes. The value can be then assigned to a segment.

SQL functions are illustrated in nodes 7 and 8 in the sample process for account generation in the Project Supplier Invoice Account workflow. See: Process: Sample Process for Account Generation: page G – 27.

See Also

Overview of AutoAccounting: page G – 2

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AutoAccounting Sample Implementation: Fremont Corporation

The sample AutoAccounting Implementation table, Table G – 28, illustrates Fremont Corporation’s implementation of AutoAccounting. Each rule assigned to an AutoAccounting function appears under the appropriate Accounting Flexfield segment column.

AutoAccounting Function	AutoAccounting Rules: Company Segment	AutoAccounting Rules: Cost Center Segment	AutoAccounting Rules: Account Segment
Expense Report Costs Account: page 3 – 39	– Project Company	– Project Cost Center	– Expense Report Cost
Supplier Invoice Costs Account: page 3 – 52	– Project Company	– Project Cost Center	– Supplier Invoice Costs
Labor Cost Account: page 3 – 29	– Employee Company – Project Company	– Employee Cost Center – Project Cost Center	– Gov Marketing Labor – Indirect, Private Labor – Private, Billable Labor – Private, Non-Billable Labor – Public, Billable Labor – Public, Non-Billable Labor – Inventory – Transfer Out to Inventory
Usage Cost Account: page 3 – 44	– Resource Company	– Resource Cost Center	– Usage Costs
Event Revenue Account: page 4 – 65	– Project Company	– Project Cost Center	– Write-Off – Bonus
Expense Report Revenue Account: page 4 – 58	– Project Company	– Project Cost Center	– Expense Report Revenue
Supplier Invoice Revenue Account: page 4 – 64	– Project Company	– Project Cost Center	– Subcontractor Revenue
Labor Revenue Account: page 4 – 56	– Employee Company	– Employee Cost Center	– Private Fee Revenue – Public Fee Revenue
Usage Revenue Account: page 4 – 61	– Resource Company	– Resource Cost Center	– Usage Revenue
Total Burdened Cost Debit	– Employee Company	– Employee Cost Center	– Inventory
Total Burdened Cost Credit	– Employee Company	– Employee Cost Center	– Transfer Out to Inventory
Expense Report Liability Account: page 3 – 42	– Employee Company	– Division Cost Center	– AP Employee Liability
Labor Cost Clearing Account: page 3 – 36	– Employee Company	– Division Cost Center	– Payroll Clearing

Table G – 28 AutoAccounting sample implementation (Page 1 of 2)

AutoAccounting Function	AutoAccounting Rules: Company Segment	AutoAccounting Rules: Cost Center Segment	AutoAccounting Rules: Account Segment
Revenue and Invoice Accounts: page 4 – 67	- Project Company	- Project Cost Center	- Write-Off - Accounts Receivable - Unbilled Receivables - Unearned Revenue
Usage Cost Clearing Account: page 3 – 46	- Resource Company	- Resource Cost Center	- Usage Clearing

Table G – 28 AutoAccounting sample implementation (Page 2 of 2)

Fremont Corporation: AutoAccounting Rules with a SQL Select Statement

The following examples show how Fremont Corporation uses a SQL select statement in AutoAccounting rules. Two AutoAccounting rules with a SQL statement are illustrated in these examples.

Example 1: Indirect Cost Center

The business rule governing this AutoAccounting rule translates to the following logic:

```
If Project Type is 'Overhead'
    then use Expenditure Organization
    else use Project Organization
```

The details of the Indirect Cost Center AutoAccounting rule are shown in the following table:

AutoAccounting Rule Field Name	Value
Name	Indirect Cost Center
Description	Determine the cost center for indirect costs, using Expenditure Organization for Overhead projects and Project Organization for all other indirect projects
Intermediate Value Source	SQL Statement
SQL Select Statement	<code>select decode(:1, 'Overhead', :2, :3) from sys.dual</code>

Table G – 29 Example AutoAccounting Rule: Indirect Cost Center (Page 1 of 2)

AutoAccounting Rule Field Name	Value
Segment Value Source	Segment Value Lookup Set
Lookup Set	Organization to Cost Center

Table G - 29 Example AutoAccounting Rule: Indirect Cost Center (Page 2 of 2)

The rule parameters for this AutoAccounting rule are shown in the following table:

Sequence	Parameter Name
1	Project Type
2	Expenditure Organization
3	Project Organization

Table G - 30 Example : Indirect Cost Center Rule Parameters (Page 1 of 1)

Example 2: Descriptive Flexfield Segment

In this example, the account segment value is based on the first descriptive flexfield segment for the expenditure item (PA_EXPENDITURE_ITEMS_ALL.ATTRIBUTE1).

The details of this AutoAccounting rule are shown in the following table:

AutoAccounting Rule Field Name	Value
Name	Descriptive flexfield segment
Description	Populate the AutoAccounting account segment value with the first descriptive flexfield segment value in the expenditure item.
Intermediate Value Source	SQL Statement
SQL Select Statement	<pre>SELECT attribute1 FROM PA_EXPENDITURE_ITEMS_ALL WHERE EXPENDITURE_ITEM_ID = :1</pre>

Table G - 31 Example AutoAccounting Rule: Indirect Cost Center (Page 1 of 1)

The rule parameter for this AutoAccounting rule is shown in the following table:

Sequence	Parameter Name
1	Expenditure Item ID

Table G - 32 Example : Rule Parameters (Page 1 of 1)

The SQL statement in the first example uses the SQL function *decode*, which provides if/then logic. It compares values of an expression to determine a resulting value.

The decode statement refers the table *sys.dual* which always contains only one record.

For more information on the function *decode*, refer the *SQL Language Reference Manual*. For more information on the table *dual*, refer to the *Oracle RDBMS Database Administrator's Guide*.

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 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:

(capacity minus the number of confirmed assignments hours)100 / 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 – 1.*

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 batch A method used to group journal entries according to your set of books and accounting period. When you initiate the transfer of invoice or payment accounting entries to your general ledger for posting, Payables transfers the necessary information to create journal entry batches for the information you transfer. Journal Import in General Ledger uses the information to create a journal entry batch for each set of books and accounting period.

You can name your journal entry batches the way you want for easy identification in your general ledger. General Ledger attaches the journal entry category, date, and time of transfer to your batch name so that each name is unique. If you choose not to enter your own batch name when you transfer posting information, General Ledger uses the journal entry category, date, and time of transfer.

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 multiplier A multiplier that is assigned to an indirect project task and applied to labor costs to determine the premium cost for overtime or other factors.

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.

Mass Additions In Oracle Assets, a feature that allows you to copy asset information from another system, such as Oracle Payables. Create Mass Additions for Oracle Assets creates mass addition lines for potential assets. You can review these mass addition lines in the Prepare Mass Additions window, and actually create an asset from the mass addition line by posting it to Oracle Assets.

Mass Additions In Oracle Payables, invoice distribution lines that you transfer to Oracle Assets for creating assets. Oracle Payables only creates mass additions for invoice distribution lines that are marked for asset tracking. Invoice distribution lines distributed to Asset Accounting Flexfields are automatically marked for asset tracking. Oracle Assets does not convert the mass additions to assets until you complete all of the required information about the asset and post it in Oracle Assets.

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*.

parameter (report) See *report parameter*.

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*.

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).

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*.

prepayment A payment you make to a supplier in anticipation of his provision of goods or services. A prepayment may also be an advance you pay to an employee for anticipated expenses.

In Payables a prepayment is a type of invoice that you can apply to an outstanding invoice or employee expense report to reduce the amount of the invoice or expense report. You must validate the prepayment and fully pay the prepayment before you can apply the prepayment.

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 order shipment A scheduled delivery of goods or services from a purchase order line to a specified location. Each purchase order line can have one or more purchase order shipments.

Purchasing defines a purchase order shipment by a purchase order line location you enter in Purchasing. When you perform matching during invoice entry, you can match an invoice to one or more shipments.

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: $(Unbilled\ Receivables = Revenue\ Accrued - Amount\ Invoice)$

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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