PeopleSoft®

PeopleSoft
Services Forecasting 8.8 PeopleBook

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About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications.*

You might also want to complete at least one PeopleSoft introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft windows, menus, and pages. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

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Send email to CPI at psoftpress@cc.larwood.com.

See Also

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Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press W.
`Monospace font`	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).

Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Services Forecasting Preface

Welcome to the *PeopleSoft Services Forecasting 8.8 PeopleBook*. This PeopleBook describes how to set up and use the Services Forecasting feature of PeopleSoft Program Management.

This preface lists common elements and discusses PeopleSoft companion documentation.

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook*. Each PeopleSoft product line has its own version of this documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft applications across the Financials, Enterprise Service Automation, and Supply Chain Management product lines.

Note. One or more pages in the Services Forecasting feature operate in deferred processing mode. Deferred processing is described in the preface in the *PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook.*

Common Elements Used in this PeopleBook

Actual Utilization — The total number of hours that a resource has engaged in productive activity that the organization considers *utilized* time divided by the resource's capacity for a given period of time. Utilization is flexibly defined so that you can choose to include billable, nonbillable, internal, and various types of personal (policy) time hours in the definition.

Billing Action — Classifies the way that a resource's time is charged to a project or activity, such as billable, internal, and nonbillable.

Capacity — A resource's standard work schedule adjusted for company holidays. A standard work schedule is the number of hours in a standard workday multiplied by the number of days in a period minus holidays that are officially recognized by the organization.

Forecast Frequency — The rate of recurrence of time capture for each horizon period in a forecast horizon. For example, you can choose to capture forecasts for a new horizon on a monthly basis.

Forecast Horizon — The range of dates between which a resource is expected to forecast hours at a detailed level for each forecast time collection iteration.

Forecast Horizon Period or **Horizon Period**	A time slice of the forecast horizon for which a resource is expected to submit forecasted hours. For example, a forecast horizon of 3 months can consist of 3 monthly horizon periods, or 6 semimonthly horizon periods.
Forecast Time Collection Iteration or **Forecast Iteration**	The cycle that repeats every horizon period during which you create and submit forecasts for the next forecast horizon.
Forecast Status	Controls when a forecast's data can be used to analyze resource utilization and project cost and revenue. There are two forecast statuses: • *Pending:* The forecast is new or is being edited. • *Submitted:* The forecast is complete and ready for manager review and project manager approval.
Forecast Utilization	The total number of hours that a resource plans to engage in productive activity that the organization considers *utilized* time divided by the resource's capacity for a given period of time. This percentage is the total forecasted utilized hours divided by the number of capacity hours in the same period.
PeopleSoft Business Analysis Modeler	A PeopleSoft interactive reporting tool that enables you to create dynamic multidimensional models for analysis. It is used to analyze resource utilization.
Resource	In the Services Forecasting feature, a resource is anyone with a PeopleSoft employee ID (EMPLID).
Time Entry Status	The status of a PeopleSoft Expenses time report. The Services Forecasting feature uses the hours that are associated with time reports in statuses of approved, pending, and submitted for utilization reporting.
Task Categories	Classifies time booked to resource schedules in PeopleSoft Resource Management. Task categories are defined on the Task Categories page in PeopleSoft Resource Management and mapped to the time reporting codes from PeopleSoft Expenses. Mapping task categories to time reporting codes enables you to automatically populate resource forecasts from resource schedules in Resource Management.
Time Reporting Codes	Time reporting codes (TRCs) define categories of personal or policy time that are not associated to projects and activities. These codes are defined on the Time Reporting Code page in PeopleSoft Expenses and mapped to the task categories in PeopleSoft Resource Management. Time reporting codes can be identified as *utilized* time at the HR Business Unit level.

CHAPTER 1

Getting Started with the Services Forecasting Feature

This chapter discusses:

- Services Forecasting feature overview.
- Services Forecasting feature business processes.
- Services Forecasting feature integrations.
- Services Forecasting feature implementation.

Services Forecasting Feature Overview

Forecasts enable you to make better business decisions. With the Services Forecasting feature, you can forecast resource hours spent on a project or activity, compare them to budgeted hours, analyze and reestimate project costs, and review workforce utilization.

You also need to anticipate the supply and demand of resources versus new projects. Once you assign resources to tasks and begin tracking work efforts, you can use the Services Forecasting feature to compare your workforce's actual utilization to the forecast, predict workforce utilization, and determine the best course of action based on the organization's objectives.

Prerequisites

The prerequisites to using the Services Forecasting feature are:

- You must implement PeopleSoft Program Management to use the Services Forecasting feature.
- (Optional) Implement PeopleSoft Expenses to capture actual time so that you can compare actual utilization to forecast utilization.
- (Optional) Implement PeopleSoft Resource Management to prepopulate forecasts with resource schedule information.
- (Optional) Install and configure the integration server for Microsoft Project to upload and download forecasted remaining work hours for a project between the forecast and Microsoft Project.

See *PeopleSoft Project Costing 8.8 PeopleBook*, "Integrating with Microsoft Project 2002".

See Also

PeopleSoft Program Management 8.8 PeopleBook

PeopleSoft Expenses 8.8 PeopleBook

PeopleSoft Resource Management 8.8 PeopleBook

Services Forecasting Feature Business Processes

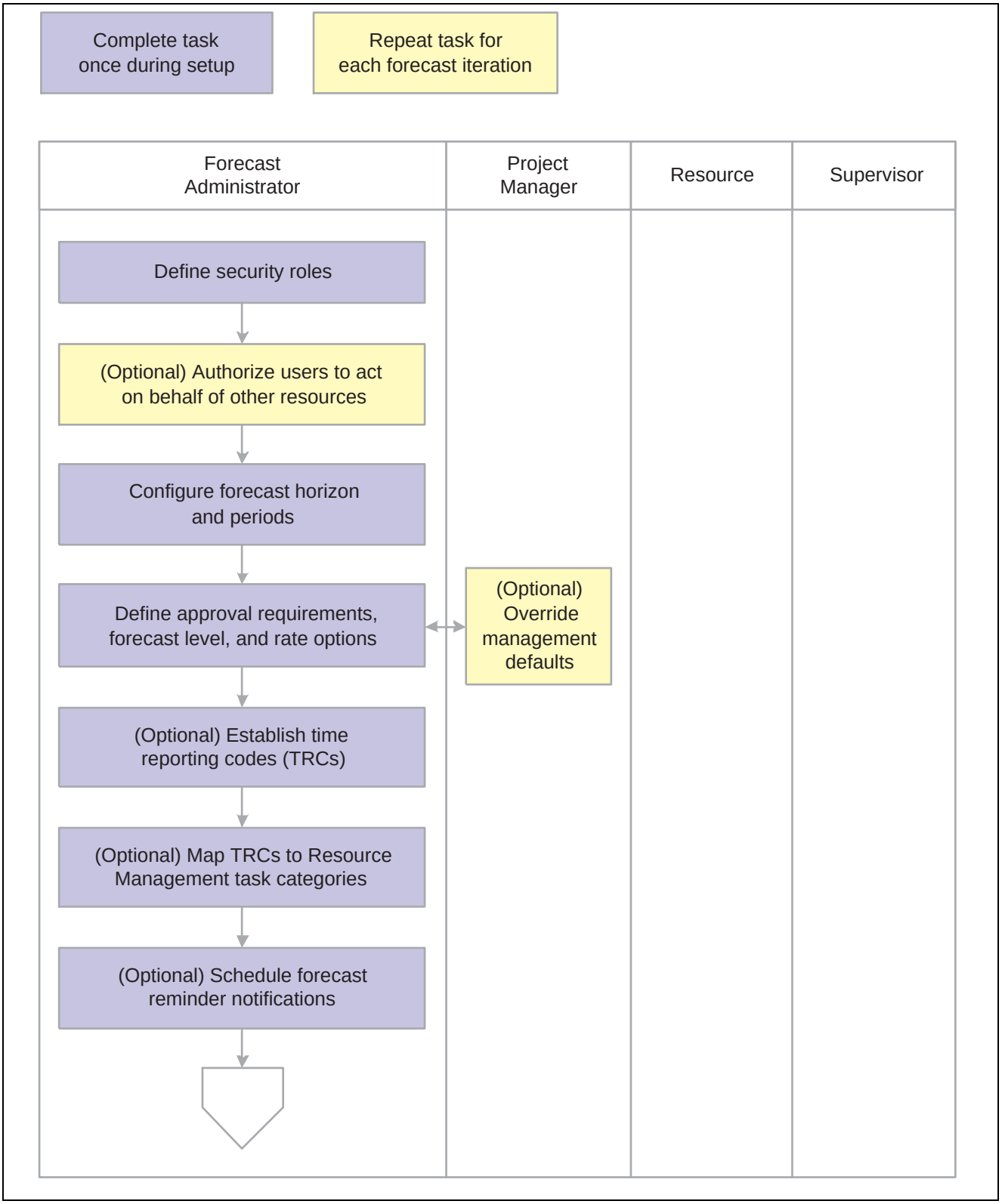
With the Services Forecasting feature, you can:

- Obtain updated work effort forecasts at regular intervals.
  - Prepopulate resource forecasts from prior forecasts or resource schedules.
  - Enter resource forecast updates.
  - Send email reminders to resources who did not submit forecasts.
- Incorporate remaining work data from a third-party project management tool, such as Microsoft Project.
- Anticipate a shift in future workload.
  - View actual hours, capacity hours, and forecasted hours.
  - Update forecast hours based on past or current hours.
  - Report status or log issues associated with a project.
- Review and approve forecasts at the project manager, supervisor, or administrator level.
- Anticipate future resource utilization and examine past utilization.
  - Compare forecasted hours to actual work effort to determine the accuracy of forecast utilization.
  - Review actual utilization to understand whether resources are deployed efficiently.
- Apply standard rates to forecasts to calculate cost and revenue estimates.

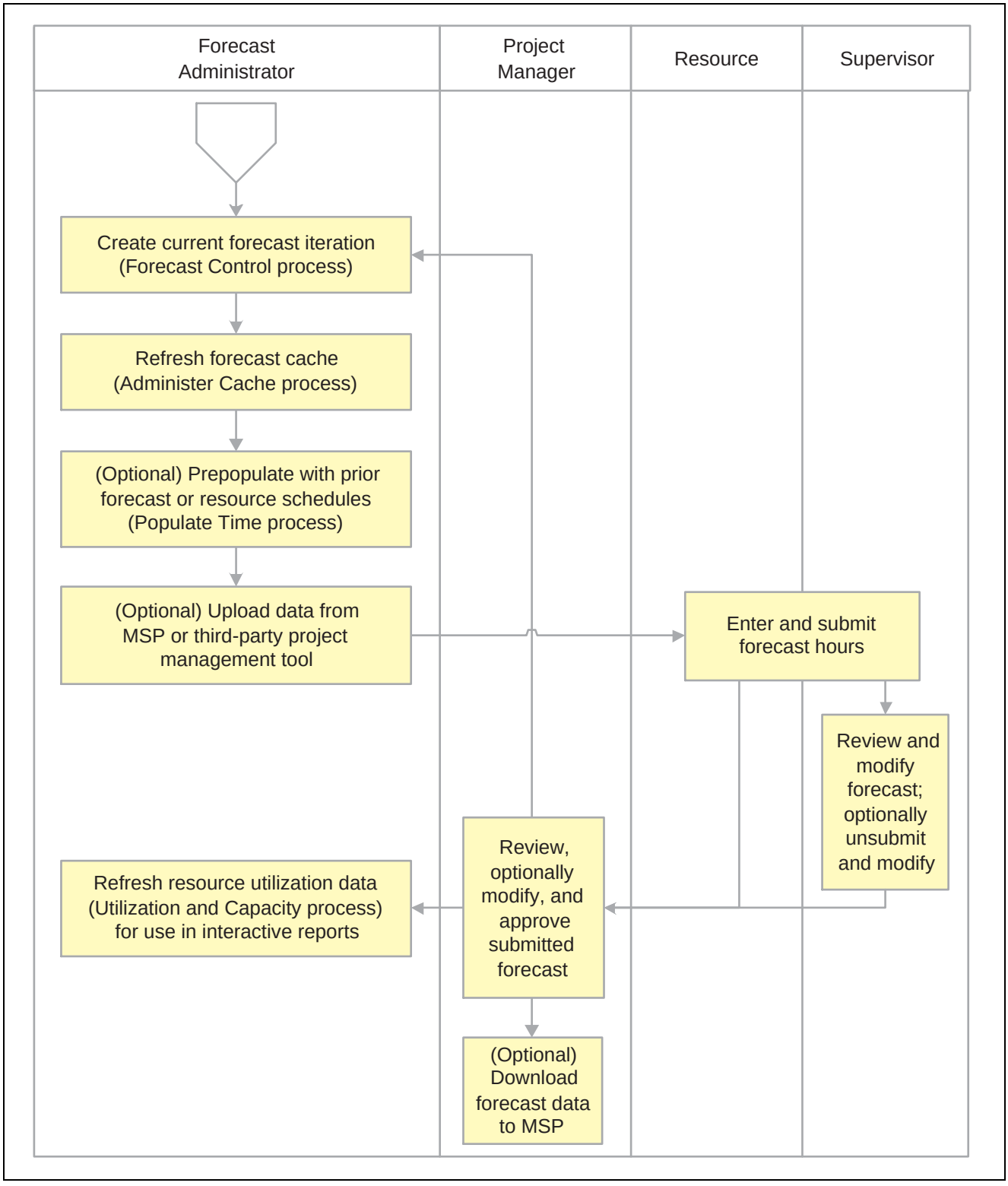
We discuss these business processes in the business process chapters in this PeopleBook.

Services Forecasting Setup, Creation, Review, and Approval Tasks

This process flow illustrates the steps and typical responsibilities to set up, create, review, and approve forecasts:



Forecast setup, creation, review, and approval tasks (1 of 2)

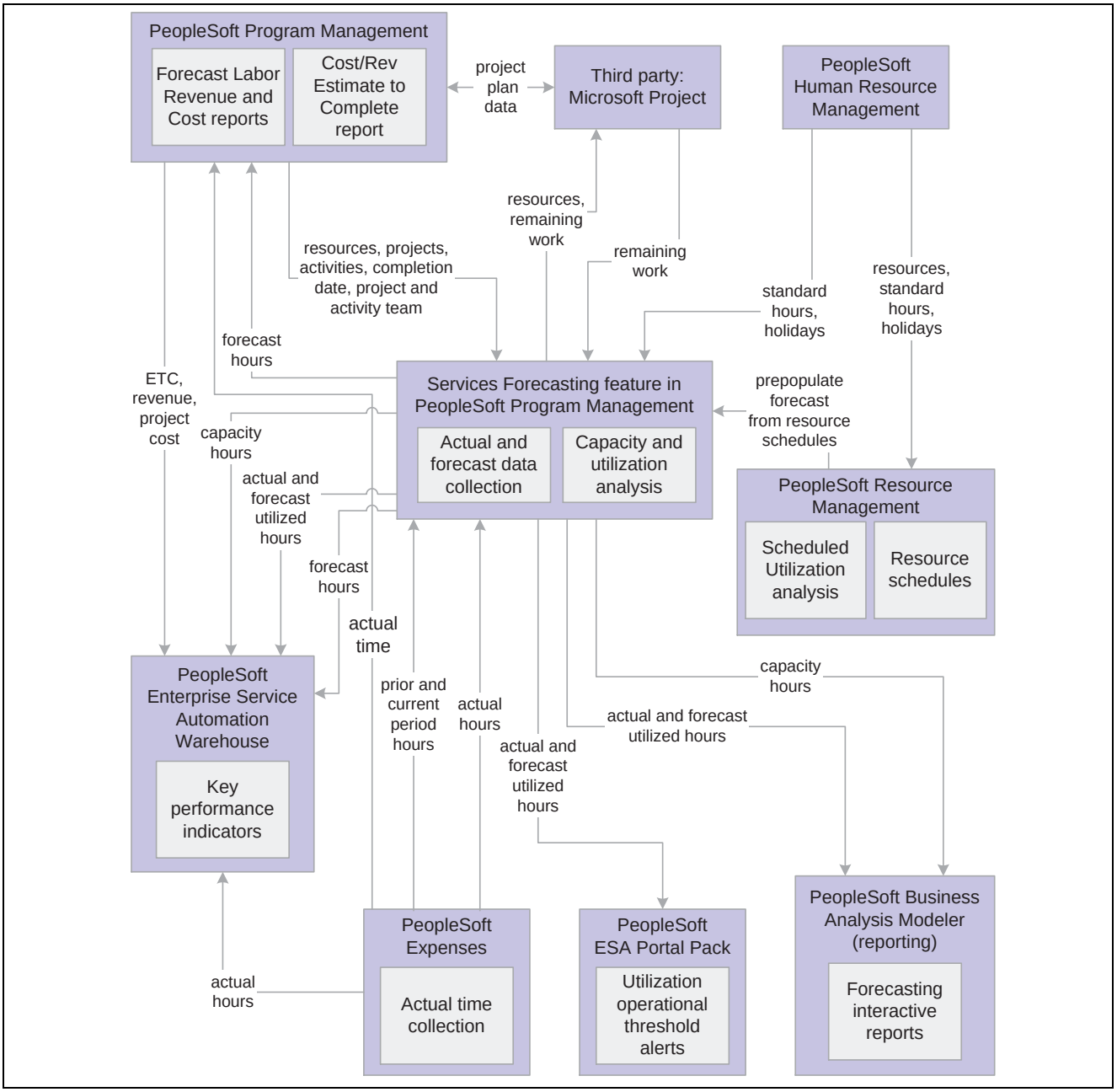


Forecast setup, creation, review, and approval tasks (2 of 2)

Submitted forecasts are available for use in forecast utilization interactive reports. Approved forecasts are available for use in PeopleSoft Program Management cost and revenue analyses.

Services Forecasting Feature Integrations

The Services Forecasting feature integrates with these PeopleSoft and third-party applications:



Services Forecasting feature integrations

You can access the Forecast Time - Summary page from the PeopleSoft Expenses Time Report components (TE_TIME_ENTRY and TE_TIME_ENTRY2). PeopleSoft Program Management can use the forecast time data to analyze costs and revenue. PeopleSoft Resource Management resource schedules can prepopulate the forecast. You can also upload and download remaining work hours between Services Forecasting and Microsoft Project.

We discuss integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

Services Forecasting Feature Implementation

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Application Fundamentals for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook*, with information about where to find the most current version of each.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "PeopleSoft Application Fundamentals PeopleBook Preface"

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook, "PeopleSoft Setup Manager Preface"

CHAPTER 2

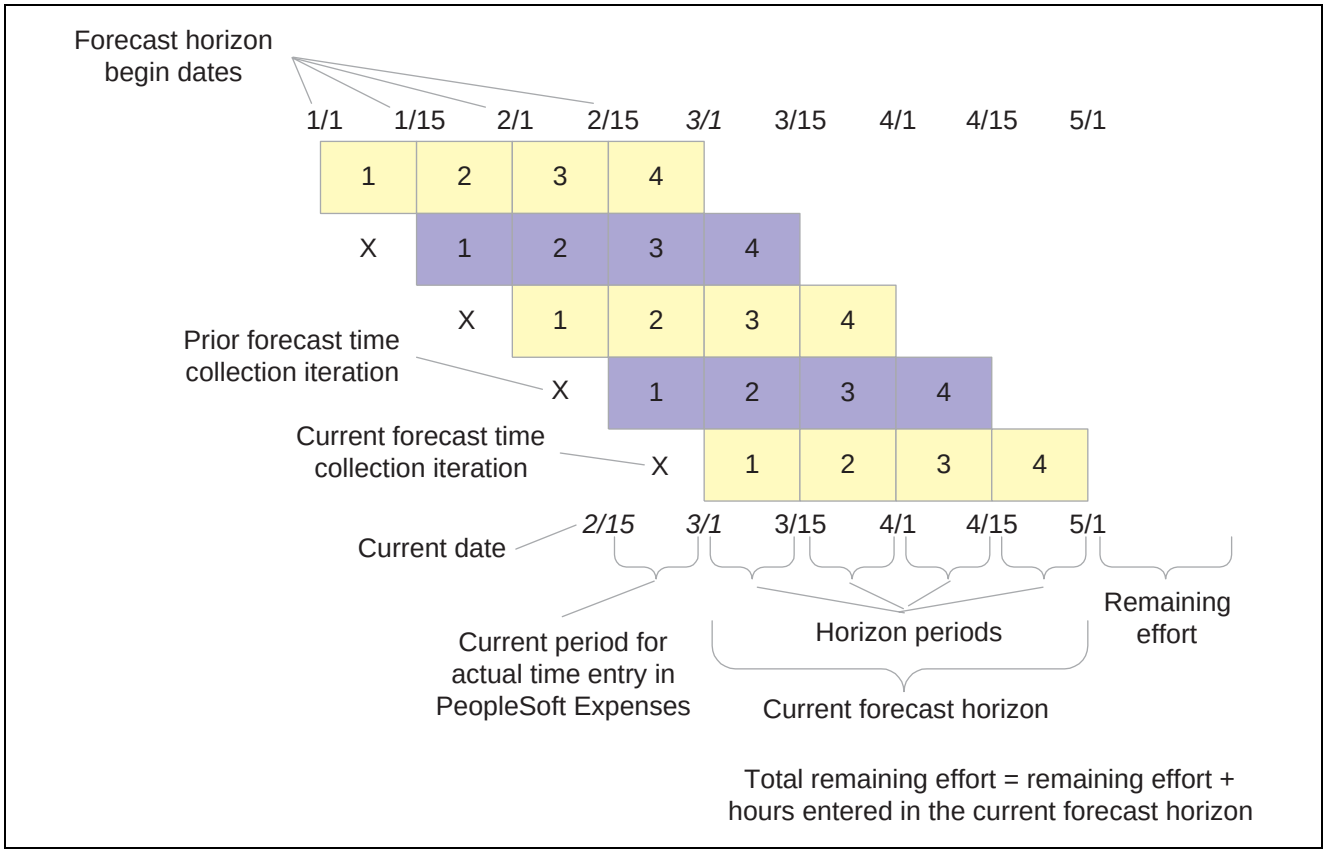
Understanding the Services Forecasting Feature

This chapter discusses:

- Forecast time collection.
- Business units in the Services Forecasting feature.
- Roles and security.
- Forecast configuration options.
- Project forecast options.
- Time reporting codes (TRCs) and task categories.
- Forecast control.
- Forecast prepopulation.
- Integration with Microsoft Project.
- Forecast time collection pages.
- Forecast distribution rules and behavior.
- Forecast protection and submission.
- Supervisor and project manager forecast reviews.

Forecast Time Collection

This diagram shows forecast accumulation over time for a resource. In this example the frequency is semimonthly with four horizon periods in the forecast horizon.



Example of forecast accumulation over time for a resource

Business Units in the Services Forecasting Feature

The Services Forecasting feature uses these business units:

- General ledger (GL) business units.

  Forecast frequency, horizon, and horizon periods are defined and generated by GL business unit.

- Project business units.

  The projects and activities to which a resource can enter forecast or actual time are controlled by project business units.

- Human resource (HR) business units.

  Each resource belongs to an HR business unit. You can analyze resource utilization based on HR business units.

The relationship between GL business units and HR business units is defined in the HR Business Unit record (BUS_UNIT_TBL_HR), which is keyed by the Business Unit field (BUSINESS_UNIT). HR business units that are associated with employees are maintained in the Job record (JOB).

Roles and Security

To provide the Services Forecasting feature users with access to application functions that are essential to performing their job tasks, you create roles and assign them to individual user profiles. Inherent in each role is access to the application pages and processes that are required to perform the job tasks. Setting up user access requires that you understand shared data and access to PeopleSoft applications.

This section discusses:

- Permission lists.
- Row-level security.
- Other security features.
- User profiles and roles.

Permission Lists

The Services Forecasting feature comes with preconfigured permission lists that grant access to various pages. These permission lists support the functional roles that are delivered with the application. You can modify the permission lists to grant or revoke access to certain pages, web libraries, components, and other objects as necessary to support an organization's unique roles. To modify the access for a user's role, you modify a permission list that is linked to the role.

Important! If you modify a permission list, you change the access for all users who are assigned to roles that are assigned to the permission list.

The following table lists the delivered permission lists that provide access to the Services Forecasting feature, the purpose of each permission list in Services Forecasting, and the roles that are associated with each permission list.

Note. The permission lists that begin with EPEX, EPRS, and EPPC are associated with PeopleSoft Expenses, PeopleSoft Resource Management, and PeopleSoft Project Costing or PeopleSoft Program Management, respectively. Because users of these applications are likely to use the Services Forecasting feature, we updated the appropriate existing permission lists to include Services Forecasting pages, instead of creating new permission lists.

Permission List	Description	Purpose	Roles
EPCO9000	Setup Financials/Supply Chain	Enables administrators to establish business rules for the Services Forecasting feature.	Application Administrator
EPEX1000	Travel and Expense Employee	Provides employees access to enter forecast hours and actual hours.	Employees who log time

Permission List	Description	Purpose	Roles
EPEX4000	Manager - Time	Provides managers access to approve forecast time and actual time entered by an employee.	Expense Manager
EPEX4100	Project Manager - Time	Provides access to approve and modify forecast hours and actual hours against specific projects.	Project Manager, Time Report Project Mgr Appr.
EPEX5000	Travel & Expense Auditor	Enables auditors and administrators to enter, review, update, and submit forecasts on behalf of any employee or manager.	Expenses Auditors, Time and Expense Administrator
EPPC2100	Project/Activity Team	Provides access to update and approve forecast hours for project team members.	Resource Manager, Project Manager, Practice Manager
EPRS5100	RS Worker	Enables resources to enter, review, update, and submit forecasts.	Resource
EPRS5200	RS Worker Manager	Enables managers to enter, review, update, and submit forecasts for their resources.	Resource Manager, Practice Manager

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Securing Your System"

PeopleTools PeopleBook: Security

Row-Level Security

PeopleSoft provides row-level security to enable individual users or permission lists to have access to a table without having access to all rows on that table. This type of security is typically applied to tables that hold sensitive data. The Services Forecasting feature uses row-level security in three ways:

- It controls the HR business units that users can access when they are analyzing utilization.
- It limits managers who are using the Review Forecasted Time page to only the GL business units to which they have been granted row-level access.

- It limits the entry of forecast time on the Forecast Time page to only the project business units that the employee is allowed to access.

Note. Row-level security does not restrict the data that is selected by batch processes.

See Also

PeopleTools PeopleBook: Security

Other Security Features

Other security mechanisms in the Services Forecasting feature are:

- The Review Forecasted Time page, which is used by managers to review employee forecasts, limits managers to the forecasts of their own employees, unless an administrator grants a manager access to another manager's resources using the Authorize Users page.

  The Authorize Users page is also used to grant a time and expense administrator access to a manager's employee forecasts on the Review Forecasted Time page to work on behalf of the manager.

- The Review Forecast by Project page, which is used by project managers to approve hours forecasted against a project, limits project managers to the projects on which they are designated as project manager.

  The designation of an individual as project manager occurs on the Manager page of the Project General component (PROJECT_GENERAL) in PeopleSoft Program Management. The Authorize Users page is used to grant a time and expense administrator access to a project manager's employee forecasts on the Review Forecast by Project page to work on behalf of the manager.

- The Forecast Time pages that are used for entering and submitting project and personal time can limit the projects and activities to which a user—either the employee or the employee's manager—can forecast time.

  The projects and activities that are available for selection depend on whether a project or activity team is enforced on the project. If no team enforcement is specified for the project, then any employee with access to the project's business unit can access the project. If a project team is enforced, the employee must be on the project team to have access to the project. If an activity team is enforced, the employee must be on the activity team to have access to the project and the specific activity. The level of team enforcement is applied to a project on the Project Costing Definition page of the Project General component in PeopleSoft Program Management.

User Profiles and Roles

The user must meet these requirements to access pages in the Services Forecasting feature:

- The user must have a PeopleSoft user ID.
- The employee's user ID must be associated with the employee on the Authorize Users page.

  Any user ID can be associated with any employee ID using this page. On the Authorize Users page, you enable users to act on behalf of other users when entering forecasts.

- The user's profile must be assigned at least one role.
- The role must be assigned at least one permission list that authorizes access to the desired Services Forecasting feature pages.

The Services Forecasting feature comes with several preconfigured roles based on functional tasks that are typically performed by an individual assigned to that role. Each preconfigured role comes with access to the set of pages within the application that corresponds to the functional tasks of that role. For example, employees can enter and submit their own forecasts, and project managers can modify and approve forecasted hours only for projects for which they are designated as the project manager.

User profiles define individual PeopleSoft users. After you create user roles, create user IDs and link them to roles. The values for a user's page access and authorized actions—such as add, update, or review—are inherited from the associated roles.

This table lists the sample security roles that the Services Forecasting feature provides, the role descriptions, and the permission lists that must be associated with each role to use the full functionality of the Services Forecasting feature:

Role	Description	Purpose	Related Services Forecasting Permission Lists
ADMINISTRATOR	Administrator	Manages system security; specifies installation and business unit options; administers batch processes; grants authorized user access.	ALLPAGES
Application Administrator	Sample - App Administrator	Establishes and maintains business rules for various PeopleSoft Financials and PeopleSoft Supply Chain Management applications.	EPCO9000
Employee	Sample - Employee	Enters own forecast of project hours and personal hours.	EPEX1000
Expense Manager	Sample - Expense Manager	Ensures the submission of forecast time by employees who are direct reports. Approves actual time, expense, and travel authorizations for these employees.	EPEX4000
Resource	Resource	Enters own forecast of project hours and personal hours.	EPRS5100

Role	Description	Purpose	Related Services Forecasting Permission Lists
Resource Manager or Practice Manager	Resource Manager or Practice Manager	Ensures that resources submit forecasts by deadlines. Manages resource utilization; views and modifies resource schedules and profiles; approves assignments; submits recommendations for resources.	EPPC2100 EPRS5200
Project Manager	Project Manager	Ensures accurate project forecasts and has the authority to modify and approve all hours forecasted for a project.	EPEX4100 EPPC2100
Time and Expense Administrator, EX_AUDITOR	Sample - Time/Expense Admin, Expenses Auditors	Enters, monitors, and approves forecast time and actual time and expense for employees, supervisors, and project managers who either have not complied with the process or need assistance. Ensures that processes of submitting forecast and actual data proceed smoothly.	EPEX5000
EX_TS_PROJMGR	Time Report Project Mgr Appr.	Approves and manages time and expense charged to a project against budget targets. Updates and approves forecasts of hours against a project.	EPEX4100

See Also

PeopleTools PeopleBook: Security

Forecast Configuration Options

Before using the forecast collection tool you must configure certain forecast-related settings. You can establish different forecast configurations for each setID. Consider the following points:

- Forecast frequency determines how frequently you estimate and collect forecasts, such as weekly, biweekly, semimonthly, monthly, or quarterly.

For users of PeopleSoft Expenses, this table is a guide for setting up the forecast frequency. Schedule the time reporting frequency and forecast collection frequency to coincide, as indicated in this table, so that users can report actual time and forecast time at the same time. Otherwise, users must access the system at different intervals to report actual time and forecast time.

PeopleSoft Expenses Time Reporting Frequencies	Recommended Forecast Frequencies
Daily	*Weekly*
Weekly	*Weekly, Biweekly*
Biweekly	*Biweekly*
Semimonthly	*Semimonthly, Monthly, Quarterly*

PeopleSoft Expenses time report frequencies are defined in the Expenses Definition component (BUS_UNIT_TBL_EX). Forecast frequencies are defined in the Forecast Configuration component (BUS_UNIT_OPT_FC).

- The forecast horizon defines how many periods are included in each forecast.

  For example, if you have a forecast horizon of *10* and the forecast frequency is in *weeks*, the forecast horizon comprises 10 weeks. The employee must report a detailed forecast for 10 weeks and a single lump number for all remaining planned hours beyond the 10-week period.

- For weekly and biweekly forecasts, the ending day of the period specifies the day of the week on which the horizon period ends so that the system can determine when to begin the next horizon period.

- You specify whether employees can create and submit forecasts for past horizon periods and whether employees can change or submit a pending forecast that was never submitted.

Project Forecast Options

You can establish forecast default settings for all new projects at the project business unit level. You can later override the settings at the individual project level. To set the forecast defaults, you can:

- Select the forecast level that determines whether you forecast hours at the project or activity level.
- Select a standard rate of employee, job code, or project role to indicate which default rate value to use to forecast costs and revenue.

  For example, you can select the standard rate that is established for the resource's job code as the default value.

- Indicate whether forecasts require project manager approval before forecasts can be used by PeopleSoft Program Management for inclusion in cost and revenue forecasts.

Note. Forecast data is available for utilization calculations, with or without approval.

TRCs and Task Categories

You can map nonassignment task categories in PeopleSoft Resource Management to the TRCs used in the Services Forecasting feature. This mapping enables the forecast prepopulation process to load resource forecasts with appointments from their resource schedules in PeopleSoft Resource Management. The forecast prepopulation process does not include nonassignment time for which no task category to TRC mapping exists, and it does not include project assignment time to which no project has been associated.

Time that is associated with a resource's assignment loads to the forecast without having its task category mapped to a TRC, as long as the assignment is associated with a project.

Forecast Control

The Establish Control Application Engine process (FC_CTRL_LOAD) creates the current forecast iteration for all, one, or specified GL business units. You create a forecast iteration for each business unit according to the rules identified on the Forecast Configuration page and Program Management Options page. You cannot create more than one current forecast iteration for a single GL business unit.

The Establish Control process closes the previous forecast horizon and creates a new forecast horizon beginning with the next available start date. For example, if you configure biweekly forecasts to begin on a Saturday, the Establish Control process creates a two-week forecast horizon that begins on the first Saturday following the end date of the previous forecast horizon.

This process must be completed for each forecast iteration, or you cannot enter a forecast. You can establish forecast control for the next forecast iteration anytime after the start date of the previous forecast horizon and before the start date of the next forecast horizon.

After you establish forecast control for the current forecast iteration, you can prepopulate the forecast for its forecast horizon and update, review, and submit the forecast.

Note. If you need to change the forecast frequency, such as from weekly to biweekly, you must first delete the current forecast data on the Forecast Horizon Control record (FC_CTRL_TBL) and make sure no resources are associated with the current forecast iteration. Then run the Establish Control process.

Forecast Prepopulation

This section discusses:

- Forecast prepopulation data sources.
- Forecast prepopulation without PeopleSoft Resource Management.
- Forecast prepopulation with PeopleSoft Resource Management.

Forecast Prepopulation Data Sources

The Services Forecasting feature prepopulates a resource forecast from these data sources, if available:

- The prior forecast.
- Resource schedules in PeopleSoft Resource Management.
- Microsoft Project schedules.
- Other third-party project management tools.

You can prepopulate forecasts from the prior forecast or resource schedules in PeopleSoft Resource Management using the Populate Time Application Engine process (FC_HRS_LOAD) at the beginning of each iteration for all, one, or selected GL business units for which forecast time is collected. If you select both options, the system loads data from the previous forecast horizon into the current forecast iteration for all horizon periods except for the last one, and it loads project and personal time hours in the last horizon period for resources that are managed by PeopleSoft Resource Management.

If a resource has assignments in the PeopleSoft Resource Management resource schedule that fall within the current forecast horizon—or if the resource has a forecast in the prior forecast horizon—the batch process creates a forecast for the resource for use in the current iteration of forecast time collection. For resources who either do not submit a forecast or whose last submission did not contain projects, the batch process does not create a forecast.

If you run the Populate Time process at the beginning of the forecast iteration and the forecasts become out of date, you can rerun the batch process to update and override the forecasts later in the forecast time collection iteration for forecasts that are not protected or submitted.

Important! The project end date specified in PeopleSoft Program Management does not control the completion date of the project in the Services Forecasting feature. If a resource's project hours load to the forecast beyond the project end date specified in Program Management, the completion date in the forecast is set equal to the last date on which hours load.

Forecast Prepopulation Without PeopleSoft Resource Management

If PeopleSoft Resource Management is not installed, the Populate Time process uses the prior period forecast (if one is available for the resource) to prepopulate the current forecast. A resource's forecast is not prepopulated if no prior period forecast exists for the resource.

The Forecast Time process adheres to these business rules when prepopulating a forecast for resources who are not established as active resources in PeopleSoft Resource Management:

- If a resource's Employee Status field (EMPL_STATUS) on the Job record (JOB) is active on the date that the forecast time collection iteration begins, the resource is eligible for prepopulation.

  If a resource's Employee Status field on the Job record changes to a status other than *Active* during the forecast horizon, the Populate Time process does not load data for days beyond the date of the status change.

- The Populate Time process loads prior forecast horizon data only from the current forecast horizon begin date forward.

- Depending on the project-level configuration setting, the forecast is prepopulated at the appropriate project or activity level of detail.

  Prior forecast collection data is copied into the current forecast collection down to the daily detail, and hours are distributed at either the project or activity level. It is possible to open the forecast and make no changes at all before submitting it.

- If a resource did not have forecast hours for a project in the most recent prior forecast horizon for a project, the project is not prepopulated in the resource's next forecast.
- When populating the last period of the forecast horizon for which there is no detail available, the prepopulation process uses the number of remaining forecast hours from the prior forecast iteration minus the total number of hours in the prior forecast horizon's last horizon period.
  - *Scenario A:* If the remaining value is greater than 0, that value becomes the remaining forecast hours for the current forecast iteration, and the number of hours subtracted from the prior forecast's remaining forecast hours is used to populate the last horizon period of the current forecast.
  - *Scenario B:* If the remaining value equals 0, the number of remaining forecast hours for the current forecast is set to 0, and the number of hours subtracted from the prior forecast's remaining forecast hours is used to populate the last horizon period of the current forecast.
  - *Scenario C:* If the remaining value is less than 0, the number of remaining forecast hours for the current period is set to 0, and all of the remaining forecast hours left from the prior period are distributed over the last horizon period in the current forecast horizon.
- If a resource's most recent prior forecast contains project or personal hours that overlap the current forecast horizon, the overlapping hours from the prior forecast carry forward into the current horizon.

Loading Company Holidays

The system uses this logic to load company holidays into a new forecast:

- Company holidays from the prior forecast are copied forward into the new forecast for the overlapping horizon periods.
- The new horizon period covered by a forecast obtains company holidays from either the PeopleSoft Human Resources (HR) Holiday Date record (HOLIDAY_DATE) or the PeopleSoft Financials Business Calendar record (BUS_CAL_HOLIDAY) that is associated with the resource's GL business unit.

The Populate Time process checks the resource's holiday schedule (HOLIDAY_SCHEDULE) in the Job record, finds the holidays corresponding to the holiday schedule in the Holiday Date record, and loads company holiday hours to the horizon period. If no holidays for a holiday schedule are found in the Holiday Date record on or after the current date (indicating that the organization did not load company holidays into this HR record), the company holidays are loaded from the PeopleSoft Financials Business Calendar record that is associated with the resource's GL business unit.

Project hours that are allocated with a period that includes a company holiday are distributed to the period evenly on the days that are not company holidays. For example, if a resource normally works a five-day work week and there are 40 project hours to allocate in a week that has only four work days (due to a company holiday), the 40 hours are distributed as four 10-hour days.

Unlike a project, a resource schedule has no specific start and end dates. For this reason, personal time loads only to horizon periods that are included in the current forecast. Personal time does not load to the Remaining Effort field.

Forecast Prepopulation with PeopleSoft Resource Management

If a forecast for the most recent prior horizon exists for a resource in any status, the Populate Time process loads the current forecast with a combination of data from the prior forecast and the resource schedule in PeopleSoft Resource Management. The prior forecast data loads into the horizon periods that overlap from the last forecast horizon, and the Resource Management schedule data loads into the newest horizon period.

If a forecast for the most recent prior horizon does not exist for a resource, the entire resource schedule is loaded from PeopleSoft Resource Management for schedule entries with an end date greater than or equal to the forecast beginning date. Historical days of an assignment that occur before the forecast beginning date do not load to the forecast.

If an assignment appeared on a resource schedule during the prior forecast horizon, and the assignment is no longer on the resource schedule in the current forecast horizon, the project corresponding to the assignment does not automatically load to the current forecast.

The Populate Time process adheres to these additional business rules for PeopleSoft Resource Management resources:

- If a resource is identified in PeopleSoft Resource Management as eligible for staffing (is established as an active, eligible resource in Resource Management) at any time between the current forecast horizon begin and end dates, the resource's forecast is prepopulated with a combination of data from the resource's schedule in PeopleSoft Resource Management and the prior forecast.

  If the resource's Employee Status field value on the Job record changes to a status other than *Active* during the forecast horizon, the Populate Time process does not load data for days beyond the date of that status change.

- The process loads prior forecast data—project (assignment) time and personal time—starting with the current forecast horizon begin date.

- Prior forecast daily detail data is copied into the current forecast and, based on the project-level configuration setting, hours are distributed to either the project or activity level.

  If the data from the prior forecast is still accurate, you may not have to adjust the data loaded from the prior forecast before submitting the current forecast.

- The hours for any assignment in the last horizon period that has a project associated with it and exists on the resource's schedule in PeopleSoft Resource Management load into the forecast for the last horizon period.

- The hours loaded to the forecast each day are based on the hours that appear for the assignment on the PeopleSoft Resource Management resource schedule.

  Projects that forecast hours at the project level have their time loaded and distributed in the last forecast horizon period. However, for projects where forecasting is at the activity level, the forecasted project hours from PeopleSoft Resource Management are evenly divided across the activities that are used for forecasting in the prior forecast time collection iteration.

- If a project in a resource's forecast requires activity-level forecasting, the prior forecast data loads to the current forecast at the activity level.

  However, data from the PeopleSoft Resource Management resource schedule loads at the project level, which requires the resource to adjust the prepopulated data across the appropriate activities in the forecast iteration.

- The forecast prepopulates the Project Time grid on the Forecast Time - Summary page with assignments.

  Any tasks on a resource schedule that are in a nonassignment (appointment) task category load to the appropriate TRC row of the Personal Time grid on the Forecast Time - Summary page. TRC hours load into the grid based on the mapping of PeopleSoft Resource Management task categories to TRCs. Each Resource Management task category can map to 0 or one TRC per setID. Resource schedule tasks that are in a task category that is not mapped to a TRC are not prepopulated in the forecast.

- If new assignments are associated with a project which does not already appear in the resource's forecast, the project is automatically added to the forecast for the resource.

- If a PeopleSoft Resource Management assignment has an end date prior to the begin date of the current forecast iteration, the Populate Time process removes the project from the current forecast and does not populate any remaining hours to that project in the current forecast iteration, even if hours remain in the prior forecast.
- Pending assignment extensions in PeopleSoft Resource Management are loaded by the prepopulation process regardless of whether the extension has been approved.
- When a new PeopleSoft Resource Management assignment prepopulates a forecast, the remaining hours are calculated from the hours booked on the resource schedule in Resource Management.

  A resource can modify the calculated remaining hours on the forecast. In the next forecast iteration, however, the Populate Time process does not refresh the remaining hours again from booked hours in PeopleSoft Resource Management. Instead, the remaining hours are carried forward from the prior forecast. Although the Resource Management schedule ideally reflects the same information that appears in the forecast, the hours that a resource actually works (or has left to work) may differ. The Populate Time process establishes that the resource is adjusting the estimate of remaining hours in the forecast, and it determines that the forecast is more accurate than the resource's schedule in Resource Management. Therefore, the prior forecast's remaining hours are used instead of the hours in the Resource Management resource schedule.
- For resources who are managed in PeopleSoft Resource Management—they have a current row in the Worker Effective Date record (RS_WRKR_EFFDT) with a value of *No* in the Ineligible Worker field (WRKR_INELIGIBLE)—and who had an assignment in the prior forecast that appeared on their resource schedule in Resource Management but no longer does, the Populate Time process removes the project from the current forecast.

  If the resource had hours booked to the project in the prior forecast horizon but the assignment does not appear in the forecast horizon because it is canceled or completed, the project is removed from the forecast.

Integration with Microsoft Project

After you run the Establish Control process, you can upload forecast time (remaining work for a project or activity) from Microsoft Project. Synchronizing forecast data with Microsoft Project can occur only after the Establish Control process has successfully created the forecast horizon for the current iteration.

Important! Uploading Microsoft Project schedules overwrites the forecast data loaded from the Populate Time process, and vice versa, unless a resource's forecast is protected or submitted.

Unless resources *protect* their forecast, the forecast uploads from Microsoft Project so that it is visible on the Forecast Time - Summary page, with the value in the Total Remaining Hours field equal to the remaining work from Microsoft Project, and the hours for each project or activity evenly spread across the forecast horizon. Based on the uploaded task start and end dates, the process sums up and spreads the hours into the appropriate horizon period. Within each horizon period, the hours are spread evenly across the business days. If the resource protected or submitted the forecast, changes from Microsoft Project are not propagated to the forecast for that resource.

If the project hours load to the forecast beyond the end date specified for the task in Microsoft Project, the completion date in the forecast for the project or activity is the last date on which hours are loaded. The completion date from Microsoft Project does not restrict the hours that are loaded into the forecast.

The resource can submit a forecast at any time, regardless of whether a project manager has uploaded forecast hours from Microsoft Project.

Important! After the project manager uploads Microsoft Project data during a forecast iteration, rerunning the prepopulation process for the same forecast iteration overwrites any unprotected data previously uploaded from Microsoft Project.

The system uses these steps to upload Microsoft Project data to the forecasts of members of a project team:

1. Microsoft Project compares its list of resources for a specified project to the list of employee IDs in the PeopleSoft system to confirm that the resources exist.
2. For employee IDs that exist in the PeopleSoft system, the system locates the GL business unit that is associated with the resource and confirms that forecasting is in use by that GL business unit.
3. For each resource who is on the project in Microsoft Project and whose GL business unit uses the Services Forecasting feature, the system verifies the existence of an entry in the Forecast Header record (FC_TIME_HDR) where the value in the Begin Date field is greater than the current date.

   If a row is not found, the system creates the row in the Forecast Header record and loads company holidays into the Forecast Policy Detail record (FC_TIME_POL) and Forecast Policy Detail Daily record (FC_TIME_POL_DLY). If a row is found, the system checks the value of the Protect Forecast field (LOCK_FCST) to determine if the forecast is protected. If so, no upload can occur for this resource for this project. If the forecast is not protected and not already submitted, the upload process continues.
4. Microsoft Project converts the Remaining Work field to hours, based on configuration settings in Microsoft Project, to obtain the resource's total remaining work for an activity (known as a *task* in Microsoft Project).
5. The system looks up the Microsoft Project task start date and Microsoft Project task end date and determines if the Microsoft Project task start date is prior to the current PeopleSoft forecast horizon begin date.

   If the Microsoft Project task start date is earlier, the value for the Microsoft Project task start date is the forecast horizon begin date for the upload. If the Microsoft Project task start date is after the PeopleSoft forecast horizon begin date, the Microsoft Project task start date does not change.
6. The system then verifies if the Microsoft Project task start date is after the end date of the PeopleSoft forecast horizon's last period.

   If the Microsoft Project task start date is after the PeopleSoft forecast horizon end date, the total remaining work is loaded as the resource's remaining work for the project or activity, and the calculation is complete.
7. If the Microsoft Project task start date is within the resource's forecast horizon (including the forecast horizon begin date), the system determines the number of business days between the Microsoft Project task start date and Microsoft Project task end date by counting the number of days in the period that are identified as standard work days on the resource's profile in PeopleSoft Resource Management.

   If PeopleSoft Resource Management is not installed, the process counts the number of days in the period based on the business calendar that is tied to the resource's GL business unit in the Business Calendar record (BUS_CAL_HOL_DFN).
8. The system calculates the work hours per day by dividing the Standard Hours field (STD_HOURS) from the Job record by the number of business days for each week in the forecast horizon.

   Note. Hours per day may be different in a week that includes company holidays.

9. The system distributes the project hours according to the hours per day calculated for business days within the horizon until the remaining project hours are 0, or until the end of the horizon or the Microsoft Project task end date is reached—whichever is sooner.

   Any unallocated project hours that remain at the end date of the horizon are considered remaining project hours.

10. The system loads the number of hours per day to the Forecast Daily Detail record (FC_TIME_DTL_DLY) for every business day between the Microsoft Project start and end dates that occurs on or before the last day of the PeopleSoft system's forecast horizon.

11. The system loads any hours from the Microsoft Project total remaining work hours that are not in the horizon to the Remaining Hours field (REMAINING_HRS) in the PeopleSoft system.

12. The system updates the Forecast Time Detail record (FC_TIME_DTL) and the Forecast Header record (FC_TIME_HDR) by adjusting their totals for remaining work and total remaining work at the horizon period level and at the total remaining work level.

After forecasts are approved, the project manager can download the forecast data to Microsoft Project. The value in the Total Remaining Effort field on the Forecast Time - Summary page is sent to the Remaining Work field in Microsoft Project. The daily detail of the forecast in the Services Forecasting feature is *not* downloaded to Microsoft Project. Any adjustments to the task start and end dates must be made directly in Microsoft Project by the project manager. The task start and end dates are not part of the download data that is specifically related to Services Forecasting.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, "Integrating with Microsoft Project 2002"

Forecast Time Collection Pages

Resources use the forecast time collection pages to enter forecasted work hours. The pages initially display the current forecast, but you can also access prior forecasts. The four main time collection pages are:

- Forecast Time - Summary page.

  On this page you can:

  - Add or modify projects and activities if schedules are not up-to-date or no prepopulation mechanism is available.
  - Add new projects or activities based on the type of security implemented.
  - View projects for which you are a team member (if project team security is active in PeopleSoft Program Management) and view the associated activities (if activity team security is active in Program Management).
  - Enter the total number of forecasted project hours that fall within the forecast horizon and the forecasted project hours that you expect to work on the project or activity during the forecast horizon.
  - Access the Forecast Activity Distribution page to distribute prepopulated project hours from PeopleSoft Resource Management across activities, if forecasting is required at the activity level.
  - Access the Forecast Horizon by Day page to adjust project or personal hours more precisely for specific days within the forecast horizon.

- Access the Monthly Schedule page if PeopleSoft Resource Management is installed; on that page, resource managers can update their resources' schedule.
- If you are using PeopleSoft Expenses, access the Time Report - Time Report Summary page in PeopleSoft Expenses for resources to enter project and personal time.
- Access the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in PeopleSoft Program Management to report project status and manage project issues.

• Forecast Time - Forecast by Period page.

This page controls the distribution of hours across periods in the forecast horizon. On this page you can:

- Enter the forecast for project and personal hours for each horizon period.
- Access the Forecast Horizon by Day pages to adjust project or personal hours more precisely for specific days within the forecast horizon.

• Forecast Activity Distribution page.

Activities that are associated with the project appear on this page.

Use this page when the prepopulation engine loads hours to your forecast at the project level from PeopleSoft Resource Management, but the project requires forecasting at the activity level. You can select the activities that you will work on and indicate how to distribute the project hours across activities. Alternatively, if you already know the specific activity, you can enter the information on the Forecast Time - Summary page or the Forecast Time - Forecast by Period page.

• Forecast Horizon by Day (project-based work) page and Forecast Horizon by Day (policy time) page.

Use these pages to adjust the project or personal hours for each day within the forecast horizon and recalculate total forecast hours.

Forecast Distribution Rules and Behavior

Forecast updates may require the system to distribute hours across multiple days. Forecasting distributes the hours based on some basic configuration assumptions and default rules:

• When you enter forecast hours on the Forecast Time - Summary page, the application populates the forecast by period and daily detail forecast by spreading the horizon hours evenly over the standard workdays within the entire time horizon for the resource.

Entering forecast hours into horizon periods on the Forecast Time - Forecast by Period page also results in the population of the daily detail forecast. In this case, however, the hours entered in each period distribute to the days within that period, so that the distribution of hours can vary from one period to another.

• If an odd number of hours must be spread over a resource's standard work days in a week, the extra hour is place in the resource's last work day of the date range.

If dividing a number of forecast hours results in the allocation of less than one hour per day to one or more days in a series, the distribution process rounds up to one hour per day and does not distribute evenly over all days. For example, if there are 8.6 hours to spread over 10 days, the system distributes 1.0 hour to each of the first seven days, and 1.6 hours on the eighth day, leaving the ninth and tenth days empty.

Note. All hours are stored and appear with two decimal places.

- When distributing project time for a resource's forecast, the application does not double-book the resource on company holidays that are already loaded onto the Personal Time grid.

  Instead, it distributes the hours allocated to that period evenly among the remaining days in the calendar week.

- To enter a specific number of hours on the Forecast Activity Distribution page, the algorithm enters the specified number of hours for each workday, skipping company holidays.

  For example, if personal time for company holidays is encountered for the first 3.25 days of a 10-day distribution of seven hours a day, the distribution is 0 hours for the first through fourth day, and seven hours per day for the fifth through tenth days. To double-book the company holiday time, update those specific days by using the Forecast Horizon by Day pages.

- The system automatically double-books all days where there is personal time (other than a company holiday) on the Personal Time grid.

  The resource or other authorized individual can correct the forecast as required.

Forecasting distributes the hours to the individual activities based on the following assumptions:

- For distributing hours, the forecast time collection tool needs to determine how many hours per unit of time a resource is normally expected to work.

  Forecast time collection is based on the assumption that you populate the Standard Hours field (STD_HRS) and Standard Work Period field (STD_HRS_FREQUENCY) on the Job record. The system populates these fields automatically when you use PeopleSoft Human Resources Management (PeopleSoft HRMS). If you do not use PeopleSoft HRMS, in addition to entering the required fields on the Personal Data record (PERSONAL_DATA), General Employment Data record (EMPLOYMENT), and Job record, you must also load the Standard Hours field, Standard Work Period field, and the Frequency Table record (FREQUENCY_TBL). That data is used to determine standard hours. Forecast time collection and utilization interactive reports require these fields and records to convert each resource's standard hours per unit of time to standard hours per week.

- If you are using PeopleSoft Resource Management, the distribution of hours takes into account the resource's standard work days that are defined in the resource profile.

- If you are not using PeopleSoft Resource Management, standard work days are derived from the standard work days that are associated with the resource's GL business unit, and standard hours are derived from the Job record.

- The Forecast Activity Distribution page displays the activities for which you are a team member.

  If activity team security is used, you can see only the activities to which you have security access. If activity team security is not used, all activities appear.

  See *PeopleSoft Project Costing 8.8 PeopleBook*, "Creating and Maintaining Projects," Defining Projects.

Forecast Protection and Submission

A forecast status is either *Pending* or *Submitted*. A forecast is first created in *Pending* status. Any user with permission to add or update a forecast can protect the forecast in this status and continue to make modifications. A protected forecast is not automatically overwritten by the forecast prepopulation process or with data that is uploaded from Microsoft Project.

When you submit a forecast, the status changes to *Submitted*. Only the project manager and administrator can approve forecasts and modify forecasts that are in a *Submitted* status. The supervisor and administrator can unsubmit a forecast and modify it until the next forecast collection period begins.

Supervisor and Project Manager Forecast Reviews

After the forecast is submitted, it can be reviewed by the resource, project manager, supervisor, or administrator. The project manager can analyze project information to anticipate projected costs and revenues. Supervisors can analyze utilization to anticipate supply and demand of resources versus new business and projects.

Supervisor Review

The Review Forecasted Time (supervisor review) page is used primarily to ensure that resources are complying with the requirement that they update their forecasts each horizon period. On this page the supervisor can:

- View forecasts for resources that are direct reports.
- Unsubmit and modify forecasts until the next forecast collection period begins.
- Modify forecast status.
- Trigger an email reminder indicating to each resource that a forecast is due.

The supervisor is the value in the Supervisor ID field (SUPERVISOR_ID) field for the resource in the Job record (JOB) in the HRMS database.

Project Manager Review and Approval

The Review Forecast by Project (project manager review) page is used to ensure that forecasts are accurate before they are used by PeopleSoft Program Management for cost and revenue analysis. On this page, the manager can:

- View forecasts by project.
- View a list of resources who have submitted time toward the project.
- View billing rates, cost rates, and total project costs.
- Approve resource forecasts for the project.

A project team is optional. All forecasts in a *Pending* status are view-only. The project manager cannot edit them until they are submitted by a resource, supervisor, or administrator. After a forecast is submitted, the project manager can edit and approve the forecast.

The project manager is the value in the Project Manager field (PROJECT_MANAGER) for the project in the Project Manager record (PROJECT_MGR) in the Financials Supply Chain Management (FSCM) database.

CHAPTER 3

Setting Up the Services Forecasting Feature

This chapter discusses how to:

- Grant security access to forecasts.
- Configure forecasts.
- Define PeopleSoft Program Management forecast options.
- Set up time reporting codes (TRCs) and map task categories.
- Establish forecast control.
- Refresh the forecast cache.
- Prepopulate forecasts in batch.
- Schedule forecast reminder notifications.

Granting Security Access to Forecasts

For purposes of reviewing, modifying and approving forecasts, you can grant security access to any employee ID to act on behalf of another user ID. This security controls a user's access to the Review Forecasted Time (supervisor review) page and Review Forecast by Project (project manager review) page.

This section discusses how to grant security access to forecasts.

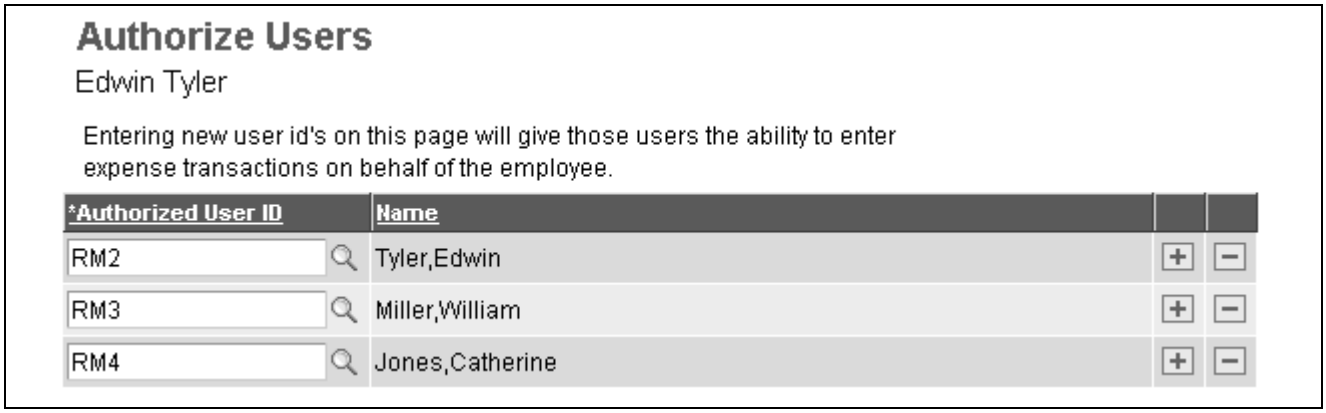
Note. This section is required. You must grant security access before you can use the Services Forecasting feature.

Page Used to Grant Security Access to Forecasts

Page Name	Object Name	Navigation	Usage
Authorize Users	TE_EE_AUTHORITY	Travel and Expenses, Define Security, Authorize Users	Authorize access to employees to the forecast collection pages for themselves and on behalf of other employees.

Authorizing Access to Forecasts

Access the Authorize Users page.



Authorize Users page

Access the page with the employee ID or name of the employee whose authority will be shared with another user.

Authorized User ID Select a user ID to grant the ability to enter forecasts on behalf of the employee. You can authorize more than one user ID for an employee.

For each employee that is required to submit a forecast, you must authorize the employee's user ID with the employee. This grants employees permission to access their own forecasts.

By authorizing users on this page to act on behalf of another user, you can give the administrator access to act on behalf of supervisors and project managers. For example, if you authorize an administrator to act on behalf of an employee who is a supervisor of a department of five resources, the administrator can access the forecasts of those five resources on the Review Forecasted Time page. Alternatively, if you authorize the administrator to act on behalf of a project manager, the administrator can access on the Review Forecasts by Project page the projects and project team members for which that project manager is specified as the project manager.

Note. Authorizing a user to act on behalf of another user with a different role does not automatically assign the authorized user to another role. If the users are associated with different roles, make sure that the authorized user has access to the required pages.

Configuring Forecasts

To configure forecasts, use the Forecast Configuration component (BUS_UNIT_OPT_FC).

Before using the forecast collection tool you must define certain settings at the general ledger (GL) business unit level. These settings are keyed by setID so that they can be shared by multiple business units.

This section discusses how to configure forecasts.

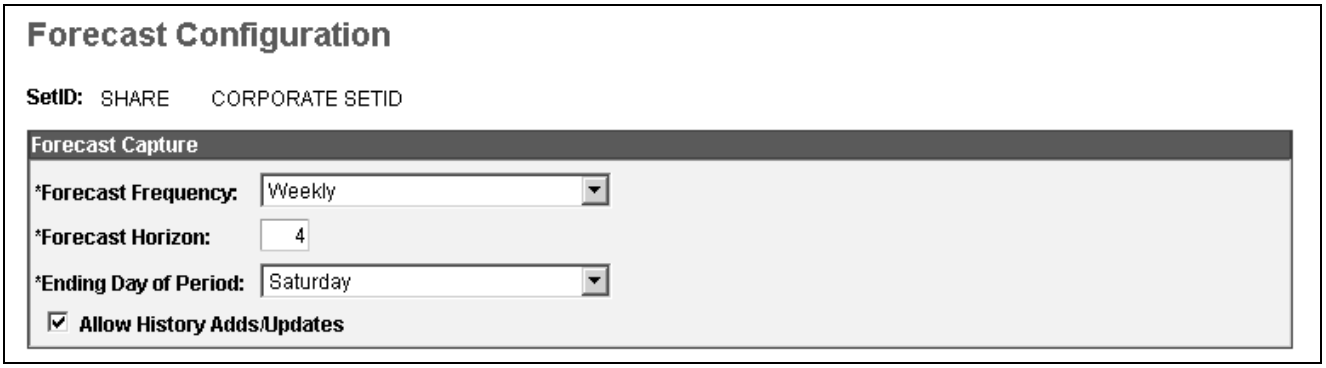
Note. This section is required. You must configure forecast time periods before you can use the Services Forecasting feature.

Page Used to Configure Forecasts

Page Name	Object Name	Navigation	Usage
Forecast Configuration	BUS_UNIT_OPT_FC	Set up Financials/Supply Chain, Business Unit Related, Program Management, Forecasting, Forecasting Options, Forecast Configuration	Define forecast collection options at the setID level.

Configuring Forecast Time Periods

Access the Forecast Configuration page.



Forecast Configuration page

Forecast Frequency Select how frequently you want to estimate and collect forecasts. Options are: *Weekly, Biweekly, Semimonthly, Monthly,* and *Quarterly.* Your selection determines how frequently forecasts are updated and controls how the horizon periods appear on the Forecast Time - Summary page and Forecast Time - Forecast by Period page.

Forecast Horizon Enter the number of horizon periods to include in each forecast horizon. This determines the number of periods for which the resource must report a detailed forecast in each forecast time collection iteration.

The maximum number of horizon periods is *13.*

Ending Day of Period For weekly or biweekly forecast frequencies, specify the day of the week that the horizon period ends so that the system knows when to begin the next horizon period.

This field is required only for weekly or biweekly forecast frequencies and is not used for all other forecast frequencies.

Note. If PeopleSoft Expenses is installed, the Forecast Frequency and Ending Day of Period settings should match the time reporting options in Expenses. For example, if expense periods end on Saturday, horizon periods should also end on Saturday. This enables users to report actual time and forecast time on the same schedule, which makes it easier to compare and analyze the information.

Allow History Adds/Updates Select to enable resources or their supervisors to create and submit forecasts for past forecast iterations, and to enable resources to change or submit a pending forecast that was never submitted.

Note. Even if you allow history adds and updates, you cannot modify submitted forecasts from prior forecast iterations. The purpose of history adds and updates is primarily to enable users to submit prior forecasts if they forgot to submit one or want to correct one that was not yet submitted.

Defining PeopleSoft Program Management Forecast Options

You can specify default settings at the project business unit level for all new projects. These settings can later be overridden at the individual project level.

This section discusses how to:

- Define PeopleSoft Program Management forecast options.
- Override project options at the project level.

Note. This section is optional. If you want to accept the forecast option default values that appear on the Program Management Options page, you do not need to complete the tasks discussed in this section. You can continue to the next step in your implementation.

Pages Used to Define PeopleSoft Program Management Forecast Options

Page Name	Object Name	Navigation	Usage
Program Management Options	PGM_PROG_MGMT_OPT	Set Up Financials/Supply Chain, Business Unit Related, Program Management, Business Unit Options, Program Management Options	Specify default values at the project business unit level for automatic forecast approval, forecast level, and standard rate.
Program Management Defaults	PROJECT_GEN_02	Program Management, Project Definitions, General Information, Program Management Defaults	Override automatic forecast approval, standard rate, and forecast level default settings that are defined at the project business unit level for an individual project.

Defining Forecast Options in PeopleSoft Program Management

Access the Program Management Options page.

Forecast Capture Group Box

Automatic Forecast Approval Select this option to indicate that the project manager does not have to approve the forecasts in order to make them accessible to the PeopleSoft Program

Management application. Clear the option to indicate that approval is required on the Review Forecast by Project page before the forecasts can be used.

The default value is *No* (check box cleared).

Note. Forecast data is available for utilization interactive reports and PeopleSoft ESA Portal Pack pagelets, with or without approval.

Forecast Level

Select *Prj* (project) or *Act* (activity) as the level of forecasting to occur.

The default value is *Act.*

Warning! If you select *Prj*, the activity is not required when you enter a forecast. This affects the organization's ability to report forecasts at the activity level.

Standard Rate

Select *Emp* (employee), *Job* (job code), or *Role* (project role) that determines how the system looks up the standard rate per hour per resource. This rate is used to calculate costs and revenue.

The default value is *Role.*

Overriding Forecast Options at the Project Level

Access the Program Management Defaults page.

On this page you can override for an individual project the Automatic Forecast Approval, Standard Rate, and Forecast Level default settings that are established at the project business unit level on the Program Management Options page.

See Also

PeopleSoft Program Management 8.8 PeopleBook, "Setting Up PeopleSoft Program Management," Defining Program and Project Defaults

Setting Up TRCs and Mapping Task Categories

This section discusses how to:

- Set up TRCs.
- Map TRCs to task categories.

Note. If you are using PeopleSoft Resource Management with the Services Forecasting feature, you must map the task categories used in PeopleSoft Resource Management to the TRCs used in the Services Forecasting feature for personal or policy time that is not associated with projects and activities.

Pages Used to Set Up TRCs and Map Task Categories

Page Name	Object Name	Navigation	Usage
Time Reporting Code	EX_TRC_EX	Setup Financials/Supply Chain, Product Related, Expenses, Management, Time Reporting Codes, Time Reporting Code	View or create TRCs to classify personal hours.
Task Categories	RS_TASK_TYPE	Set Up Financials/Supply Chain, Product Related, Resource Management, Calendar, Setup Task Categories, Task Categories	Assign each task category to one TRC per setID.

Setting Up TRCs

Access the Time Reporting Code page.

Note. You must set up TRCs if you want to forecast personal time. TRCs are not used to forecast project time.

Enter a time reporting code and description. Indicate whether it is used for business holidays.

Important! Select only one TRC to be used for business holidays.

See Also

PeopleSoft Expenses 8.8 PeopleBook, "Defining Additional Required Data for PeopleSoft Expenses," Setting Up Time Reporting Codes

Mapping TRCs to Task Categories

Access the Task Categories page.

Note. This section is optional. If you are not using PeopleSoft Resource Management to prepopulate forecasts, you do not need to complete the tasks discussed in this section.

Use this page to map task categories in PeopleSoft Resource Management to the TRCs used in the Services Forecasting feature if you are using PeopleSoft Resource Management to prepopulate forecasts.

Important! You must configure forecast time periods before you map task categories to TRCs.

See Also

PeopleSoft Resource Management 8.8 PeopleBook, "Enabling Resource Schedules," Defining Task Categories and Mapping to TRCs

Establishing Forecast Control

To establish forecast control, use the Run Forecast Control component (RUN_FC_CNTL).

This section discusses how to run the Establish Control Application Engine process (FC_CTRL_LOAD).

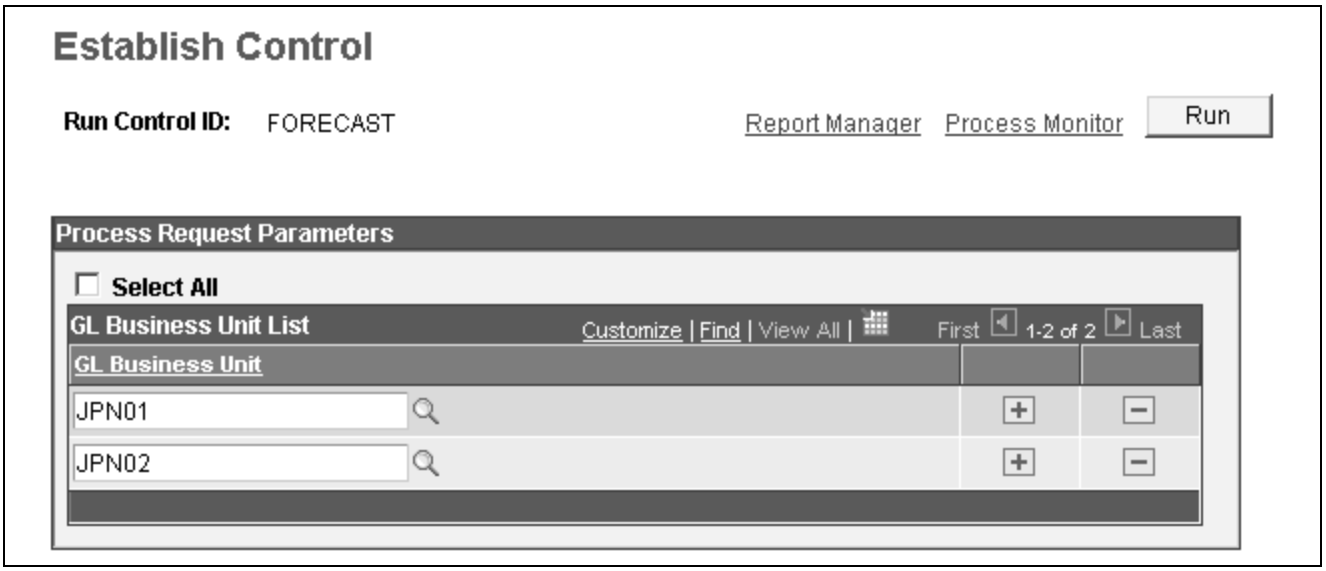
Important! This section is required. You must complete the Establish Control process, by either running it manually or scheduling it using the PeopleSoft Process Scheduler, every time you want to create a current forecast iteration. Otherwise, you cannot enter a forecast.

Page Used to Establish Forecast Control

Page Name	Object Name	Navigation	Usage
Establish Control	RUN_CNTL_FC	Program Management, Forecasting, Establish Control, Establish Control	Establish a current forecast iteration for one or more GL business units.

Establishing Forecast Control for Business Units

Access the Establish Control page.



Establish Control page

Use this page to run the Establish Control process to create the current forecast iteration. You can create a recurring instance of this process that runs at an interval corresponding to your forecast frequency, which avoids the need to run this process manually each time that you want to establish a new forecast iteration. For example, if all business units submit monthly forecasts, schedule the process to run monthly to create a new forecast iteration automatically for all business units each month. You can also group business units by time zone to schedule the process to run at a time of day that is sensible for the majority of users in a region.

Note. We recommend that you group the Establish Control process with the Administer Cache Application Engine process (FC_CACHE_AD) in the same job and schedule the Administer Cache process to occur immediately following the completion of the Establish Control process.

Select All Select this option to create forecasts for all GL business units.

GL Business Unit Alternatively, if you do not select the Select All option above, specify one or more business units for which you want to create forecasts.

Note. If the GL business unit prompt does not return any values, confirm that you have configured the forecast for the setID that is associated with the GL business unit.

Run Save the run control and click Run for the Establish Control process to create a forecast for each specified business unit according to the rules identified on the Forecast Configuration and Program Management Options pages.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Refreshing the Forecast Cache

To refresh the forecast cache, use the Run Forecast Cache Administration component (RUN_FC_CACHE_AD).

This section discusses how to run the Administer Cache process to refresh forecast cache tables.

Note. This section is required. You must complete the Administer Cache process, by either running it manually or scheduling it using the PeopleSoft Process Scheduler, every time the Establish Control process completes.

Page Used to Refresh the Forecast Cache

Page Name	Object Name	Navigation	Usage
Administer Cache	RUN_CNTL_FC	Program Management, Forecasting, Administer Cache, Administer Cache	Refresh forecasting cache tables.

Refreshing Forecast Cache Tables

Access the Administer Cache page.

The Administer Cache process refreshes cache tables to optimize performance. Cache tables eliminate the amount of logic that the application must perform each time it needs to identify the resources reporting to a supervisor. The Forecast Supervisor List cache table (FC_SUPR_RVW_LST) stores a list of supervisors and related forecast horizons that have associated employees. The Forecast Supervisor/Employee List cache table (FC_EE_FCST_LST) stores a list of supervisors and their current employees' job information as of the begin date of a specific forecast horizon.

Run the Administer Cache process at least after every completion of the Establish Control process, and more frequently, if supervisor changes occur frequently in your organization.

Prepopulating Forecasts in Batch

To prepopulate forecasts in batch, use these components:

- Run Prepopulate Forecast Time component (RUN_FC_TIME)
- Integrate with Microsoft Project component (PC_MSP2_UPDATEPROJ)
- Load Third Party Time component (RUN_PC_PC_TO_FC)

This section discusses how to:

- Prepopulate forecasts using prior forecasts or resource schedules.
- Load Microsoft Project schedules.
- Load other third-party data.

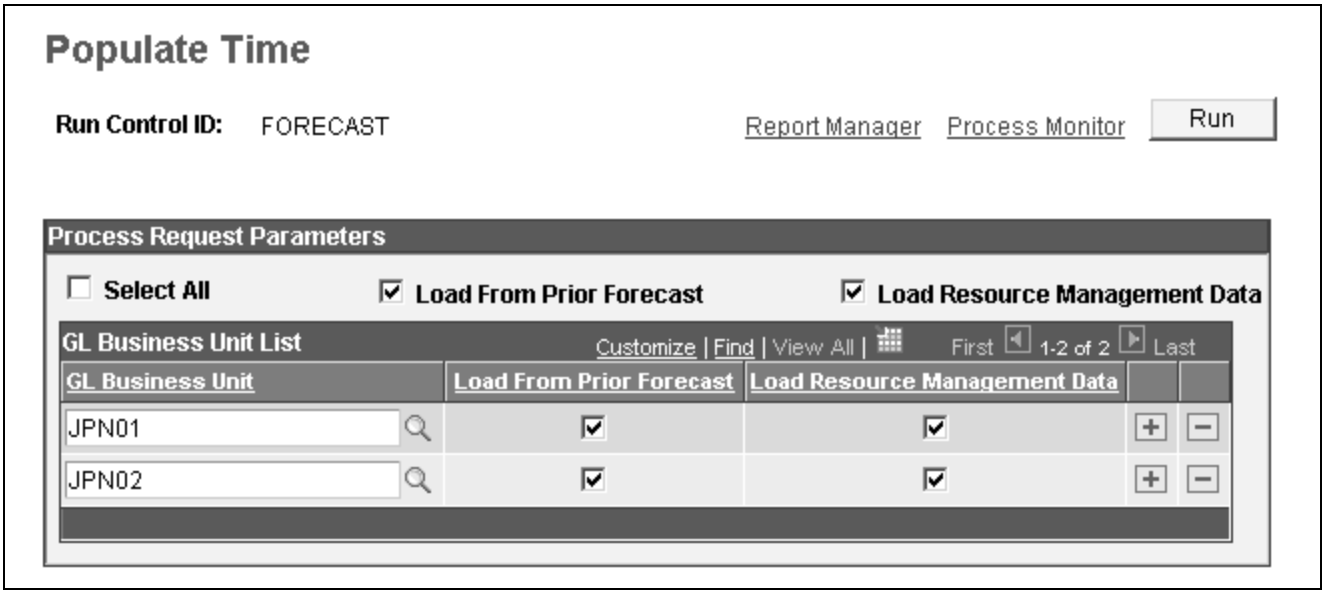
Note. This section is optional. If you are not prepopulating forecasts, you do not need to complete the tasks discussed in this section.

Pages Used to Prepopulate Forecasts in Batch

Page Name	Object Name	Navigation	Usage
Populate Time	RUN_CNTL_FC	Program Management, Forecasting, Populate Time, Populate Time	Prepopulate forecasts by GL business unit from the prior forecast horizon and from PeopleSoft Resource Management.
Integrate with Microsoft Project	PC_MSP2_UPDATEPROJ	• Program Management, Third Party Integration, Microsoft, Integrate Project, Integrate with Microsoft Project • Project Costing, Third Party Integration, Microsoft, Integrate Project, Integrate with Microsoft Project	Upload Microsoft Project remaining work to the current forecast iteration, or download remaining work from Services Forecasting to Microsoft Project.
Microsoft Integration Options	PC_MSP2_DEFS	Click Options on the Integrate with Microsoft Project page.	Change the default integration options that are defined for the business unit in the Project Business Unit Options component (PC_BUS_UNIT_OPT) in PeopleSoft Project Costing.
Load Third Party Time	RUN_CNTL_FC	Program Management, Forecasting, Load Third Party Time, Load Third Party Time	Load forecast time from a third-party project management tool, other than Microsoft Project, that has already been loaded into the forecast staging table.

Prepopulating Forecasts Using Prior Forecasts or Resource Schedules

Access the Populate Time page.



Populate Time page

Select All Select this option to prepopulate forecast hours for all GL business units.

Load From Prior Forecast and **Load Resource Management Data** Your options are:

- Select only Load From Prior Forecast for the Populate Time Application Engine process (FC_HRS_LOAD) to load data from the previous forecast horizon into the current forecast iteration for all horizon periods except the last one.

  The process calculates the hours for the last period of the forecast horizon as the number of remaining forecast hours from the prior forecast iteration minus the total number of hours in the prior forecast horizon's last horizon period.

- Select only Load Resource Management Data for the Populate Time process to load project and personal time hours in all horizon periods for resources that are managed by PeopleSoft Resource Management.

- Select both options for the process to load data from the previous forecast horizon into the current forecast iteration for all horizon periods except the last one, and load project and personal time hours in the last horizon period for resources that are managed by Resource Management.

Select both options to take full advantage of the system's ability to prepopulate forecasts using prior forecasts and schedule data from Resource Management.

GL Business Unit Specify one or more business units for which you want to prepopulate forecast hours. This field is available if you did not enable the Select All option.

Run Click Run for the Populate Time Application Engine process to populate the Forecast Time - Summary page, by resource, for the forecast horizon and rules defined on the Forecast Configuration and Program Management Options pages.

Important! Run the Populate Time process only after completion of the Establish Control and Administer Cache processes. We recommend that you schedule all three processes in a single run control in this order: 1. Establish Control, 2. Administer Cache, and 3. Populate Time.

Loading Microsoft Project Schedules

Access the Microsoft Integration Options page.

Forecast to Complete

Import: Select this option to upload Microsoft Project remaining work to the current forecast iteration.

Export: Select this option to download remaining work from the Services Forecasting feature to Microsoft Project.

Note. The Services Forecasting feature uses the Transaction Loader Application Engine (PC_INTFEDIT) process to upload data from Microsoft Project to the current forecast iteration. Data is first spooled into the Project Resource Interface record (INTFC_PROJ_RES). You can use the Review Transaction Details page in PeopleSoft Project Costing to review transactions for rows that do not insert into forecast tables due to errors. In the Review Transaction Details component (INTERFACE_RESOURCE), search on an interface ID of *17000000*.

See Also

PeopleSoft Project Costing 8.8 PeopleBook, "Integrating with Microsoft Project 2002," Defining the Integration Criteria

PeopleSoft Project Costing 8.8 PeopleBook, "Integrating with Microsoft Project 2002," Creating or Updating a Microsoft Project from PeopleSoft Data

PeopleSoft Project Costing 8.8 PeopleBook, "Integrating With Third-Party Applications," Importing Third-Party Data into the Interface Tables

Loading Other Third-Party Data

Access the Load Third Party Time page.

Click Run for the Load Third-Party Data Application Engine process (PC_PC_TO_FC) to load data from a third-party project management tool, after that data has been loaded into the forecast staging table.

Run this process only if you use a third-party forecast collection tool or project management tool other than Microsoft Project.

Scheduling Forecast Reminder Notifications

To schedule forecast reminder notifications, use the Run Forecast Reminder component (RUN_FC_REMINDER).

In the Services Forecasting feature you can identify employees who have not submitted the required forecasts and send them email reminders.

This section discusses how to schedule forecast reminder notifications.

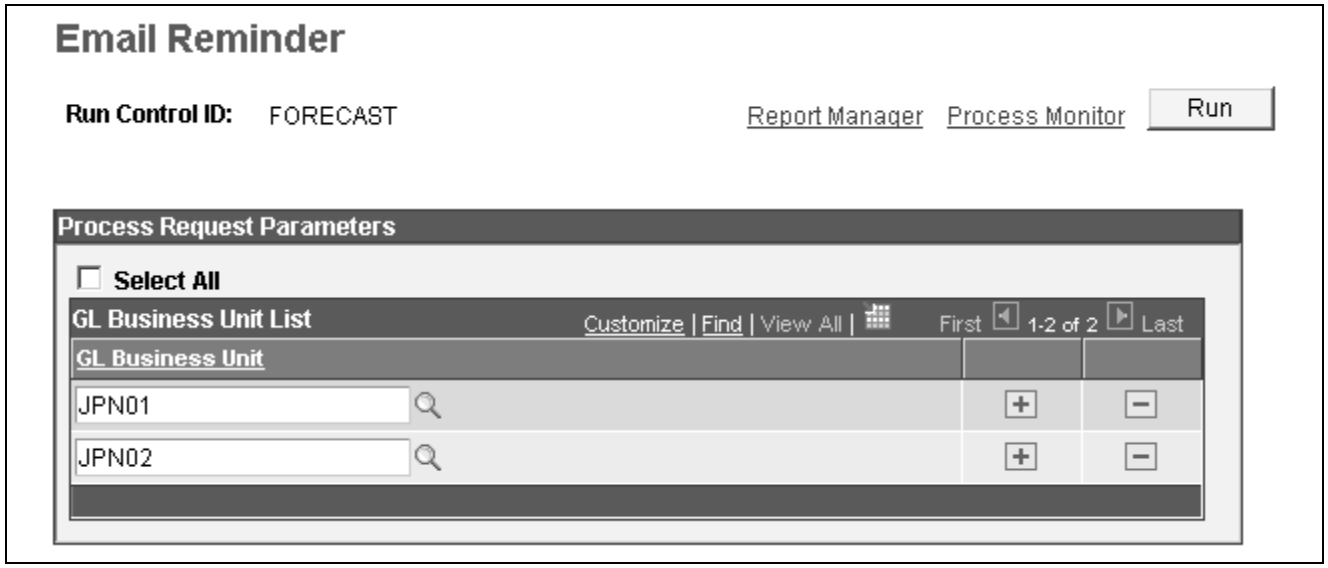
Note. This section is optional. If you are not using forecast reminder options, you do not need to complete the tasks discussed in this section.

Page Used to Schedule Forecast Reminder Notifications

Page Name	Object Name	Navigation	Usage
Email Reminder	RUN_CNTL_FC	Program Management, Forecasting, Email Reminder, Email Reminder	Send email reminders to resources who have not submitted a required forecast.

Sending Forecast Reminders by Email

Access the Email Reminder page.



Email Reminder page

On this page you can schedule the Email Reminder Application Engine process (FC_REMINDER) to send an email reminder to each resource in the specified general ledger (GL) business units who has not submitted a forecast for the current forecast iteration as of the current Run Date and Run Time on the Process Scheduler Request page.

Select all GL business units or specify them individually. Click Run to initiate or schedule the process using the PeopleSoft Process Scheduler.

Note. The Review Forecasted Time page also includes an ad hoc email notification feature so that a reviewing manager can send a reminder or a note to the manager's own resources.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

CHAPTER 4

Collecting and Modifying Resource Forecasts

This chapter discusses how to:

- Create and modify forecasts.
- Protect and submit forecasts.

Creating and Modifying Forecasts

To create and modify forecasts, use the Forecast Time Capture component (FC_TIME_CAPTURE).

After you prepopulate the forecast and upload forecast time or remaining work from Microsoft Project or another third-party application, you can view, modify, and finalize the forecast.

This section discusses how to:

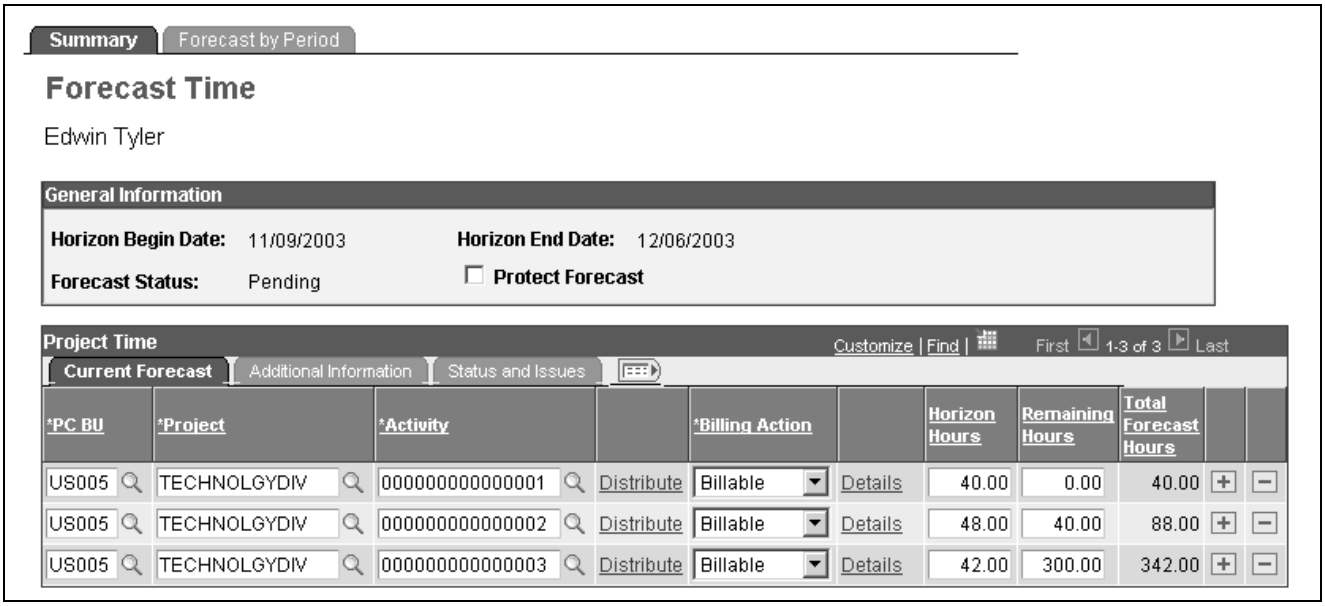
- Enter forecast summary information.
- Distribute forecasts across the horizon.
- Distribute forecasts by activity.
- Adjust project forecast hours by day.
- Adjust personal time forecast hours by day.

Pages Used to Create and Modify Forecasts

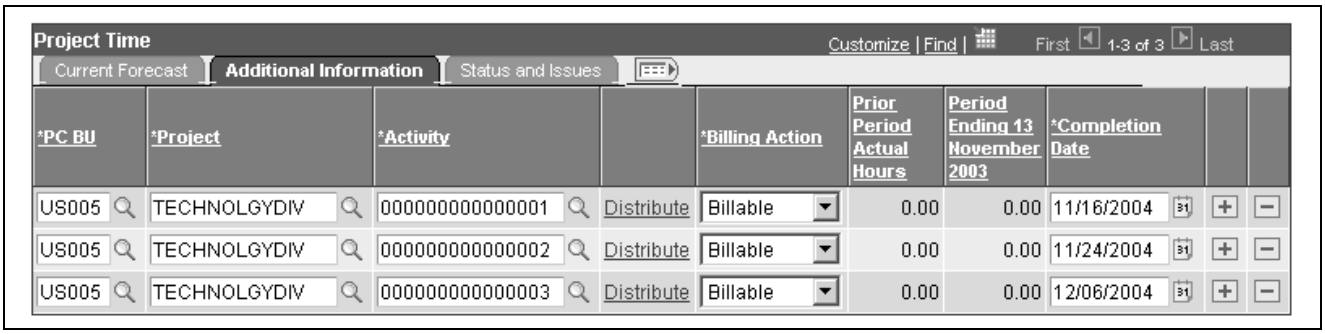
Page Name	Object Name	Navigation	Usage
Forecast Time - Summary	FC_TIME_SUMMARY	Employee Self-Service, Forecast Time, Forecast Time - Summary	Enter forecast summary information. Add or modify projects, activities, and summary level hours to a resource's forecast.
Forecast Time - Forecast by Period	FC_TIME_PERIODS	Select Forecast by Period on the Forecast Time - Summary page.	Distribute the forecast project and personal hours across the horizon periods.
Forecast Activity Distribution	FC_TIME_DTL_DIST	Select Distribute in the Project Time grid on the Forecast Time - Summary page.	Distribute the hours among the activities that are associated with the project.
Forecast Horizon by Day (project time)	FC_TIME_DTL_DLY	• Select Details in the Project Time grid on the Forecast Time - Summary page. • Select Details in the Project Time grid on the Forecast Time - Forecast by Period page.	Adjust the forecasted project hours for each day within the forecast horizon and recalculate the total forecast hours.
Forecast Horizon by Day (personal time)	FC_TIME_POL_DLY	• Select Details in the Personal Time grid on the Forecast Time - Summary page. • Select Details in the Personal Time grid on the Forecast Time - Forecast by Period page.	Adjust the forecasted personal hours for each day within the forecast horizon and recalculate the total forecast hours.

Entering Forecast Summary Information

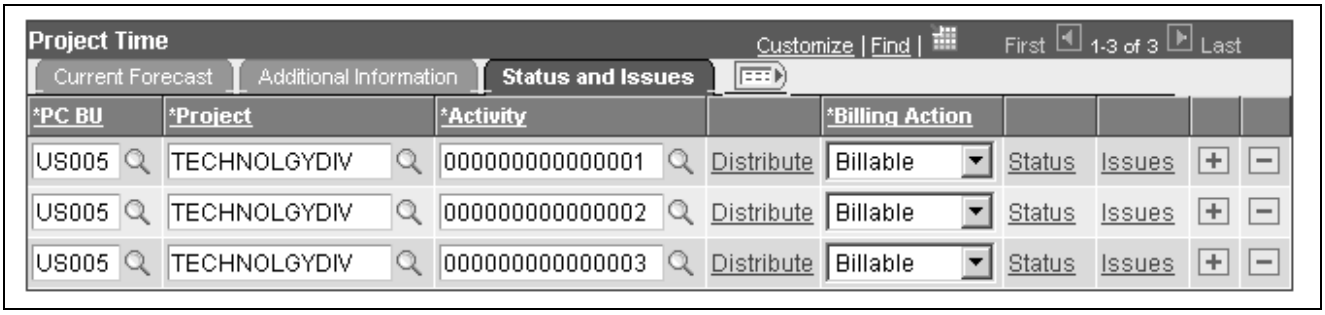
Access the Forecast Time - Summary page.



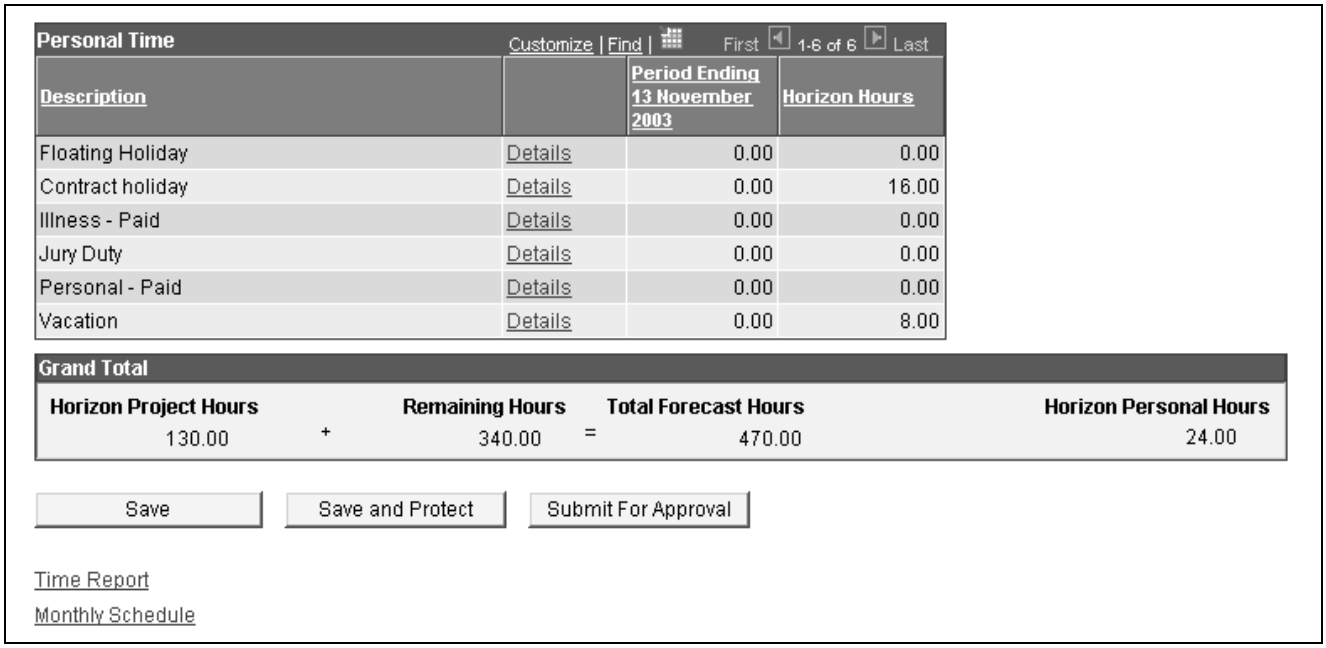
Forecast Time - Summary page with Current Forecast tab selected in the Project Time group box (1 of 4)



Forecast Time - Summary page with Additional Information tab selected in the Project Time group box (2 of 4)



Forecast Time - Summary page with Status and Issues tab selected in the Project Time group box (3 of 4)



Personal Time Customize | Find | First 1-6 of 6 Last

Description		Period Ending 13 November 2003	Horizon Hours
Floating Holiday	Details	0.00	0.00
Contract holiday	Details	0.00	16.00
Illness - Paid	Details	0.00	0.00
Jury Duty	Details	0.00	0.00
Personal - Paid	Details	0.00	0.00
Vacation	Details	0.00	8.00

Grand Total

Horizon Project Hours		Remaining Hours		Total Forecast Hours	Horizon Personal Hours
130.00	+	340.00	=	470.00	24.00

Save | Save and Protect | Submit For Approval

Time Report

Monthly Schedule

Personal Time group box and Grand Total group box on the Forecast Time - Summary page (4 of 4)

If project team security is used, you can see only the projects to which you have security access.

Data may appear in the forecast from any of these sources:

- The prior forecast.
- PeopleSoft Resource Management resource schedules.
- Microsoft Project schedules.
- Other third-party project management tools.

If PeopleSoft Expenses is installed, this page contains a link to the resource's time report so that the resource can review and adjust hours and enter the actual time for the current period.

If PeopleSoft Resource Management is installed and the resource exists in Resource Management, this page contains a link to the Monthly Schedule page, where the resource or resource manager can view and update the resource schedule.

The system automatically spreads the hours evenly across the resource's standard business days, excluding company holidays.

General Information

The Horizon Begin Date, Horizon End Date, (using criteria from the Forecast Configuration page), and Forecast Status fields appear.

Protect Forecast Select to prevent the Populate Time process from overwriting the current forecast. You can clear the check box (unprotect the forecast) when the forecast status is *Pending*, but you cannot unprotect a forecast if the status is *Submitted*, because a submitted forecast is by definition already protected.

Forecast Summary Project Time

The system displays a row for each project or activity combination for which the employee has forecasted time. Add or delete rows as needed.

PC BU (project business unit) — Select the project business unit.

Project — Select the project ID.

Activity ID — Select the activity within the specified project. This field is active if forecasts are required at the activity level.

Distribute — Click to access the Forecast Activity Distribution page, where you can distribute the hours for a project by activity. This link is active if forecasts are required at the activity level.

Billing Action — Select *Billable*, *Internal*, or *Nonbill* (nonbillable) to differentiate these actions in the utilization analysis.

Details — Click to access the Forecast Horizon by Day page, where you can adjust daily forecast hours for project time.

Horizon Hours — Enter the total hours that you expect to work on the project or activity during the forecast horizon. This number is the total of the detailed hours by day. If you update this number, the detailed hours are evenly distributed.

You must enter a value in this field. If you do not want to forecast any time for this project or activity, delete the row.

Remaining Hours — Enter the total hours that you expect to work on the project or activity beyond the forecast horizon.

Total Forecast Hours — Displays the sum of the horizon hours and remaining hours.

Select the Additional Information tab to view these additional fields:

Prior Period Actual Hours — Displays the total hours worked on the project or activity in the prior period. Prior period actual hours are captured in PeopleSoft Expenses. This field is available only if PeopleSoft Expenses is installed.

Period Ending <date> — Displays the actual project or activity hours reported in PeopleSoft Expenses in the most recent time report that corresponds to the period ending date shown. This field is available only if PeopleSoft Expenses is installed.

Completion Date — Displays the date on which this project or activity is expected to be complete. This date is for reference only; it is not used to spread total hours across horizon periods. If the user enters daily detail records beyond the completion date, the system issues a warning at save and submit time.

Select the Status and Issues tab to access links to the Status Report Entry component (PC_SR_ENTRY) and Issue Management Issue Detail component (PC_IM_ISSUE) in PeopleSoft Program Management. You can use Program Management to report project or activity status and manage project issues.

Forecast Summary Personal Time

The Personal Time grid displays a row for each time reporting code (TRC). If PeopleSoft Resource Management is installed and task categories are mapped to TRCs, the Populate Time process prepopulates the periods based on tasks in the resource schedules. If Resource Management is not installed, or if the resource is not an active resource in Resource Management, you must manually enter personal time hours.

Description Displays the personal time reporting categories that were predefined on the Time Reporting Code page in PeopleSoft Expenses.

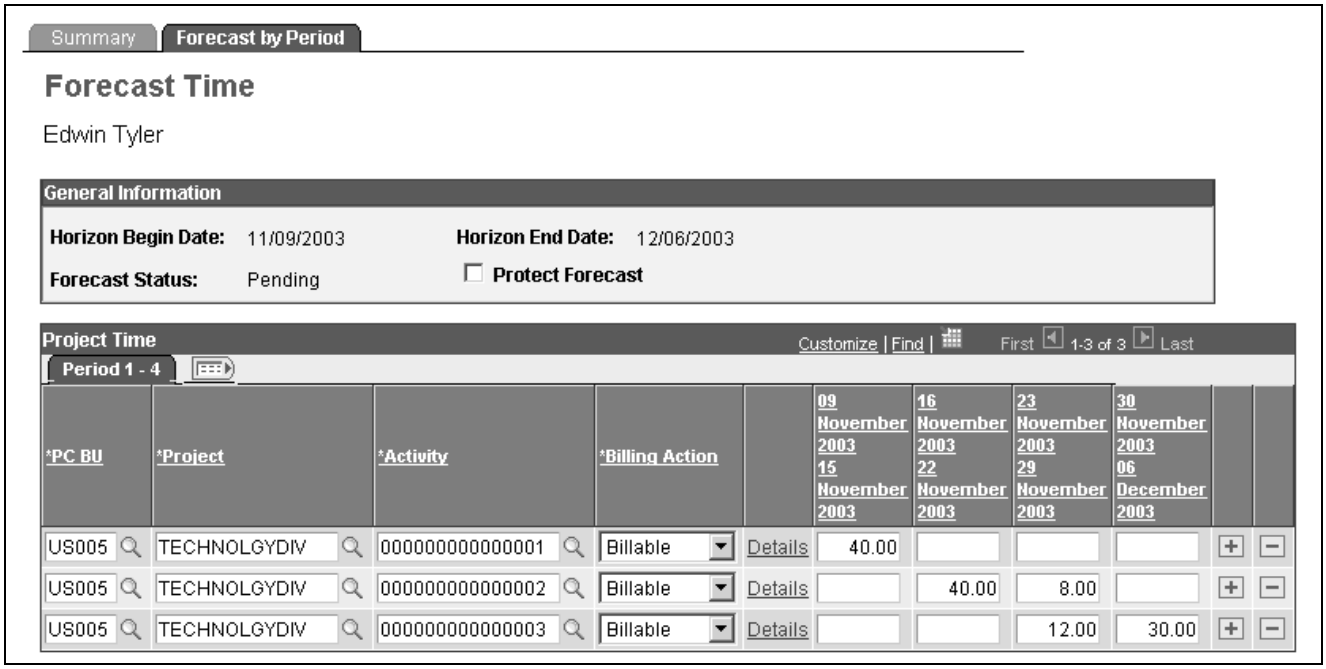
Details Click to access the Forecast Horizon by Day page, where you can adjust daily forecast hours for personal time.

<Horizon period date range> Displays the actual personal time hours entered in PeopleSoft Expenses for the date range specified in the grid column header.

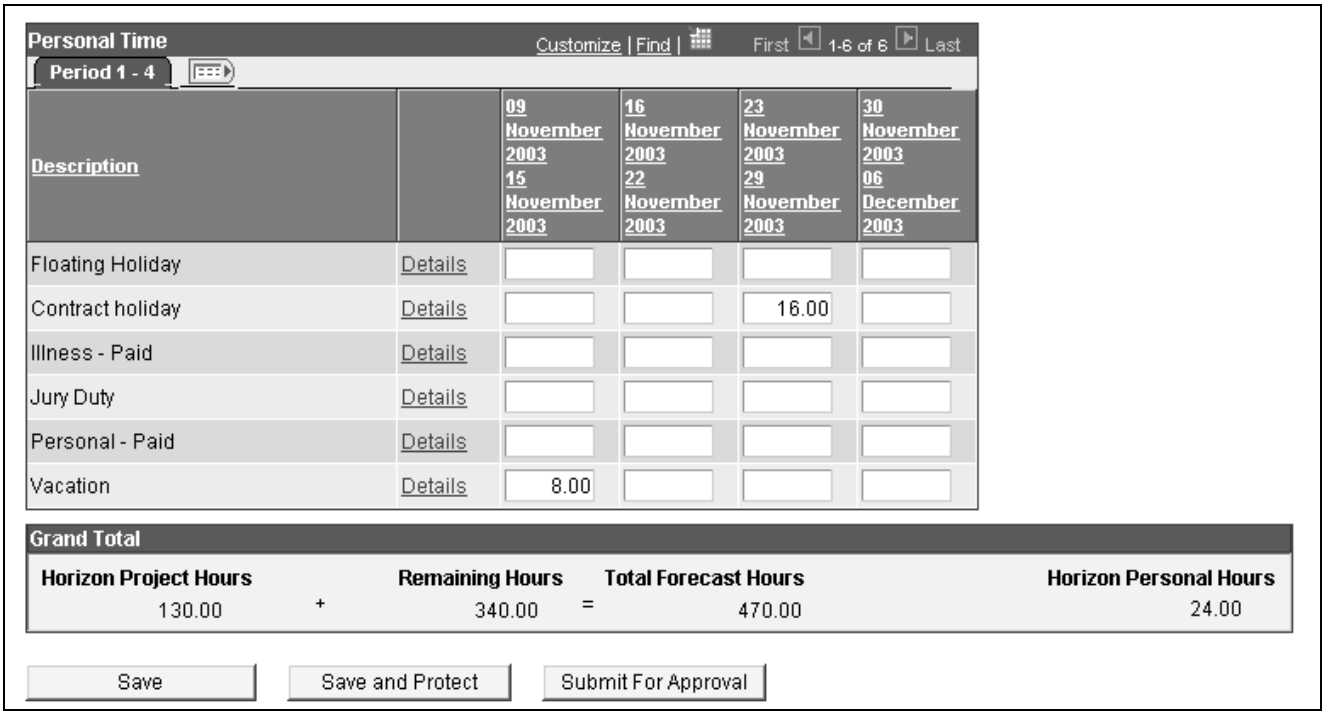
Horizon Hours Displays the number of personal hours that occur during the current horizon period. This field is not editable because, unlike project hours, total personal hours should not be evenly distributed over the horizon.

Distributing Forecasts Across the Horizon

Access the Forecast Time - Forecast by Period page.



Forecast Time - Forecast by Period page (1 of 2)



Forecast Time - Forecast by Period page (2 of 2)

Use this page to simplify the distribution of hours across periods in the forecast horizon. You can enter the total hours for each horizon period and submit the forecast, or you can click the Details link to adjust hours for specific days on the Forecast Horizon by Day page.

A row for each project or activity appears in the Project Time grid. You can enter the project business unit, project, activity, billing action—*Billable*, *Nonbill*, or *Internal*—and the hours for each forecast horizon period.

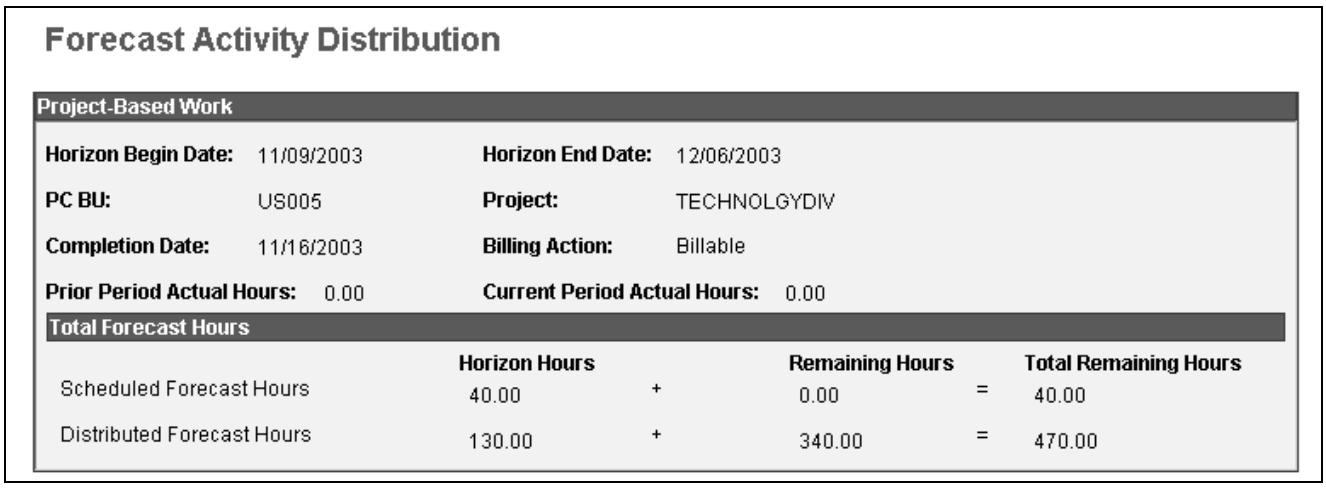
A row for each predefined TRC appears in the Personal Time grid. You can enter the personal hours for each horizon period in the forecast horizon.

Note. The format of the horizon period date range that appears in these column headers is controlled by a message catalog entry. To change these date formats, update Message Set *138*, Message *1*. This message may be used by other PeopleSoft applications.

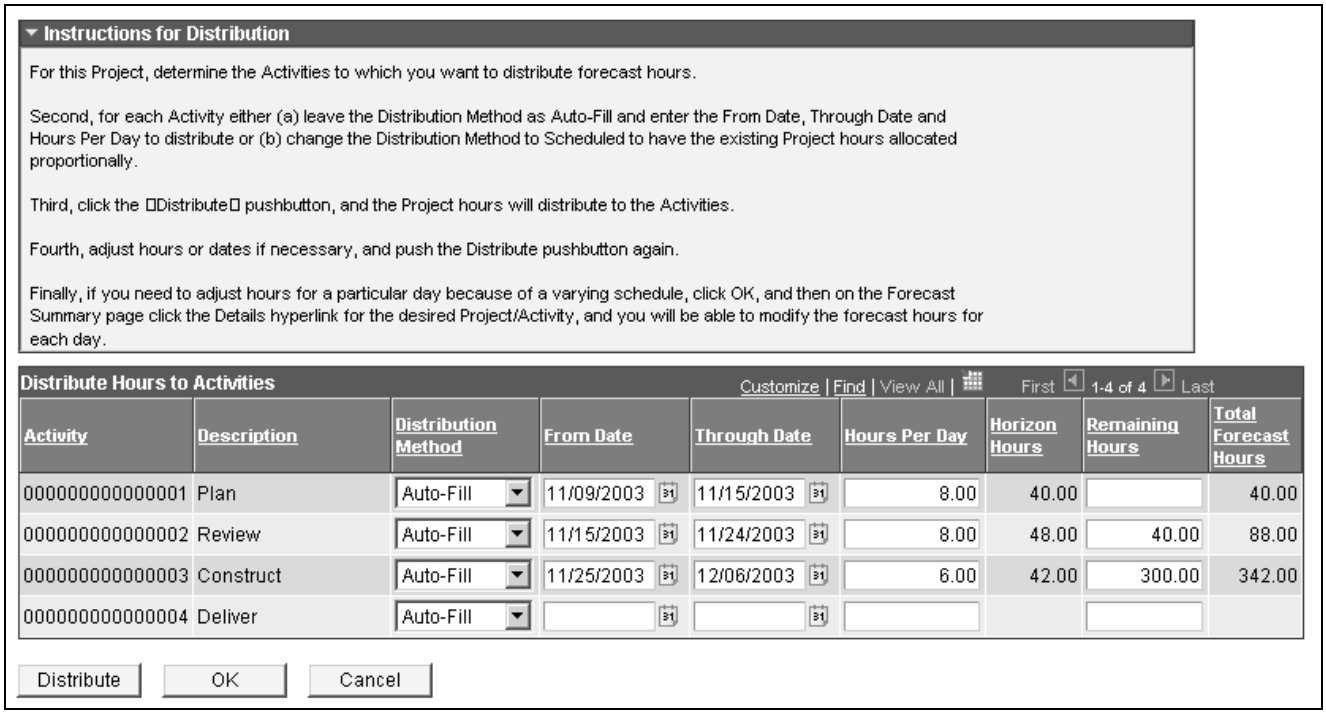
See *PeopleTools PeopleBook: PeopleSoft Server Tools Administration.*

Distributing Forecasts by Activity

Access the Forecast Activity Distribution page.



Forecast Activity Distribution page (1 of 2)



Forecast Activity Distribution page (2 of 2)

On this page, you can distribute the project hours to activities. You can view the forecasted horizon hours, remaining hours, and total forecast hours for the project.

Activity and **Description** — Displays the name and description of the activity associated with the project. If activity team security is used, you can see only the activities to which you have security access. If activity team security is not used, all activities appear.

Distribution Method — Available values are:

Auto-Fill: Select to enter the from date, the through date, and the hours per day, to populate the hours by spreading them evenly across the specified days.

	Scheduled: Select to enable the system to exclude the from date and through date and distribute the hours already scheduled for specific days proportionally across the activities that you specify.
From Date and **Through Date**	Enter the start and end dates for the activity. The system distributes hours evenly across these days if you select *Auto-Fill* as the distribution method.
Hours Per Day	Specify the hours per day to distribute to a particular activity if you select *Auto-Fill* as the distribution method.

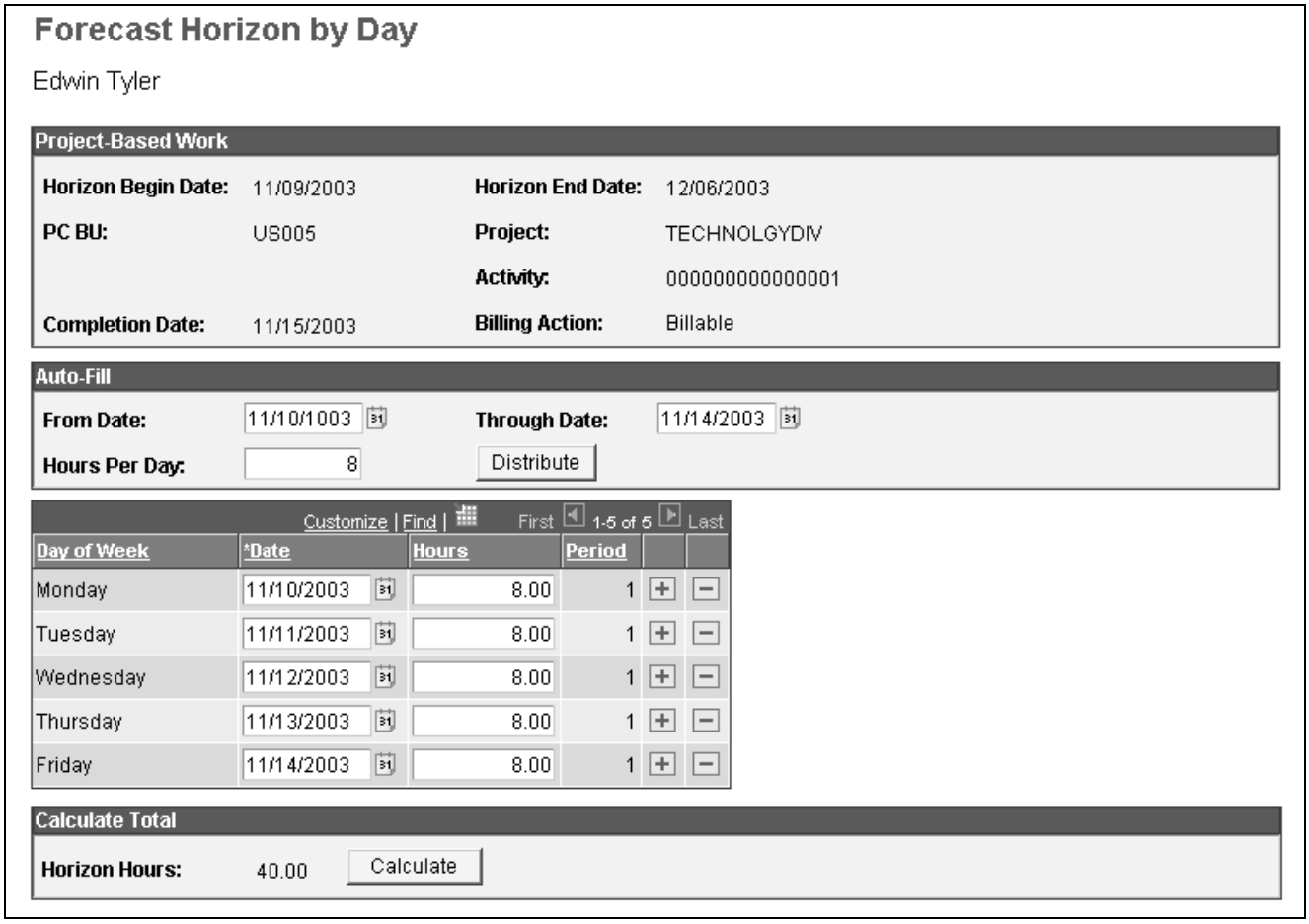
Note. If you enter start and end dates for an activity, but you do not enter a value in the Hours Per Day field, the rows in the grid for the given date range will clear when you click Distribute. This shortcut can be used to clear multiple rows without using the Delete row <n> icon button for each row.

Horizon Hours	Displays the number of distributed forecast hours that fall within the project period.
Remaining Hours	Enter the number of hours to distribute to the activity beyond the horizon period.
Total Forecast Hours	Displays the sum of the forecast horizon hours and remaining hours for an activity.
Distribute	Click to calculate the total hours to allocate to each activity for the forecast horizon after you specify the distribution details for each activity. The system updates the remaining hours if you enter more hours at the activity level than appeared on the Forecast Time - Summary page for total forecast hours. You can adjust the hours or dates and click Distribute as many times as needed.
OK	Click to calculate the total hours to allocate to each activity for the forecast horizon and return to the Forecast Time - Summary page. A row appears on the Forecast Time - Summary page for each project or activity combination that you selected on the Forecast Activity Distribution page.

Note. To further adjust the activity hours for a specific day, click OK to access the Forecast Time - Summary page, and select Details for the specific activity to access the Forecast Horizon by Day page.

Adjusting Project Forecast Hours by Day

Access the Forecast Horizon by Day page.



Forecast Horizon by Day (project-based work) page

On this page, you can adjust the hours for each day and recalculate the total horizon hours for the project. If there is no daily data for the forecast horizon, when you submit the forecast the system automatically distributes the total forecast hours from the Forecast Time - Summary page equally across the days in the forecast horizon, excluding business holidays.

Auto-Fill Enter the date range and hours per day for distributing project hours.

Distribute Click to display the daily hours in the grid.

Calculate Click to calculate the total project hours during the horizon.

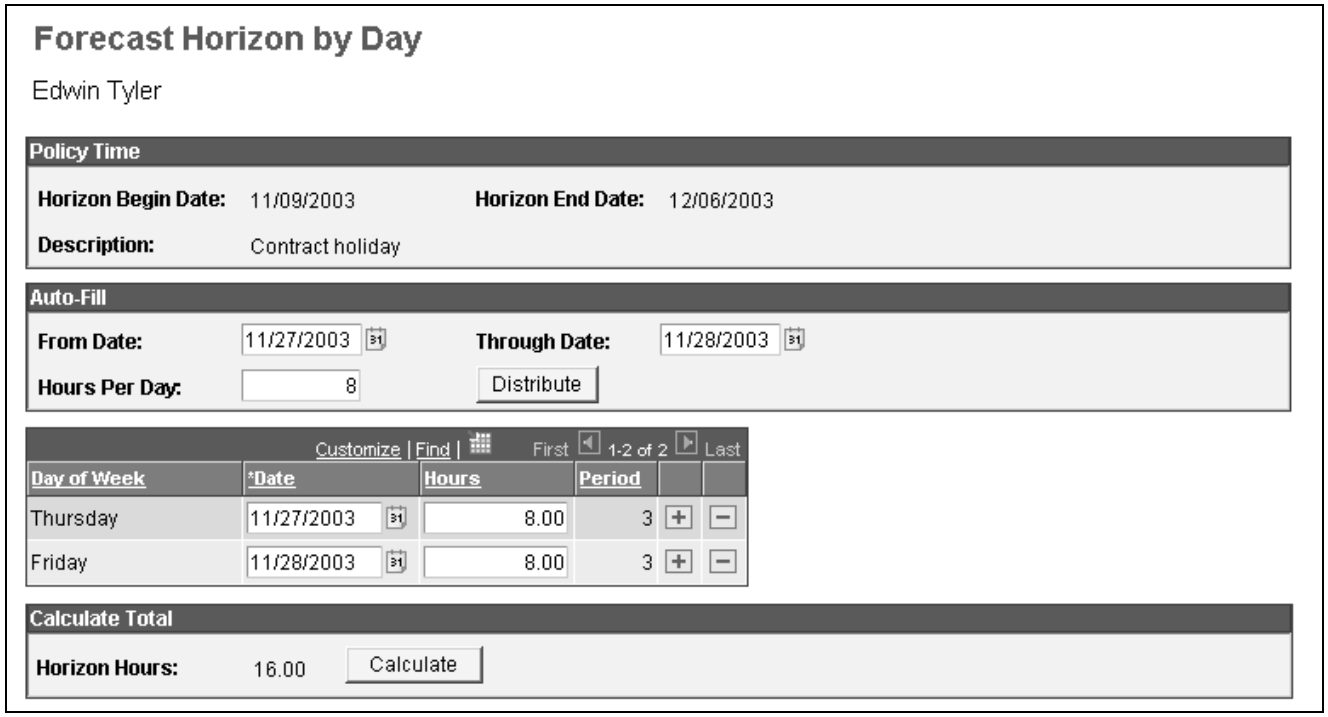
You can adjust the daily hours and click Calculate as many times as required to recalculate the total project hours.

OK Click to return to the previous page, where the updated hours appear.

Note. In the Project Manager Review component (FC_REVIEW_PROJ_MGR), the Auto-Fill feature double-books a resource's time for company holidays when this page is used by the project manager. It does *not* double-book for company holidays when the page is used by the resource, supervisor, or administrator acting on behalf of a supervisor.

Adjusting Personal Time Forecast Hours by Day

Access the Forecast Horizon by Day page.



Forecast Horizon by Day (policy time) page

On this page, you can adjust the personal hours for all days (where applicable) and recalculate the total personal time during the forecast horizon in the same manner as on the Forecast Horizon by Day page for project-based work.

Protecting and Submitting Forecasts

After you complete the forecast updates, you can save, protect, and submit a forecast for review and approval.

This section discusses how to:

- Protect forecasts.
- Submit forecasts.

Pages Used to Protect and Submit Forecasts

Page Name	Object Name	Navigation	Usage
Forecast Time - Summary	FC_TIME_SUMMARY	Employee Self-Service, Forecast Time, Forecast Time - Summary	Save and protect the forecast and submit it for approval.
Forecast by Period	FC_TIME_PERIODS	Select Forecast by Period on the Forecast Time - Summary page.	Save and protect the forecast and submit it for approval.
Submit Confirmation	FC_SUBMIT_CONFIRM	• Click Submit For Approval on the Forecast Time - Summary page. • Click Submit For Approval on the Forecast Time - Forecast by Period page.	Confirm the action to submit a forecast for approval.

Protecting Forecasts

Access the Forecast Time - Summary page or the Forecast Time - Forecast by Period page.

Select the Protect Forecast check box and click Save, or click Save and Protect at the bottom of the page at any time to ensure that the Populate Time process does not overwrite your work.

When you submit the forecast, you automatically protect it. The system selects the Protect Forecast field, and you cannot clear it unless a supervisor first unsubmits the forecast.

Submitting Forecasts

Access the Forecast Time - Summary page or the Forecast Time - Forecast by Period page.

Click Submit for Approval and the Submit Confirmation page appears. Click OK to confirm the submission to change the forecast status from *Pending* to *Submitted.*

Only project managers and administrators can modify forecasts that are in a *Submitted* status. Supervisors and administrators can unsubmit a forecast and modify it until the next forecast collection period begins, if they need to modify a forecast's data.

If the automatic forecast approval option is enabled on the Program Management Options page or specified for the project on the Management Defaults page, forecast approval by the project manager is not required to the make the forecast accessible to PeopleSoft Program Management for cost and revenue analysis. If you did not select the automatic forecast approval option, approval is required on the Review Forecast by Project page before the forecasts can be used for cost and revenue analysis.

Note. Forecast data is available for utilization calculations, with or without approval.

CHAPTER 5

Reviewing and Approving Forecasts

This chapter discusses how to:

- Review and approve forecasts.
- Download forecast data to Microsoft Project.

Reviewing and Approving Forecasts

To review and approve forecasts, use the Supervisor Review component FC_REVIEW_SUPERVSR) and the Project Manager Review component (FC_REVIEW_PROJ_MGR).

After a resource submits a forecast, the project manager can review, edit, and approve the forecast for use in PeopleSoft Program Management cost and revenue analyses.

This section discusses how to:

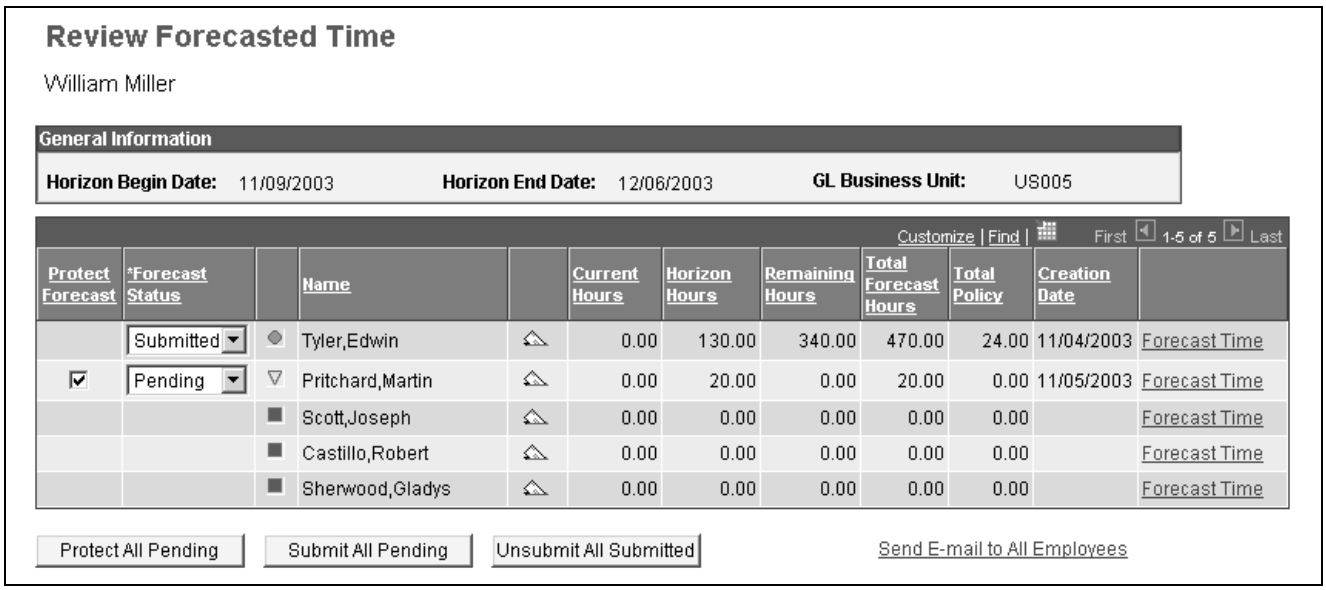
- Review forecasts by supervisor.
- Review and approve forecasts by project.
- Perform administrative functions.

Pages Used to Review and Approve Forecasts

Page Name	Object Name	Navigation	Usage
Review Forecasted Time	FC_REVIEW_SUPERVSR	Manager Self-Service, Review Forecasted Time, Review Forecasted Time	View, modify, and submit the forecast. Send email reminders of forecasts that are due.
Review Forecast by Project	FC_REVIEW_PROJ_MGR	Program Management, Forecasting, Review Forecast by Project, Review Forecast by Project	View all forecasts that are pending or submitted. Edit and approve submitted forecasts.

Reviewing Forecasts by Supervisor

Access the Review Forecasted Time page.



Review Forecasted Time page

The resources that appear on this page report directly to the human resource supervisor identified in the Supervisor ID field (SUPERVISOR_ID) on the resource's current row in the Job record (JOB). The supervisor can create, update, protect, submit, and unsubmit a forecast on behalf of a resource.

The grid displays a row for each resource reporting to the supervisor and lists the hours across all projects where the employee is charging time for the period, including current hours, horizon hours, remaining hours, total forecast hours, total policy (forecasted personal time), and creation date (date the forecast was submitted). The forecast status visual indicator enables you to monitor compliance with the submission process.

Protect Forecast Select the check box in a specific project or activity row to protect the corresponding resource forecast, and save the page.

Forecast Status Select the forecast status. Available values are:

Pending: Select to unsubmit a forecast that currently has a *Submitted* status.

Submitted: Select to submit a forecast.

Indicates that a current forecast has not been created by the resource, by the Populate Time process (FC_HRS_LOAD), or by uploading forecast data from Microsoft Project.

Indicates that a forecast is pending.

Indicates that the forecast is submitted.

Click Send E-mail to send a specific resource a reminder, using the default email application, to submit the forecast.

Forecast Time Select to access the Forecast Time Capture component (FC_TIME_CAPTURE) in a new browser window to add a forecast for a resource or modify a forecast that has *Pending* status, or the Forecast Time Inquiry component (FC_TIME_INQUIRY) to view details about a submitted forecast.

Note. Save the Review Forecasted Time page before you click Forecast Time to ensure that status changes are reflected in the database.

Protect All Pending Click to protect all pending forecasts for the resources that appear in the grid.

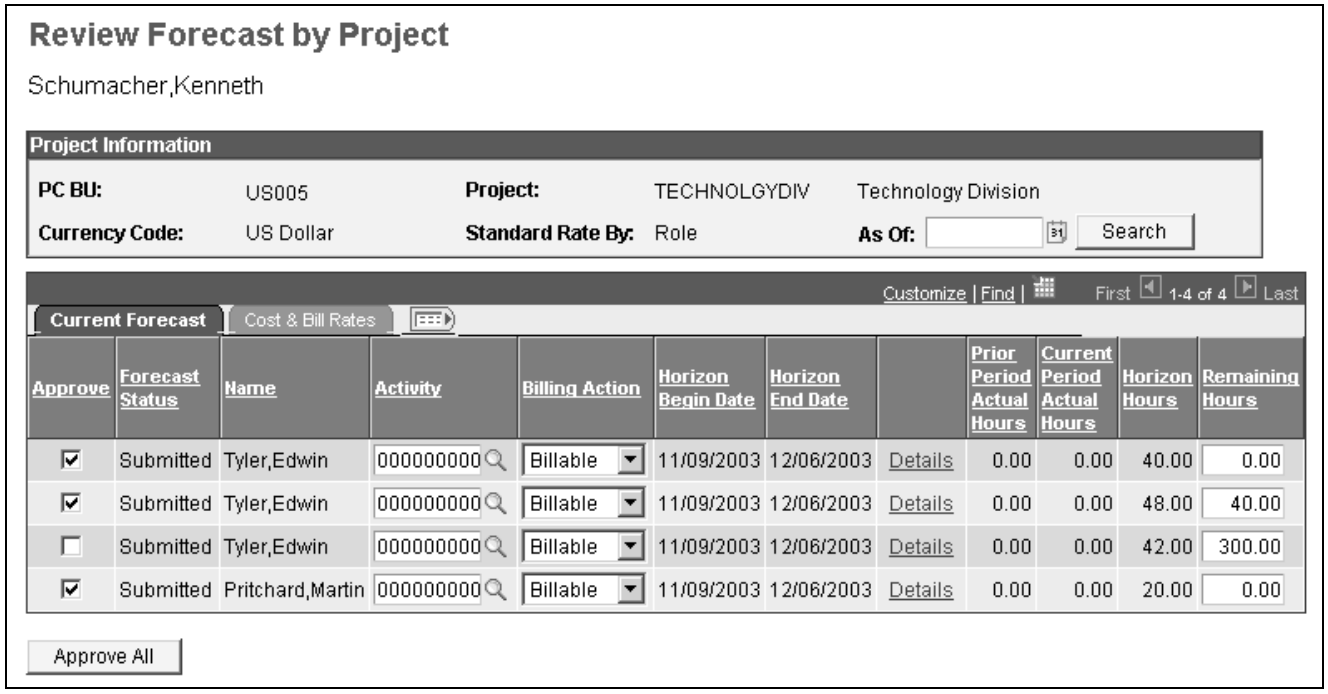
Submit All Pending Click to submit all pending forecasts for the resources that appear in the grid.

Unsubmit All Submitted Click to change the forecast status to *Pending* for all forecasts that have *Submitted* status in the grid. This enables you to modify the forecasts and submit them again. You can unsubmit a forecast only until the next forecast iteration starts.

Send E-mail to All Employees Select to open the default email application to compose and send email to all resources that appear in the grid.

Reviewing and Approving Forecasts By Project

Access the Review Forecast by Project page.



Review Forecast by Project page

Projects appear on this page if the user ID of the person who is logged into the system is identified as the project manager.

On this page the project manager can view project forecasts in any status, and update or approve forecasts that are in *Submitted* status.

Project Information

General project information is at the top of the page, including the project business unit, project name, currency code, and the standard rate source that is configured for the project business unit on the Program Management Options page or specified for this project on the Defaults tab of the Project General page in PeopleSoft Program Management.

As Of and **Search** — Enter a date occurring in a prior forecast submission period to examine past forecast submissions. Click Search to see details of past forecasts made against the project.

Leave the date blank and click *Search* to return the most current forecast submissions.

Current Forecast

The grid displays a row for each resource on the corresponding project team and lists the hours for each project or activity where the resource is charging time for the period.

Approve — Select the check box in a specific project or activity row to approve the corresponding resource forecast when you save the page. The column appears if forecast approval is required by the project manager. The check box appears for submitted projects.

Activity ID — Enter an ID, if needed, to change activities on submitted forecasts.

Billing Action — Select to change the billing action, if needed. Available values are *Billable, Internal,* or *Nonbill* (nonbillable). This information is used to determine whether time is treated as utilized for the purposes of utilization analysis.

Details — Click to access the Forecast Horizon by Day page and edit a specific resource forecast for a project or activity row. On the Forecast Horizon by Day page, you can modify hours that the resource entered for any day in the forecast horizon.

This link is active for submitted forecasts.

Remaining Hours — Enter a value, if necessary, to change the hours that the resource is expected to work on the project or activity beyond the forecast horizon for submitted forecasts.

Approve All — Click to approve all of the project or activity forecasts that appear in the grid. This column appears if forecast approval is required by the project manager.

The changes that you make to activity, billing action, detail, and remaining hours are reflected in the resource's forecast when it is viewed in the Forecast Time Inquiry component.

Cost & Bill Rates

The Cost & Bill Rates tab displays estimates of cost and revenue for each resource and project or activity row.

Total Forecast Hours — Displays the sum of horizon hours and remaining hours.

Cost Rate and **Billing Rate** — Displays the resource's hourly cost and hourly billing rate for the time spent on this activity.

The cost and billing rates are converted to hourly rates if the standard rate is quoted in any unit of measure other than hours, such as days or weeks. The system converts the rates to the project currency that appears in the header of the page.

The source of the standard rates for each resource on the project is defined on the Defaults tab of the Project General page in PeopleSoft Program Management. If no standard rate source is specified for the project, the system uses the default standard rate source that is defined on the Program Management Options page.

Total Cost Displays the product of total forecast hours multiplied by the cost rate.

Bill Total Displays the product of total forecast hours multiplied by the billing rate.

Performing Administrative Functions

As administrator, you can use the same pages discussed in the previous section to approve, change the status of, and submit all forecasts that you can access. You can also unsubmit a forecast, modify it, and resubmit it, until the next forecast collection period starts. You must first be granted security access to these pages through the Authorize Users page in PeopleSoft Expenses.

On the Review Forecasted Time page, you can view each resource's forecasted hours across all projects. On the Review Forecast by Project page, you can view the project hours and update the forecast for each resource on the project team who is charging time for the period.

See Also

Chapter 3, "Setting Up the Services Forecasting Feature," Granting Security Access to Forecasts, page 27

Downloading Forecast Data to Microsoft Project

After the forecast is submitted and approved, you can download to Microsoft Project the latest total remaining effort data for each resource on a project. The process takes the most recent forecast's Total Remaining Work field value from the Forecast Time - Summary page and downloads the value into Microsoft Project's Remaining Work field for each resource.

The download process uses these criteria to determine which resources' data to download for a given project:

1. Microsoft Project compares its current list of resource IDs associated with the specified project to the list of employee IDs in the PeopleSoft system to confirm that the resources in Microsoft Project exist in the PeopleSoft system.

   The download only sends data for resources who exist in both Microsoft Project and in the PeopleSoft system.

2. For the employee IDs that exist in the PeopleSoft system, the Services Forecasting feature identifies the associated general ledger business units.

   The system confirms that forecasting is in use by the general ledger business unit. The algorithm that is used to determine whether forecasting is in use for a general ledger business unit is discussed earlier in this PeopleBook.

See Chapter 2, “Understanding the Services Forecasting Feature,” Integration with Microsoft Project, page 19.

You download PeopleSoft Services Forecasting total remaining effort data to Microsoft Project schedules by selecting *Export* for the Forecast to Complete option check box on the Microsoft Integration Options page. This page is located in the Maintain Project with Microsoft component (PC_MSP2_UPDATEPROJ) in PeopleSoft Program Management.

See *PeopleSoft Project Costing 8.8 PeopleBook*, “Integrating with Microsoft Project 2002”.

CHAPTER 6

Analyzing Resource Utilization

This chapter provides an overview of resource utilization interactive reports and discusses how to:

- Configure the utilization interactive report environment.
- Define resource utilization parameters.
- Update resource utilization data.
- Launch resource utilization interactive reports.
- Analyze resource utilization interactive reports.

Understanding Resource Utilization Interactive Reports

This section lists prerequisites and discusses:

- Utilization interactive reports from PeopleSoft Business Analysis Modeler.
- Resource utilization calculations.
- Security and access.

Prerequisites

Before you can generate a resource utilization interactive report with meaningful results, resources or their supervisors must:

- Ensure that resources have values for the Department (DEPTID), Job Code (JOBCODE), Location (LOCATION), Standard Hours (STD_HRS) and Standard Work Period (STD_HRS_FREQUENCY) fields in the Job record (JOB).
- Submit forecasts using the Forecast Time - Summary page or the Review Forecasted Time page in the Employee Self-Service folder and Manager Self-Service folder.
- Submit actual hours worked using the PeopleSoft Expenses self-service pages for time reports.

Note. You must use PeopleSoft Expenses to capture actual time for the Actual to Forecast Utilization interactive report. You can capture forecasts for the Forecast Utilization interactive report without using PeopleSoft Expenses.

Before you can compare forecast utilization with capacity and actual utilization, administrators must:

- Install a PeopleSoft Business Analysis Modeler reporting environment.

See the “Installing a Reporting Environment” chapter in the *PeopleSoft Business Analysis Modeler 8.8 Installation Documentation.*

- Complete the product-specific installation of PeopleSoft Business Analysis Modeler for use in PeopleSoft Program Management.

  See “Appendix A – Installing PeopleSoft Business Analysis Modeler Interactive Reports” in the *PeopleSoft 8.8 Financials, ESA and Staffing Front Office Product-Specific Installation Instructions*

- Specify configuration settings for the utilization interactive reports.

  See *PeopleSoft Enterprise Components*, “Using Interactive Reports”.

- Run the utilization and capacity engines for the period of time covering the actual time and forecasted time submissions so that utilized hours and capacity hours are calculated and available for use by PeopleSoft Business Analysis Modeler.

Utilization Interactive Reports from PeopleSoft Business Analysis Modeler

With the Services Forecasting feature, you can analyze forecast utilization and actual utilization at a summary organizational level and drill down to detailed information for individual resources. PeopleSoft Business Analysis Modeler provides the utilization interactive reports. You do not need an analytic logic server or a separate database to store data. To display the results, PeopleSoft Business Analysis Modeler launches a separate browser session.

PeopleSoft Business Analysis Modeler reports are dynamic and interactive. You can move data elements on a report and view them using different dimensions in real time. Viewing information from different angles provides in-depth information about the organization, such as how much capacity is available for additional workloads and how well the organization was utilized in the past. You can also evaluate the accuracy of forecasted information by comparing forecasted utilization to actual utilization.

PeopleSoft Business Analysis Modeler output can be saved, exported to Microsoft Excel, or printed. The communication between a PeopleSoft Business Analysis Modeler interactive report and the database is one-way. The changes that you make on the interactive report do not affect the data in the database.

When you initiate a process request to launch the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report, the system:

1. Determines the scope of resources.
2. Determines capacity and forecasted utilized project and personal (policy) hours of the resources.
3. For the Actual to Forecast Utilization report, determines actual utilized project and personal hours of the resources, taking into account adjustments to actual time.
4. Obtains descriptions and setID mappings.

Utilization Interactive Report Views

Each interactive report has several views so that you can analyze utilization data by different dimensions, including human resource (HR) business unit, department, location, job code, and resource.

The Actual to Forecast Utilization interactive report includes these views:

- Actual to forecast utilization by business unit.

- Actual to forecast utilization by business unit and department.
- Actual to forecast utilization by business unit and location.
- Actual to forecast utilization by business unit and job code.
- Actual to forecast utilization by location and department.
- Actual to forecast utilization by business unit, department, and job code.
- Actual to forecast utilization by business unit, department, and resource.

The Forecast Utilization interactive report includes these views:

- Forecast utilization by business unit.
- Forecast utilization by business unit and department.
- Forecast utilization by business unit and location.
- Forecast utilization by business unit and job code.
- Forecast utilization by location and department.
- Forecast utilization by business unit, department, and job code.
- Forecast utilization by business unit, department, and resource.

Resource Utilization Calculations

Utilization is defined as the number of utilized hours in a period divided by the number of capacity hours in the same period. *Utilized time* is the total number of hours during a specified period of time that an employee plans to work (or has worked) on an activity that the organization includes in its utilization analysis. You can configure the type of project time—such as billable, nonbillable, and internal—and the type of personal (policy) time—such as training, vacation, and administration—included in the definition of utilized time. You can also configure the system to use pending forecasts, include external resources, and include specific job codes when performing the calculations.

Control over the definition of utilized hours enables you to adapt to changing business requirements.

The capacity of a resource is defined as the employee's standard work hours minus company holiday hours. The Services Forecasting feature determines capacity at a calendar-week level, where a week is defined as Sunday through Saturday. For example, the calculation for a resource's capacity for a given week is:

(8 hours [length of resource's standard work day] * 4 days [resource's standard work days in a week]) - (8 hours [length of resource's standard work day] * 0 holidays [standard company holidays for the week]) = 32 hours (capacity for a one week period)

Capacity is calculated for resources who are active during the reporting period.

Security and Access

You can use these security layers to restrict the amount of data that each user can analyze:

- Standard row-level security.

Use row-level security to give users access to a specific list of business units from which to select when performing the analysis. At run time, the system requires users to select at least one HR business unit on the Utilization Parameters - Business Units page or the Utilization Parameters - Organization Units page. The Business Unit field is a prompt-with-edit field that has a row-level security view controlling the business units from which the user can select, if row-level security is active.

- Tree security based on business unit security.

  Use tree security for users to analyze departments or locations by selecting from department or location trees that are associated with an HR business unit. On the Utilization Parameters - Organization Units page, users can only select from HR business units that are accessible to them through row-level security. The available department or location trees depend on the business units that a user can access.

See Also

PeopleTools PeopleBook: Security

Configuring the Utilization Interactive Report Environment

To configure the utilization interactive report environment, use the BAM Report Information component (EOBF_REPORT) and the Map Queries to Import Maps component (EOBF_QRY_NAME).

This section discusses how to:

- Define utilization report models.
- Map query definitions.

See *PeopleSoft Enterprise Components*, "Using Interactive Reports," Configuring Interactive Reports.

Defining Utilization Report Models

The PeopleSoft system comes with two PeopleSoft Business Analysis Modeler report models—one for the Forecast Utilization interactive report and one for the Actual to Forecast Utilization interactive report. This section provides information on the report model files that are specified for utilization interactive reports on the Define Reports page in the BAM Report Information component (EOBF_REPORT).

Do not modify the system data for the delivered interactive reports.

Actual to Forecast Utilization Report Model

These files are used for the Actual to Forecast Utilization interactive report (RS_AGG_ACT_MODEL):

Model File Name *RS_AGG_FCST_ACT.mdl*

PageView File Name *FSPCFcstActUtil.xml*

Forecast Utilization Report Model

These files are used for the Forecast Utilization interactive report (RS_AGG_CAP_MODEL):

Model File Name *RS_AGG_FCST_CAP.mdl*

PageView File Name *FSPCFcstCapUtil.xml*

Mapping Query Definitions

This section provides information on the query definition parameters that are specified on the Map Queries page in the Map Queries to Import Maps component (EOBF_QRY_NAME). Do not modify this system data.

These parameters are used for the Actual to Forecast Utilization interactive report:

Import Map Name *Import of RS_AGG_FCST_ACT*

Query Name (Base Language) *RS_AGG_BAM_FCST_ACT*

These parameters are used for the Forecast Utilization interactive report:

Import Map Name *Import of RS_AGG_FCST_CAP*

Query Name (Base Language) *RS_AGG_BAM_FCST_CAP*

Base Language Query Prompts

The following table lists the base language query prompt parameters for the utilization models on the Base Language Query Prompts page in the Map Queries to Import Maps component. Do not modify this system data.

Prompt Sequence	Query Prompt Field	Record (Table) Name	Field Name
1	*SESSION_ID*	*RS_AGG_WK*	*SESSION_ID*
2	*OPRID*	*RS_AGG_RUN*	*OPRID*
3	*RUN_CNTL_ID*	*RS_AGG_RUN*	*RUN_CNTL_ID*

Defining Resource Utilization Parameters

To define resource utilization parameters, use the Utilization Definition component (RS_AGG_DEF).

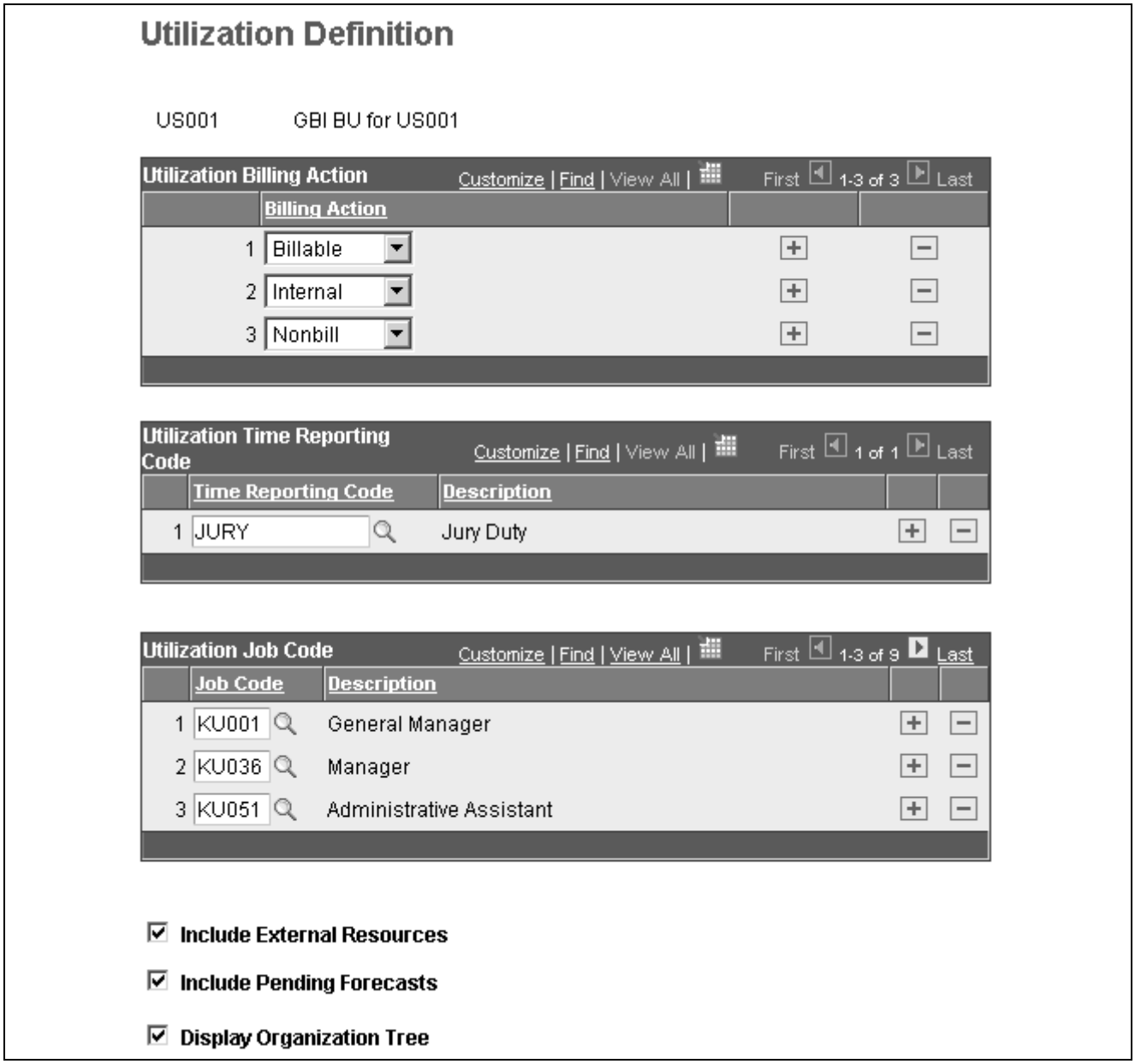
This section discusses how to define resource utilization parameters for HR business units.

Page Used to Define Resource Utilization Parameters

Page Name	Object Name	Navigation	Usage
Utilization Definition	RS_AGG_DEF	Set Up Financials/Supply Chain, Business Unit Related, Program Management, Forecasting, Utilization Definition, Utilization Definition	Define the parameters for calculating actual, capacity, and forecast utilization for each HR business unit.

Defining Resource Utilization Parameters for Business Units

Access the Utilization Definition page.



Utilization Definition page

Use this page to define the rules for calculating capacity and actual and forecast utilization for each HR business unit.

Billing Action

Select all of the billing actions that constitute utilized project time. You can select one or more billing actions, or none at all. Options are *Billable*, *Internal*, and *Nonbill* (nonbillable).

The resource must enter a billing action for every entry of project hours in PeopleSoft Expenses or the Services Forecasting feature. When you identify which billing action field values are utilized time, you enable the Capacity and Utilization Application Engine process (and the utilization analysis tools) to treat actual and forecast time consistently when determining the type of project time that counts as utilized time.

Time Reporting Code

Specify which TRCs count as utilized personal time. The TRCs are setID-driven and defined on the Time Reporting Code page.

TRCs appear on the Forecast Time - Summary page, the Forecast Time - Forecast by Period page, and the PeopleSoft Expenses Time Report Summary page for resources to enter personal time. When you identify which TRC field values are considered utilized time, you enable the Capacity and Utilization process (and the utilization analysis tools) to treat actual and forecast time consistently when determining which nonproject time counts as utilized time.

Job Code

Select the job code values to indicate which resources within the organization are analyzed by the Capacity and Utilization process and included in utilization calculations. This setting controls which resources are analyzed across the business unit. For example, if you measure utilization only for the information services support team, enter only the job codes that are associated with support team resources.

Available job codes are based on the HR business unit.

Note. If you do not enter a job code, or if no resources match the job codes that you select for the business unit, the system does not perform any capacity or utilization calculations.

Include External Resources

Select to include external resources (such as contractors) in the utilization calculations. Clear to exclude resources with a non-employee status from the utilization calculations and analysis.

Note. Resources are treated as non-employees if the Personnel Status field (PER_STATUS) value is *N* (non-employee) for the employee ID (EMPLID).

Include Pending Forecasts

Select to have the analysis include forecasts that are pending (not yet submitted). To determine the appropriate setting, decide whether you want to analyze forecast utilization based on forecasted hours that are prepopulated by the Populate Time process, or whether you want to wait until resources have submitted their forecasts before analyzing the utilization data.

Note. Forecast status values of *Pending* and *Submitted* are different from the time report status values that contain actual hours entered into PeopleSoft Expenses.

Display Organization Tree Select to display the Organizational Unit tree on the Utilization Parameters - Organization Units page. This option simplifies the process of selecting organizational units (such as departments, locations, and child departments and locations) for analysis.

Updating Resource Utilization Data

To update resource utilization data, use the Utilization and Capacity Engines component (RS_AGG_AEP).

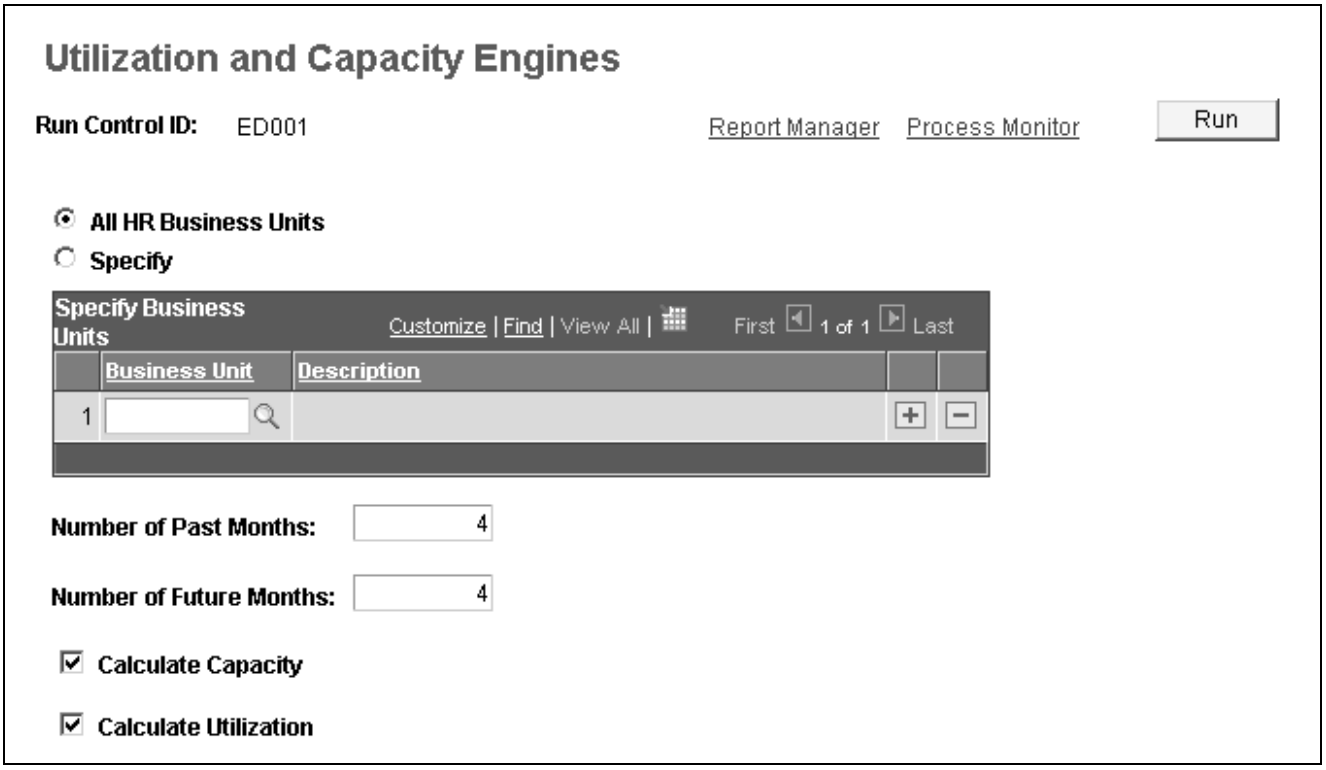
This section discusses how to run the Utilization and Capacity Application Engine process (RS_AGG_ENG) to update capacity and utilization data.

Page Used to Update Resource Utilization Data

Page Name	Object Name	Navigation	Usage
Utilization and Capacity Engines	RS_AGG_AEP	Program Management, Forecasting, Refresh Capacity/Utilization, Utilization and Capacity Engines	Run the Utilization and Capacity process.

Running the Utilization and Capacity Application Engine Process

Access the Utilization and Capacity Engines page.



Utilization and Capacity Engines page

Use this page to run the Utilization and Capacity process by HR business unit. You can schedule the processes for any HR business units for which a utilization definition exists. For example, you can group the units by time zone so that the processes refresh utilization and capacity data at a time of day that is convenient for the majority of users in the region, or you can run the processes for all HR business units at once.

You can analyze forecasted utilization, actual utilization, and capacity data with the data generated by the Capacity and Utilization engine.

All HR Business Units Select this option to run the Utilization and Capacity process for all HR business units that have a utilization definition.

Specify Select to run the process for a subset of HR business units.

Business Unit Enter the HR business units to include in this run control of the Utilization and Capacity process.

Number of Past Months Enter the number of months prior to the current date for which the Capacity or Utilization process calculates weekly capacity and utilized hours statistics. The process counts back from the current date by the number of months entered in this field, and it calculates capacity or utilized hours for all of the calendar weeks that fall within that range.

When past weeks are recalculated by a subsequent Capacity or Utilization process, weekly data in the Utilization and Capacity Cache record (RS_AGG_CACHE) is updated if the week's data already exists for a resource. If a week's data does not exist for a resource, the data is added to the record. The process does not delete historical data.

Note. A week is defined as Sunday through Saturday.

Number of Future Months Enter the number of months following the current date for which the capacity or utilization process calculates weekly capacity and utilized hours statistics. The process counts forward from the current date by the number of months entered in this field and calculates capacity or utilized hours for all of the calendar weeks that fall within that range.

When future weeks are recalculated by a subsequent Capacity or Utilization process, weekly data in the Utilization and Capacity Cache record (RS_AGG_CACHE) is updated if the week's data already exists for a resource. If a week's data does not exist for a resource, the data is added to the record. The process does not delete historical data.

Calculate Capacity Select to refresh capacity data.

The capacity calculations in this Application Engine process determine each resource's weekly capacity by calendar week based on the rules that you specify on the Utilization Definition page. Capacity is defined as a resource's standard hours per calendar week minus company holidays. For the purposes of the Utilization and Capacity process and utilization interactive reports, calendar weeks begin on Sunday and end on Saturday.

You can calculate capacity without calculating utilization, and vice versa.

Calculate Utilization Select to refresh utilization data.

The utilization calculations in this process use the rules that you specify on the Utilization Definition page to calculate each resource's actual and forecasted utilized time by calendar week. It calculates actual utilized project hours, actual utilized personal hours, forecasted utilized project hours, and forecasted utilized personal hours.

Run Click to initiate the process. The results are written to the Utilization and Capacity Cache record and used by PeopleSoft Business Analysis Modeler to generate the utilization interactive reports.

Note. The Utilization and Capacity Cache record grows over time because the Utilization and Capacity process does not delete rows. Monitor the record and truncate unnecessary rows based on the amount of history that you want to maintain.

Launching Resource Utilization Interactive Reports

To launch resource utilization interactive reports, use the Utilization Parameters component (RS_AGG_RUN).

This section discusses how to:

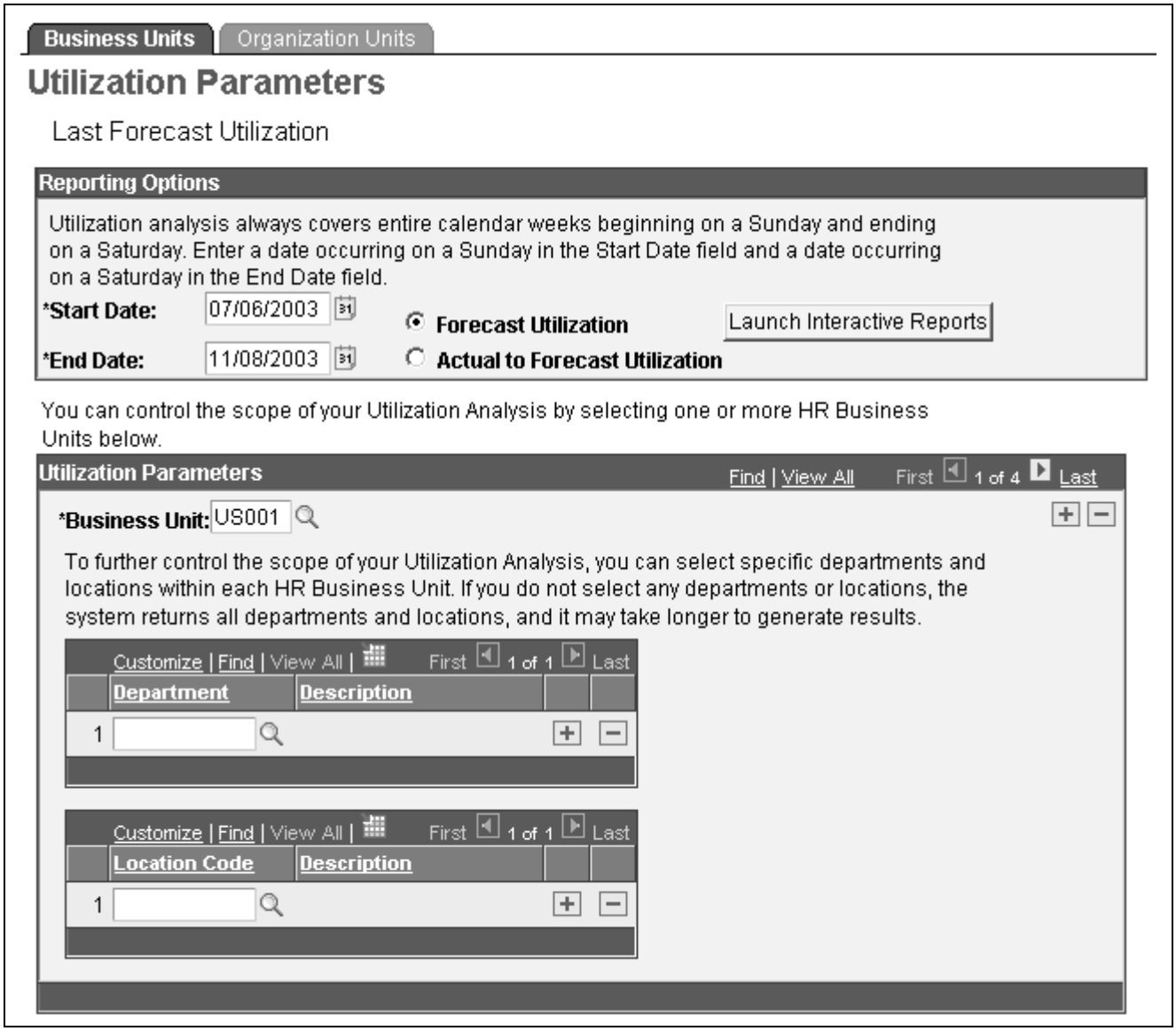
- Launch resource utilization interactive reports for multiple business units, departments, and locations.
- Launch resource utilization interactive reports for departments or locations in a single business unit.

Pages Used to Launch Resource Utilization Interactive Reports

Page Name	Object Name	Navigation	Usage
Utilization Parameters - Business Units	RS_AGG_RUN	Program Management, Interactive Reports, Utilization, Utilization Parameters - Business Units	Enter the parameters for the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report for multiple HR business units.
Utilization Parameters - Organization Units	RS_AGG_RUN2	Select the Organization Units tab on the Utilization Parameters - Business Units page.	Enter the parameters for the Forecast Utilization interactive report or the Actual to Forecast Utilization interactive report for organization units belonging to a single HR business unit.

Launching Resource Utilization Interactive Reports for Multiple Business Units

Access the Utilization Parameters - Business Units page.



Utilization Parameters - Business Units page

Start Date Select the first date from which the system extracts data for the analysis.

Note. Although you can enter a start date of any day of the week, the interactive report always begins analyzing data starting as of Sunday in the calendar week in which the selected date falls.

End Date Select the last date from which the system extracts data for the analysis. You can enter an end date of any day of the week; however, the interactive report always covers data through Saturday in the calendar week in which the selected date falls.

For the Forecast Utilization interactive report, the end date must be less than or equal to the end date of the last forecast horizon period of the latest forecast time collection iteration for the general ledger (GL) business unit that is associated with the requested HR business unit. In addition, if you run

a report with multiple HR business units that are associated with multiple GL business units, the end date is limited by the forecast horizon period end date of the GL business unit with the shortest forecast horizon period.

For example, suppose that you request a Forecast Utilization interactive report for two HR business units that map to different GL business units. Both GL business units specify weekly forecasting, but one specifies forecasts five weeks into the future and the other specifies forecasts ten weeks into the future. You must enter an end date that is less than or equal to the end date of the fifth week in the future.

For the Actual to Forecast Utilization interactive report, the end date must be less than or equal to the end date of the last PeopleSoft Expenses time entry reporting period for the GL business unit that is associated with the requested HR business unit. In addition, if you run a report with multiple HR business units that are associated with multiple GL business units, the end date is limited by the end date of the shortest time entry period.

For example, suppose that you request an Actual to Forecast Utilization interactive report for two HR business units that map to different GL business units. The first GL business unit requires semimonthly time report submissions, and the second GL business unit requires weekly time report submissions. The first GL business unit's current time entry period ends in nine days, and the second GL business unit's current time entry period ends in four days. You must enter an end date that is less than or equal to the four days in the future.

Forecast Utilization Select to analyze how the forecasted resource utilization compares to the organization's capacity to handle additional workloads.

Actual to Forecast Utilization Select to analyze how the forecasted resource utilization compares to the actual resource utilization. Typically, you select this analysis if you enter a start date and end date that are earlier than the current date.

Launch Interactive Reports After you select all the parameters that the system uses to extract information from the database, click Launch Interactive Reports to launch the interactive report.

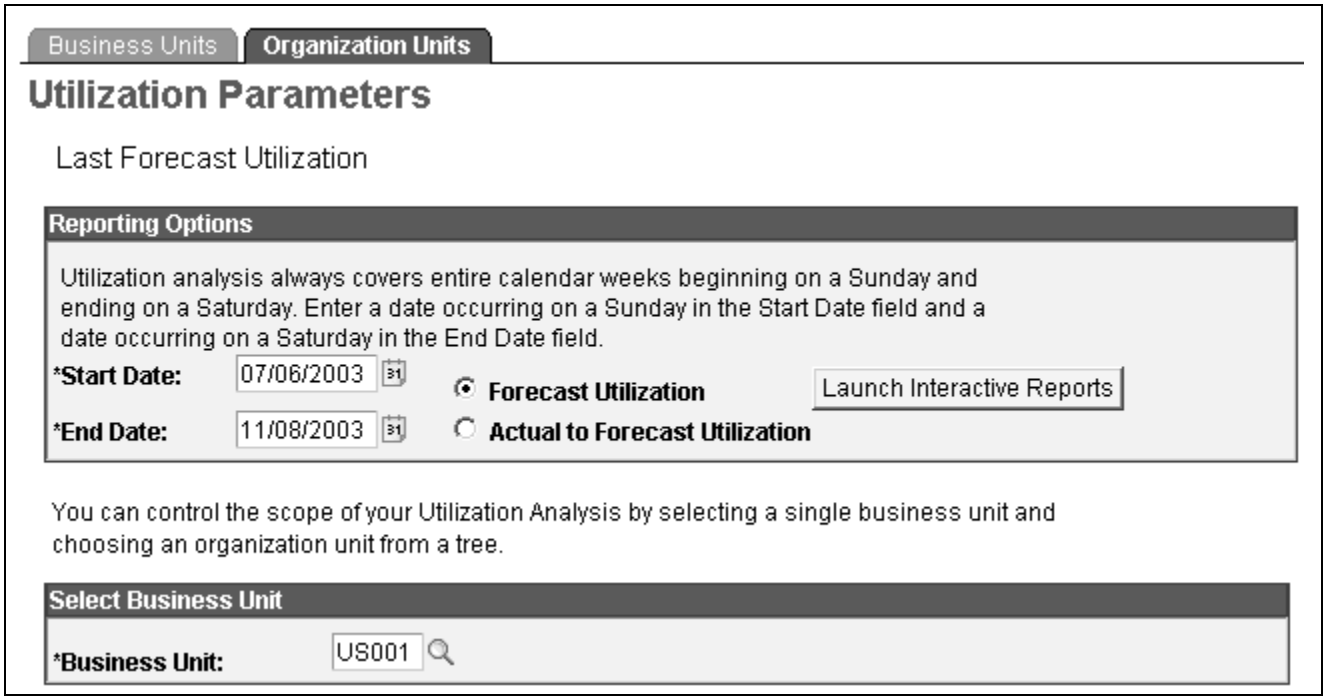
Business Unit Select an HR business unit for which you want to analyze data. To add business units to the analysis, add a new row and select another HR business unit.

Department Select to filter the analysis for specific departments. To add departments to the filter, add a new row and select another department. If you don't select any departments, the system returns all departments for the HR business units.

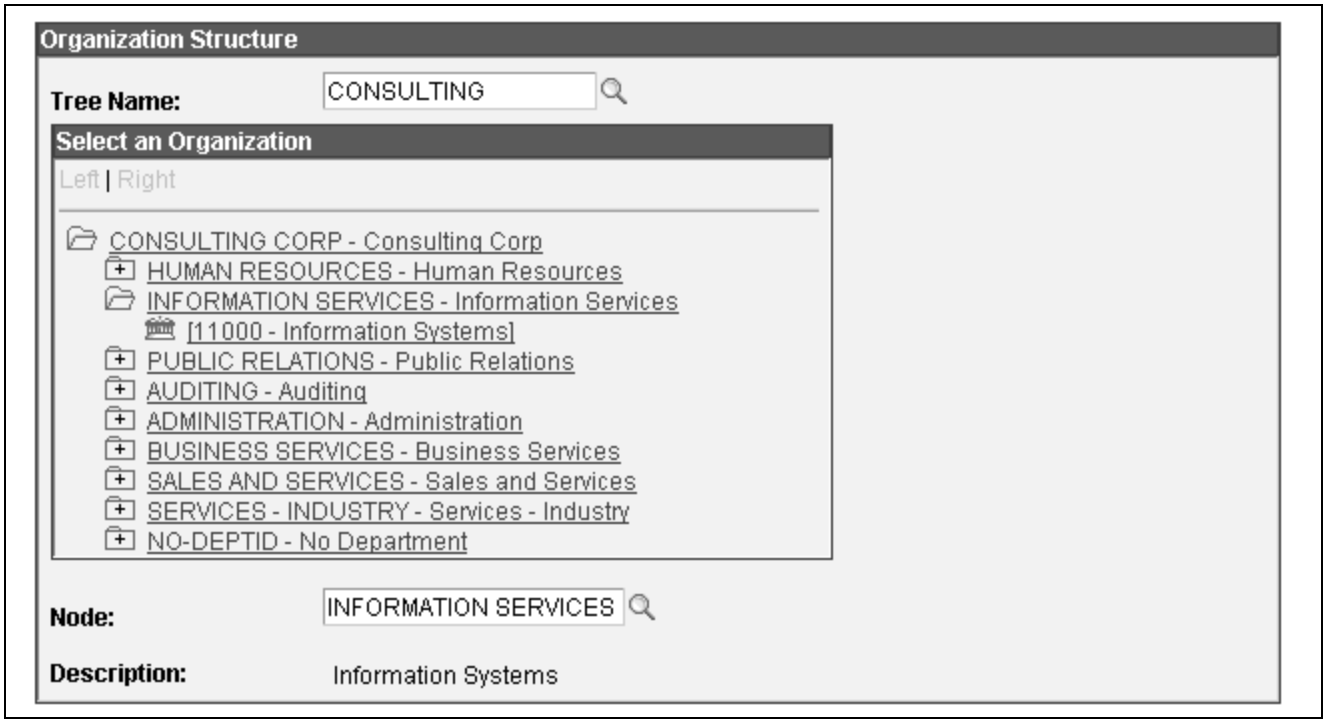
Location Code Select to filter the analysis for specific locations. To add locations to the filter, click the button to add a new row and select another location. If you don't select any location codes, the system returns all locations for the HR business units.

Launching Resource Utilization Interactive Reports for a Single Business Unit

Access the Utilization Parameters - Organization Units page.



Utilization Parameters - Organization Units page (1 of 2)



Utilization Parameters - Organization Units page (2 of 2)

The reporting options are identical to the Utilization Parameters - Business Units page. However, the selection of the utilization parameters (business unit and organizational units) is different on this page.

Business Unit Select the HR business unit from which you want to extract data.

Tree Name Select a department or location tree that includes the department or location to analyze. If the administrator enables the Display Organization

Tree option on the Utilization Definition page and PeopleSoft Resource Management is installed, the Resource Management organizational unit tree appears. Otherwise, the list of trees contains only the trees that are associated with the specified HR business unit.

Select an Organization Select a department or location from which the system extracts data. You can select a node or detail value from the tree. If you select a node, all of the node child departments or locations are included in the report.

Node Displays department or location node that you select on the tree. To use a different node, either select a different node on the tree, or click Look up Node to select a node from a list.

Description Displays the department or location description if you selected a detail value from the tree.

Analyzing Resource Utilization Interactive Reports

You can analyze data by the following dimensions: HR business unit, department, location, job code, and resource.

To create a different view and have PeopleSoft Business Analysis Modeler recalculate the data, simply drag and drop dimensions onto different parts of the page. When you are satisfied with the page display, click the Preview button to print the analysis.

Note. Utilization interactive reports always calculate utilized hours, capacity, and utilization percentages for full calendar weeks. For example, if you request a start date on Wednesday and an end date of the following Wednesday, the interactive report includes the capacity and utilized hours for the two full calendar weeks in which the start and end dates appear.

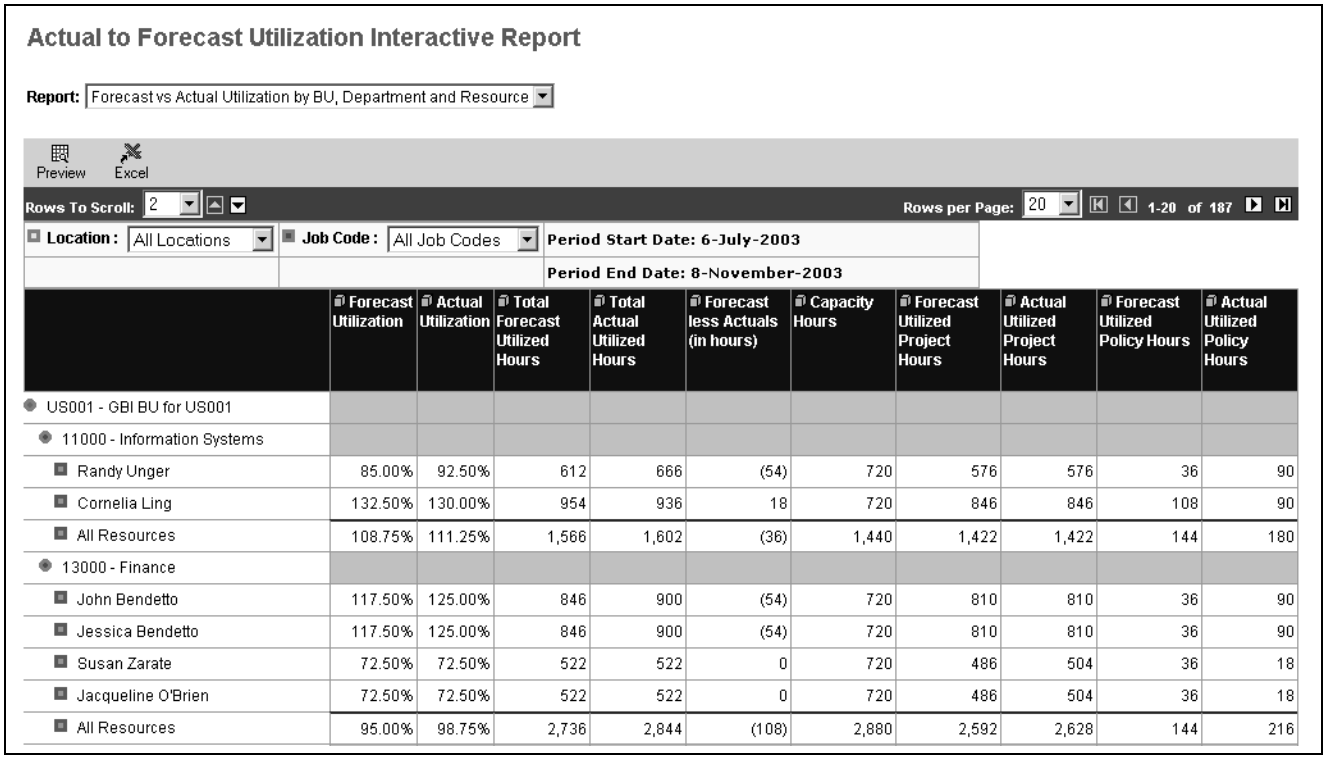
This section discusses how to:

- Analyze actual to forecast utilization.
- Analyze forecast utilization.

Analyzing Actual to Forecast Utilization

Launch the Actual to Forecast Utilization interactive report.

Following are three examples of report views:



Actual to Forecast Utilization Interactive Report

Report: Forecast vs Actual Utilization by BU, Department and Resource

Preview Excel

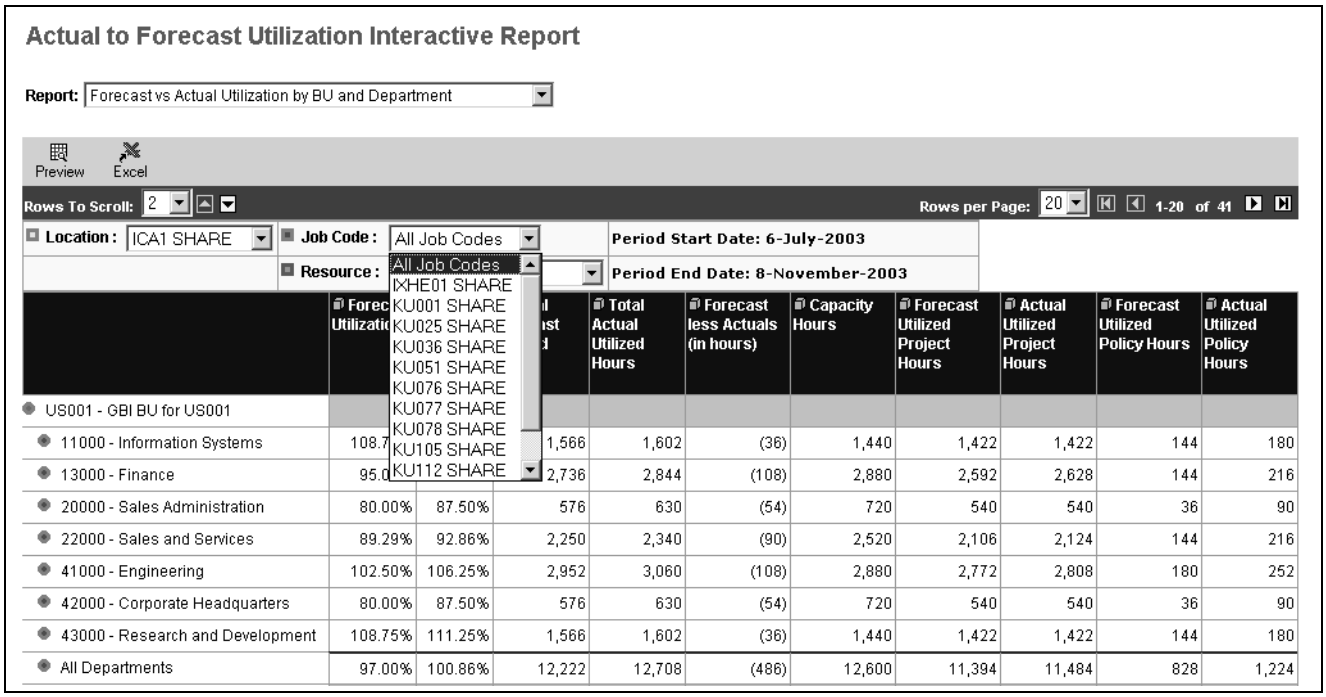
Rows To Scroll: 2 Rows per Page: 20 1-20 of 187

Location: All Locations Job Code: All Job Codes Period Start Date: 6-July-2003

Period End Date: 8-November-2003

	Forecast Utilization	Actual Utilization	Total Forecast Utilized Hours	Total Actual Utilized Hours	Forecast less Actuals (in hours)	Capacity Hours	Forecast Utilized Project Hours	Actual Utilized Project Hours	Forecast Utilized Policy Hours	Actual Utilized Policy Hours
US001 - GBI BU for US001										
11000 - Information Systems										
Randy Unger	85.00%	92.50%	612	666	(54)	720	576	576	36	90
Cornelia Ling	132.50%	130.00%	954	936	18	720	846	846	108	90
All Resources	108.75%	111.25%	1,566	1,602	(36)	1,440	1,422	1,422	144	180
13000 - Finance										
John Bendetto	117.50%	125.00%	846	900	(54)	720	810	810	36	90
Jessica Bendetto	117.50%	125.00%	846	900	(54)	720	810	810	36	90
Susan Zarate	72.50%	72.50%	522	522	0	720	486	504	36	18
Jacqueline O'Brien	72.50%	72.50%	522	522	0	720	486	504	36	18
All Resources	95.00%	98.75%	2,736	2,844	(108)	2,880	2,592	2,628	144	216

Example of Actual to Forecast Utilization interactive report by business unit, department, and resource



Actual to Forecast Utilization Interactive Report

Report: Forecast vs Actual Utilization by BU and Department

Preview Excel

Rows To Scroll: 2 Rows per Page: 20 1-20 of 41

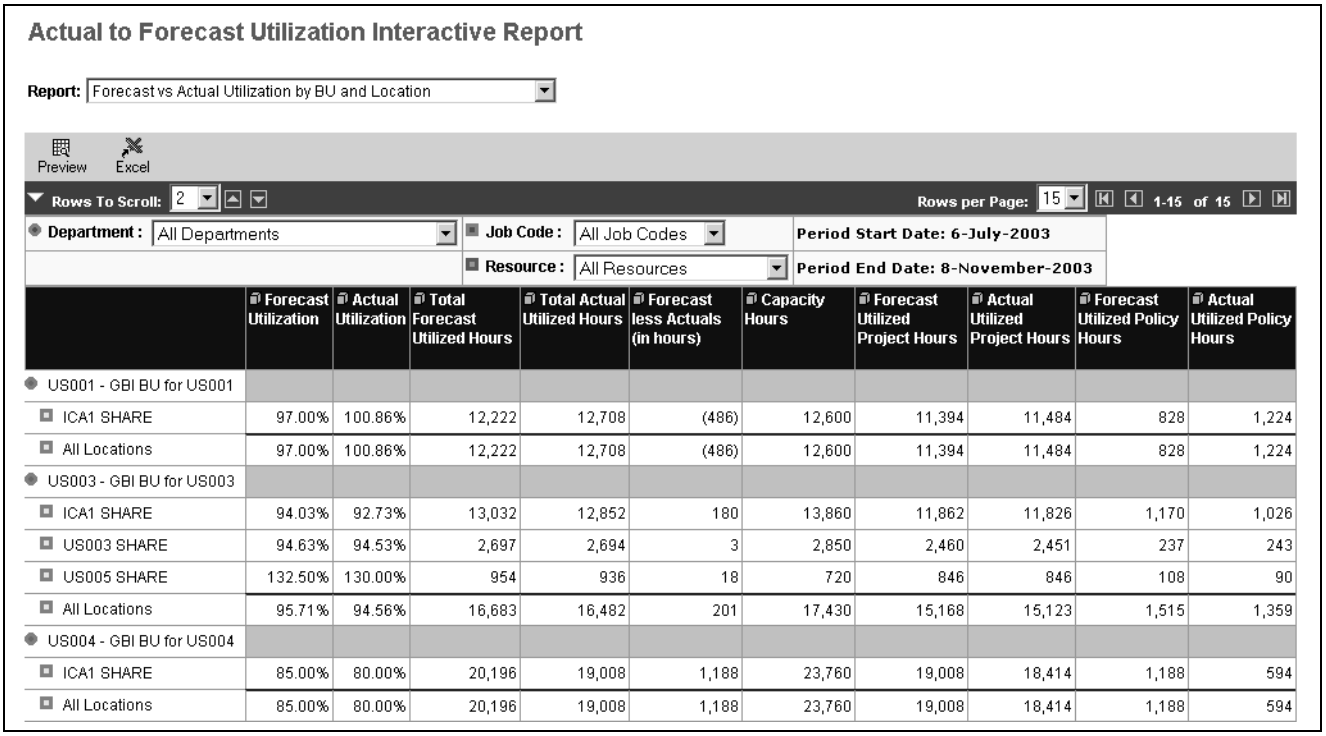
Location: ICA1 SHARE Job Code: All Job Codes Period Start Date: 6-July-2003

Resource: Period End Date: 8-November-2003

All Job Codes
IXHE01 SHARE
KU001 SHARE
KU025 SHARE
KU036 SHARE
KU051 SHARE
KU076 SHARE
KU077 SHARE
KU078 SHARE
KU105 SHARE
KU112 SHARE

	Forec Utilizatio	ast	Total Actual Utilized Hours	Forecast less Actuals (in hours)	Capacity Hours	Forecast Utilized Project Hours	Actual Utilized Project Hours	Forecast Utilized Policy Hours	Actual Utilized Policy Hours
US001 - GBI BU for US001									
11000 - Information Systems	108.7	1,566	1,602	(36)	1,440	1,422	1,422	144	180
13000 - Finance	95.0	2,736	2,844	(108)	2,880	2,592	2,628	144	216
20000 - Sales Administration	80.00%	576	630	(54)	720	540	540	36	90
22000 - Sales and Services	89.29%	2,250	2,340	(90)	2,520	2,106	2,124	144	216
41000 - Engineering	102.50%	2,952	3,060	(108)	2,880	2,772	2,808	180	252
42000 - Corporate Headquarters	80.00%	576	630	(54)	720	540	540	36	90
43000 - Research and Development	108.75%	1,566	1,602	(36)	1,440	1,422	1,422	144	180
All Departments	97.00%	12,222	12,708	(486)	12,600	11,394	11,484	828	1,224

Example of Actual to Forecast Utilization interactive report by business unit and department, showing list of job code options



Actual to Forecast Utilization Interactive Report

Report: Forecast vs Actual Utilization by BU and Location

Preview Excel

Rows To Scroll: 2 Rows per Page: 15 1-15 of 15

Department: All Departments Job Code: All Job Codes Period Start Date: 6-July-2003

Resource: All Resources Period End Date: 8-November-2003

	Forecast Utilization	Actual Utilization	Total Forecast Utilized Hours	Total Actual Utilized Hours	Forecast less Actuals (in hours)	Capacity Hours	Forecast Utilized Project Hours	Actual Utilized Project Hours	Forecast Utilized Policy Hours	Actual Utilized Policy Hours
US001 - GBI BU for US001										
ICA1 SHARE	97.00%	100.86%	12,222	12,708	(486)	12,600	11,394	11,484	828	1,224
All Locations	97.00%	100.86%	12,222	12,708	(486)	12,600	11,394	11,484	828	1,224
US003 - GBI BU for US003										
ICA1 SHARE	94.03%	92.73%	13,032	12,852	180	13,860	11,862	11,826	1,170	1,026
US003 SHARE	94.63%	94.53%	2,697	2,694	3	2,850	2,460	2,451	237	243
US005 SHARE	132.50%	130.00%	954	936	18	720	846	846	108	90
All Locations	95.71%	94.56%	16,683	16,482	201	17,430	15,168	15,123	1,515	1,359
US004 - GBI BU for US004										
ICA1 SHARE	85.00%	80.00%	20,196	19,008	1,188	23,760	19,008	18,414	1,188	594
All Locations	85.00%	80.00%	20,196	19,008	1,188	23,760	19,008	18,414	1,188	594

Example of Actual to Forecast Utilization interactive report by business unit and location, showing list of report options

Forecast Utilization The percentage of the capacity hours that are forecasted as utilized for the given time period and specified parameters. The value is the result of dividing the total forecast utilized hours by the capacity hours.

Actual Utilization The percentage of actual resource hours used compared to resource capacity for the given time period and specified parameters. The value is based on dividing the total actual utilized hours by the capacity hours.

Total Forecast Utilized Hours The total number of forecasted utilized hours for the given time period and specified parameters. The value is the sum of the forecasted utilized project hours and the forecasted utilized personal hours.

Total Actual Utilized Hours The total number of hours actually used for the given time period and specified parameters. The value is the sum of the actual utilized project hours and the actual utilized personal hours.

Forecast less Actuals (in hours) The difference between the forecasted utilized hours and the hours that were actually utilized for the given time period and specified parameters. The value is based on subtracting the total actual utilized hours from the total forecast utilized hours.

Capacity Hours The total number of standard resource hours available to engage in an activity that is considered utilized for the given time period and specified parameters.

Forecast Utilized Project Hours The total number of forecasted project hours to be worked and considered utilized for the given time period and specified parameters.

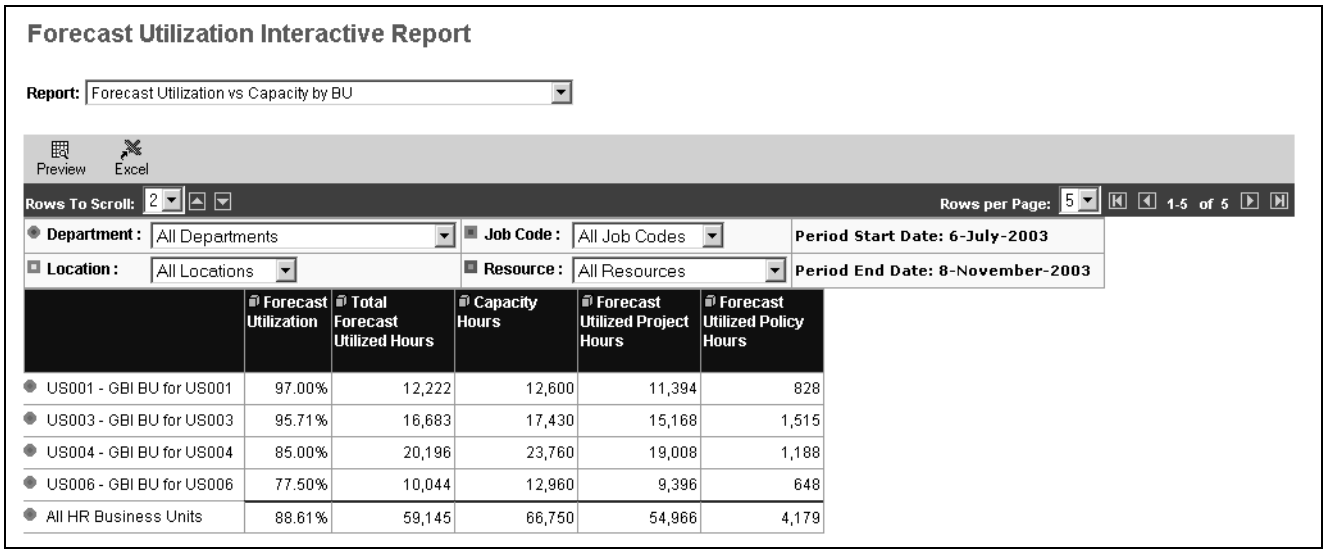
Actual Utilized Project Hours The total number of project hours actually worked and treated as utilized for the given time period and specified parameters.

Forecast Utilized Policy Hours	The total number of forecasted personal hours that are considered utilized for the given time period and specified parameters.
Actual Utilized Policy Hours	The total number of personal hours actually worked and treated as utilized for the given time period and specified parameters.

Analyzing Forecast Utilization

Launch the Forecast Utilization interactive report.

Following are three examples of report views:



Forecast Utilization Interactive Report

Report: Forecast Utilization vs Capacity by BU

Preview Excel

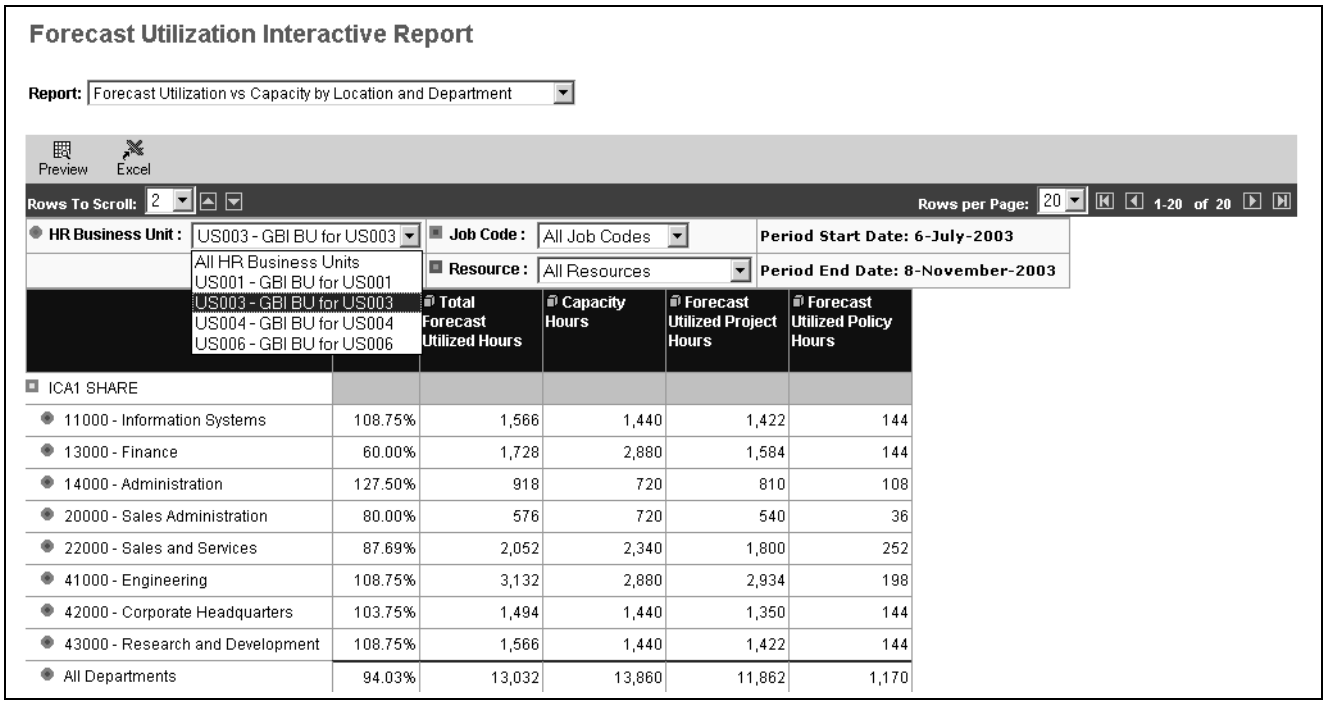
Rows To Scroll: 2 Rows per Page: 5 1-5 of 5

Department: All Departments Job Code: All Job Codes Period Start Date: 6-July-2003

Location: All Locations Resource: All Resources Period End Date: 8-November-2003

	Forecast Utilization	Total Forecast Utilized Hours	Capacity Hours	Forecast Utilized Project Hours	Forecast Utilized Policy Hours
US001 - GBI BU for US001	97.00%	12,222	12,600	11,394	828
US003 - GBI BU for US003	95.71%	16,683	17,430	15,168	1,515
US004 - GBI BU for US004	85.00%	20,196	23,760	19,008	1,188
US006 - GBI BU for US006	77.50%	10,044	12,960	9,396	648
All HR Business Units	88.61%	59,145	66,750	54,966	4,179

Example of Forecast Utilization interactive report by business unit



Forecast Utilization Interactive Report

Report: Forecast Utilization vs Capacity by Location and Department

Preview Excel

Rows To Scroll: 2 Rows per Page: 20 1-20 of 20

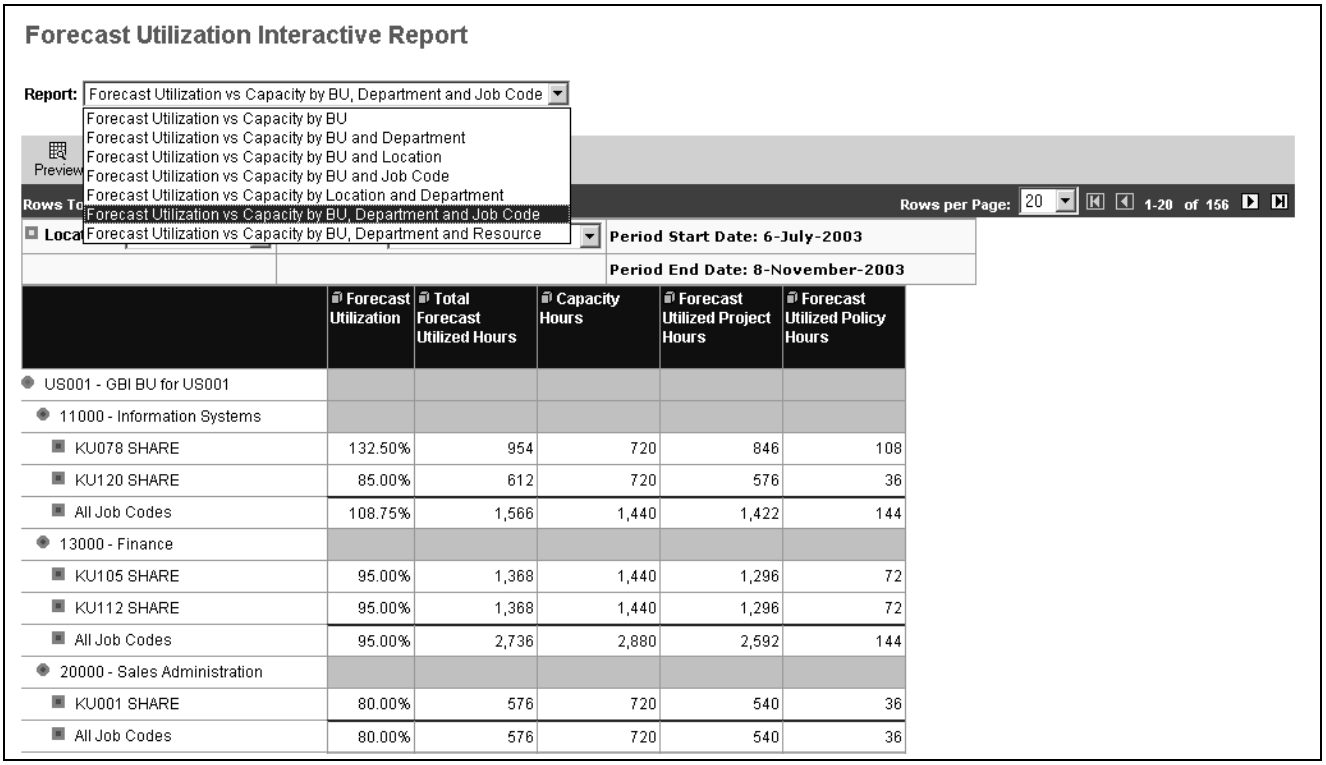
HR Business Unit: US003 - GBI BU for US003 Job Code: All Job Codes Period Start Date: 6-July-2003

All HR Business Units
US001 - GBI BU for US001
US003 - GBI BU for US003
US004 - GBI BU for US004
US006 - GBI BU for US006

Resource: All Resources Period End Date: 8-November-2003

		Total Forecast Utilized Hours	Capacity Hours	Forecast Utilized Project Hours	Forecast Utilized Policy Hours
ICA1 SHARE					
11000 - Information Systems	108.75%	1,566	1,440	1,422	144
13000 - Finance	60.00%	1,728	2,880	1,584	144
14000 - Administration	127.50%	918	720	810	108
20000 - Sales Administration	80.00%	576	720	540	36
22000 - Sales and Services	87.69%	2,052	2,340	1,800	252
41000 - Engineering	108.75%	3,132	2,880	2,934	198
42000 - Corporate Headquarters	103.75%	1,494	1,440	1,350	144
43000 - Research and Development	108.75%	1,566	1,440	1,422	144
All Departments	94.03%	13,032	13,860	11,862	1,170

Example of Forecast Utilization interactive report by location and department, showing list of HR business unit options



	Forecast Utilization	Total Forecast Utilized Hours	Capacity Hours	Forecast Utilized Project Hours	Forecast Utilized Policy Hours
US001 - GBI BU for US001					
11000 - Information Systems					
KU078 SHARE	132.50%	954	720	846	108
KU120 SHARE	85.00%	612	720	576	36
All Job Codes	108.75%	1,566	1,440	1,422	144
13000 - Finance					
KU105 SHARE	95.00%	1,368	1,440	1,296	72
KU112 SHARE	95.00%	1,368	1,440	1,296	72
All Job Codes	95.00%	2,736	2,880	2,592	144
20000 - Sales Administration					
KU001 SHARE	80.00%	576	720	540	36
All Job Codes	80.00%	576	720	540	36

Example of Forecast Utilization interactive report by business unit, department, and job code, showing list of report options

CHAPTER 7

Analyzing Project Forecasts

This chapter provides an overview of project forecast reports and discusses how to generate forecast labor variance reports.

Understanding Forecast Reports

The following table lists the reports, interactive reports, and portal pagelets that you can use to analyze forecasts for revenue, resource utilization, and capacity.

Forecast Report	Description
Actual to Forecast Utilization interactive report	View forecast utilization, an actual utilization, and both actual and forecast utilized project hours and personal hours. Analyze utilization data by several delivered dimensions, including HR business unit, department, location, job code, and resource. See Chapter 6, "Analyzing Resource Utilization," Analyzing Actual to Forecast Utilization, page 73.
Actual to Forecast Utilization operational threshold alert	From a portal pagelet, monitor a comparison of actual utilization and the organization's forecasted utilization for a recent period. Visual indicators alert you if actual utilization varies significantly from the forecasted utilization. **Note.** Operational threshold alerts (OTAs) are available if you use the PeopleSoft ESA Portal Pack. See *PeopleSoft Financials Portal Pack 8.8 and Enterprise Service Automation Portal Pack 8.8 PeopleBook*, "Using Pagelets Enabled by PeopleSoft Program Management," Using OTAs for PeopleSoft Program Management.
Estimate to Complete Variance interactive report	Compare actual, budget, and forecast hours on projects and analyze the size of the variances. See *PeopleSoft Program Management 8.8 PeopleBook*, "Analyzing Project Data," Viewing Estimate to Complete Variance Charts.

Forecast Report	Description
Estimate to Complete Variance portal pagelet	From a portal pagelet, monitor the progress of projects by comparing their forecasted hours against their budgeted hours. **Note.** This pagelet is available if you use PeopleSoft ESA Portal Pack. See *PeopleSoft Financials Portal Pack 8.8 and Enterprise Service Automation Portal Pack 8.8 PeopleBook*, "Using Pagelets Enabled by PeopleSoft Program Management," Viewing Estimate to Complete.
Forecast Labor Cost Variance report	Compare forecasted labor costs to the budgeted labor costs for one or more projects that are forecasted at the project and activity level. See Chapter 7, "Analyzing Project Forecasts," Analyzing Forecast Labor Cost Variance, page 82.
Forecast Labor Revenue Variance report	Compare forecasted labor revenue to budgeted labor revenue for projects that are forecasted at the project and activity level. See Chapter 7, "Analyzing Project Forecasts," Analyzing Forecast Labor Revenue Variance, page 83.
Forecast Utilization interactive report	View forecast utilization, the forecast of utilized project and personal hours, and the forecast of base capacity for groups of resources. Analyze data by several delivered dimensions, including HR business unit, department, location, job code, and resource. See Chapter 6, "Analyzing Resource Utilization," Analyzing Forecast Utilization, page 76.
Forecast Utilization operational threshold alert	From a portal pagelet, monitor forecast utilization. Visual indicators alert you if forecast utilization is not meeting the specified target value. **Note.** Operational threshold alerts (OTAs) are available if you use the PeopleSoft ESA Portal Pack. See *PeopleSoft Financials Portal Pack 8.8 and Enterprise Service Automation Portal Pack 8.8 PeopleBook*, "Using Pagelets Enabled by PeopleSoft Program Management," Using OTAs for PeopleSoft Program Management.

Forecast Report	Description
Revenue Forecast interactive report	In PeopleSoft Contracts, view forecasted revenue backlog for fixed-fee and rate-based contract lines. View revenue data by organization, accounting, customer, and product groupings. **Note.** The Revenue Forecast interactive report is available if you use PeopleSoft Contracts. See *PeopleSoft Contracts 8.8 PeopleBook*, "Forecasting Revenue," Analyzing Interactive Reports.
Scheduled Utilization interactive report	Compare scheduled utilization with optimal capacity for a specified organization unit and period of time. **Note.** The Scheduled Utilization interactive report is available if you use PeopleSoft Resource Management. See *PeopleSoft Resource Management 8.8 PeopleBook*, "PeopleSoft Resource Management Reports," PeopleSoft Resource Management Reports: A to Z.

Generating Forecast Labor Variance Reports

This section provides an overview of forecast labor variance reports and discusses how to:

- Generate the Forecast Labor Cost Variance report.
- Generate the Forecast Labor Revenue Variance report.

Understanding Forecast Labor Variance Reports

The Forecast Variance Calculation Application Engine process (PC_FC_CALC) calculates projected variances for labor costs and revenue for projects that are forecasted at the activity level. The process converts all amounts to the project business unit currency and presents the data in two Crystal reports—one for labor cost variance and one for labor revenue variance. You can analyze variances by activity and project.

The reports use information from these tables:

- Forecasted hours are from the Forecast Header record (FC_TIME_HDR) and Forecast Time Detail record (FC_TIME_DTL) for the most recent prior forecast horizon.
- Cost rates and bill rates are based on the Standard Rate option on the Program Management Options page for the business unit, or the Program Management Defaults page for the project. Rates are derived from the:
  - Rates by Employee record (PC_RATE_EMPL) if standard rates are based on employees.
  - Rates by Job Code record (PC_RATE_JOBC) if standard rates are based on job codes.
  - Rates by Role record (PC_RATE_ROLE) if standard rates are based on project roles.

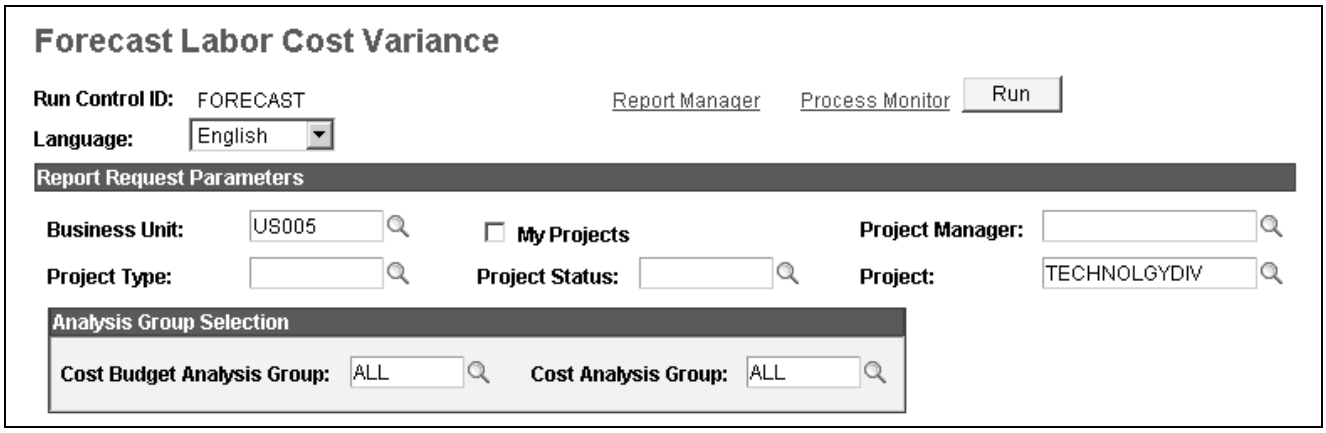
- Actual costs are from the Project Summary record (PC_SUMMARY_TBL) for analysis types that belong in the *Cost Analysis Group.*
- Budgeted costs are from the Project Summary record for analysis types that belong in the *Budget Analysis Group.*
- Revenue amounts are from the Project Summary record for analysis types that belong in the *Revenue Analysis Group.*
- All calculated amounts are stored in the Forecast Variance Report temporary table (PC_FORECAST_TAO) that is used to format the reports.

Pages Used to Generate Forecast Labor Variance Reports

Page Name	Object Name	Navigation	Usage
Forecast Labor Cost Variance	RUN_PCY1044	Program Management, Reports, Forecasting, Forecast Labor Cost	Specify parameters for the Forecast Labor Cost Variance report.
Forecast Labor Revenue Variance	RUN_PCY1046	Program Management, Reports, Forecasting, Forecast Labor Revenue	Specify parameters for the Forecast Labor Revenue Variance report.

Analyzing Forecast Labor Cost Variance

Access the Forecast Labor Cost Variance parameter page.



Forecast Labor Cost Variance parameter page

Use this page to specify parameters for the Forecast Labor Cost Variance report, which compares forecasted labor costs to budgeted labor costs for the specified business unit. You can generate the report as needed or schedule the process using the PeopleSoft Process Scheduler.

Report Request Parameters

You must enter a business unit for this report. Optionally enter values in the other report request parameters fields to narrow the projects that the report includes.

To report on a single project, enter the project ID in the Project field.

Analysis Group Selection

You must enter a cost budget analysis group and cost analysis group for this report.

See Also

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Analyzing Forecast Labor Revenue Variance

Access the Forecast Labor Revenue Variance parameter page.

Use this page to specify parameters for the Forecast Labor Revenue Variance report, which compares forecasted labor revenue to budgeted labor revenue for the specified business unit.

Specify parameters and run this report in the same way as the Forecast Labor Cost Variance page with one exception—on this page you enter a revenue analysis group instead of a cost analysis group.

APPENDIX A

Configuring Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Program Management:

- Establish Control (FC_CTRL_LOAD)

  The Establish Control process uses these temporary tables:

  - FC_CNTL1_TAO
  - FC_CNTL2_TAO

- Populate Time (FC_HRS_LOAD)

  The Populate Time process uses these temporary tables:

  - FC_COUNT_TAO
  - FC_EEPROF_TAO
  - FC_HR10_D_TAO
  - FC_HR5_D1_TAO
  - FC_HR5_D2_TAO

- FC_HR5_H2_TAO
- FC_HRS1_TAO
- FC_HRS2_TAO
- FC_HRS3_TAO
- FC_HRS4_TAO
- FC_HRS5_TAO
- FC_HRS6_TAO
- FC_HRS7_TAO
- FC_HRS8_TAO
- FC_HRS9_TAO
- FC_HRS10_TAO
- FC_HRS11_TAO
- FC_HRS12_TAO
- FC_HRS1F_TAO
- FC_HRS1R_TAO
- FC_HRS4_D_TAO
- FC_HRS5_A_TAO
- FC_HRS5_H_TAO
- FC_HRS7_D_TAO
- FC_HRS8_A_TAO
- FC_PRIHRS_TAO
- FC_RM_REM_TAO
- FC_RUNCTL_TAO
- FC_SCHTSK_TAO
- FC_TMREM_TAO

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

See Also

PeopleTools PeopleBook: PeopleSoft Application Engine

APPENDIX B

Services Forecasting Feature Reports

This appendix provides an overview of Services Forecasting feature Crystal reports and enables you to view a summary table of the reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler

Services Forecasting Feature Reports: A to Z

This table lists the Services Forecasting feature reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
PCY1044- Forecast Labor Cost Variance	Compare forecasted labor costs to the budgeted labor costs for one or more projects that are forecasted at the project and activity level.	Program Management, Reports, Forecasting, Forecast Labor Cost	RUN_PCY1044
PCY1046- Forecast Labor Revenue Variance	Compare forecasted labor revenue to budgeted labor revenue for projects that are forecasted at the project and activity level.	Program Management, Reports, Forecasting, Forecast Labor Revenue	RUN_PCY1046

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*
clone	In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

cost profile A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.

cost row A cost transaction and amount for a set of ChartFields.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date A method of dating information in PeopleSoft applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
KPI	An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

	laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.

PeopleSoft Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

portal registry In PeopleSoft applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag*. Within PeopleSoft Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT

	on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for *record output value-added tax flag*. See *record input VAT flag*.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

session In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

source transaction In commitment control, any transaction generated in a PeopleSoft or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

TimeSpan A relative period, such as year-to-date or current period, that can be used in various PeopleSoft General Ledger functions and reports when a rolling time frame, rather

	than a specific date, is required. TimeSpans can also be used with flexible formulas in PeopleSoft Projects.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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PeopleSoft®

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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

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CHAPTER 1

Services Forecasting Feature Reports

This appendix provides an overview of Services Forecasting feature Crystal reports and enables you to view a summary table of the reports.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

Services Forecasting Feature Reports: A to Z

This table lists the Services Forecasting feature reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
PCY1044- Forecast Labor Cost Variance	Compare forecasted labor costs to the budgeted labor costs for one or more projects that are forecasted at the project and activity level.	Program Management, Reports, Forecasting, Forecast Labor Cost	RUN_PCY1044
PCY1046- Forecast Labor Revenue Variance	Compare forecasted labor revenue to budgeted labor revenue for projects that are forecasted at the project and activity level.	Program Management, Reports, Forecasting, Forecast Labor Revenue	RUN_PCY1046

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

PeopleSoft Project Costing
Forecast Labor Cost Variance

Business Unit: US005
Project ID: TECHNOLGYDIV
Project Description: Technology Division
Currency Cd: USD
Base Unit of Measure: MHR

Activity ID	Actual Labor Cost	Forecast to Complete	Forecast Total Labor Cost	Total Labor Budget	Variance
000000000000001	11,000.00	5,600.00	16,600.00	11,000.00	5,600.00
000000000000002	40,000.00	15,320.00	55,320.00	40,000.00	15,320.00
000000000000003	120,000.00	47,880.00	167,880.00	120,000.00	47,880.00
Project Total	**171,000.00**	**68,800.00**	**239,800.00**	**171,000.00**	**47,880.00**

Report ID: PCY1046-.RPT
Run Control ID:
REVENUE

PeopleSoft Project Costing
Forecast Labor Revenue Variance

Run Date 11/7/2003
Run Time 2:17:04 PM

Business Unit: US005
Project ID: TECHNOLGYDIV
Project Description: Technology Division
Currency Cd: USD
Base Unit of Measure: MHR

Activity ID	Labor Revenue Recognized	Labor Revenue to be Recognized	Forecast to Complete Revenue	Forecast Labor Revenue Total	Budget Labor Revenue Total	Variance
000000000000001	0.00	0.00	8,400.00	8,400.00	10,000.00	-1,600.00
000000000000002	0.00	0.00	22,480.00	22,480.00	30,000.00	-7,520.00
000000000000003	0.00	0.00	71,820.00	71,820.00	80,000.00	-8,180.00
Project Total	**0.00**	**0.00**	**102,700.00**	**102,700.00**	**120,000.00**	**-17,300.00**