

**Oracle® Project Contracts**

User's Guide

Release 12

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Oracle Project Contracts User's Guide, Release 12

Part No. B25716-01

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# Send Us Your Comments

## Oracle Project Contracts User's Guide, Release 12

### Part No. B25716-01

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- Do you need different information or graphics? If so, where, and in what format?
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# Preface

## Intended Audience

Welcome to Release 12 of the *Oracle Project Contracts User's Guide*.

This guide is intended for implementers, administrators, and users of Oracle Project Contracts.

See Related Information Sources on page x for more Oracle Applications product information.

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## Structure

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## Related Information Sources

The following documents provide information about Oracle Project Contracts and integration with other applications in the Oracle E-Business Suite:

- User Guides that are related to Oracle Project Contracts:
  - *Oracle Applications User Guide*: This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Project Contracts (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent processes. You can access this user's guide online by choosing Getting Started with Oracle Applications from any Oracle Applications help file.
  - *Oracle Bills of Material User's Guide*: This guide describes how to create various bills of materials to maximize efficiency, improve quality, and lower cost for the most sophisticated manufacturing environments. By detailing integrated product structures and processes, flexible product and process definition, and configuration management, this guide enables you to manage product details within and across multiple manufacturing sites.
  - *Oracle General Ledger User's Guide*: This guide explains how to plan and define your chart of accounts, accounting period types, accounting calendar,

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

- *Oracle Inventory User's Guide*: This guide describes how to define items and item information, perform receiving and inventory transactions, maintain cost control, plan items, perform cycle counting and physical inventories, and set up Oracle Inventory.
- *Oracle Purchasing User's Guide*: This guide describes how to create and approve purchasing documents, including requisitions, different types of purchase orders, quotations, RFQs, and receipts. This guide also describes how to manage your supply base through agreements, sourcing rules, and approved supplier lists. In addition, this guide explains how you can automatically create purchasing documents based on business rules through integration with Oracle Workflow technology, which automates many of the key procurement processes.
- *Oracle Projects User's Guide*: If you install Oracle Projects, use this guide to learn how to enter expense reports in Oracle Projects that you import into Oracle Payables to create invoices. You can also use this guide to learn how to create Project information in Oracle Projects which you can then record for an invoice or invoice distribution.
- Installation and System Administration Guides:
  - *Oracle Applications Concepts*: This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle applications. It provides a useful first book to read before an installation of Oracle applications. This guide also introduces the concepts behind Applications-wide features such as Business Intelligence (BIS), languages and character sets, and Self-Service Web applications.
  - *Installing Oracle Applications*: This guide provides instructions for managing the installation of Oracle applications. This guide contains instructions for using Oracle Rapid Install and lists the tasks you need to perform to complete your installation. Use this guide in conjunction with individual product user's guides and implementation guides.
  - *Maintaining Oracle Applications*: Use this guide to help you run the various AD utilities, such as AutoUpgrade, AutoPatch, AD Administration, AD Controller, AD Relink, License Manager, and others. It contains steps, screenshots, and other information that you need to run the AD utilities. This guide also provides information on maintaining the Oracle applications file system and

database.

- *Oracle Applications System Administrator's Guide*: This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage concurrent processing.
- *Oracle Alert User's Guide*: This guide explains how to define periodic and event alerts to monitor the status of your Oracle applications data.
- *Oracle Applications Developer's Guide*: This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the Oracle Applications User Interface Standards for Forms-Based Products. It also provides information to help you build your custom Oracle Forms Developer 6i forms so that they integrate with Oracle applications.
- *Oracle Applications User Interface Standards for Forms-Based Products*: This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle applications and how to apply this UI to the design of an application built by using Oracle Forms.
- Other Implementation Documentation:
  - *Oracle Applications Product Update Notes*: Use this guide as a reference for upgrading an installation of Oracle Applications. It provides a history of the changes to individual Oracle Applications products between different releases. It includes new features, enhancements, and changes to database objects, profile options, and seed data.
  - *Multiple Reporting Currencies in Oracle Applications*: If you use the Multiple Reporting Currencies feature to record transactions in more than one currency, use this guide before implementing Oracle Project Contracts. This guide details additional steps and setup considerations for implementing Oracle Project Contracts with this feature.
  - *Multiple Organizations in Oracle Applications*: This guide describes how to set up and use Oracle Project Contracts with Oracle Applications' Multiple Organization support feature, so you can define and support different organization structures when running a single installation of Oracle Project Contracts.
  - *Oracle Workflow Guide*: This guide explains how to define new workflow business processes as well as customize existing Oracle Applications-embedded workflow processes. You also use this guide to complete the setup steps

necessary for any Oracle Applications product that includes workflow-enabled processes.

- *Oracle Applications Flexfields Guide*: This guide provides flexfields planning, setup and reference information for the Oracle Project Contracts implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This manual also provides information on creating custom reports on flexfields data.
- *Oracle eTechnical Reference Manuals*: Each eTechnical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information should help you convert data from your existing applications, integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on *OracleMetalink*.
- *Oracle Manufacturing APIs and Open Interfaces Manual*: This manual contains information about integrating with other Oracle Manufacturing applications and your other systems. This documentation includes API's and open interfaces found in Oracle Manufacturing.
- *Oracle Order Management Suite APIs and Open Interfaces Manual*: This manual contains information about integrating with other Oracle Manufacturing applications and your other systems. This documentation includes API's and open interfaces found in Oracle Order Management Suite.
- *Oracle Applications Message Reference Manual*: This manual describes all Oracle Applications messages. This manual is available in HTML format on the documentation CD-ROM.

## Integration Repository

The Oracle Integration Repository is a compilation of information about the service endpoints exposed by the Oracle E-Business Suite of applications. It provides a complete catalog of Oracle E-Business Suite's business service interfaces. The tool lets users easily discover and deploy the appropriate business service interface for integration with any system, application, or business partner.

The Oracle Integration Repository is shipped as part of the E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

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

Oracle STRONGLY RECOMMENDS that you never use SQL\*Plus, Oracle Data

Browser, database triggers, or any other tool to modify Oracle Applications data unless otherwise instructed.

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

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

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

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## Overview

This chapter covers the following topics:

- Overview of Oracle Project Contracts
- Features of Oracle Project Contracts

### Overview of Oracle Project Contracts

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

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

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

## Oracle e-Business Suite

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

## Features of Oracle Project Contracts

Features of Oracle Project Contracts include:

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

## Contract Authoring

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

- **Authoring Wizard:** The Authoring Wizard guides you through the process of creating a new contract document. A new contract document can be created in one of the following ways:
  - As a new document.
  - From another contract document such as an existing proposal, contract, subcontract or solicitation.
  - Using templates where you select a subset of contract information to copy.
- Articles, Terms and Conditions, and Standard Notes.

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

Oracle Project Contracts uses the Articles Library functionality developed by Oracle Contracts. Oracle Project Contracts uses the enhanced common Articles Library that is shared across all contracts applications. Benefits include:

- Enhancing the articles authoring process by streamlining article approvals and placement within the Standard Articles Library.
- Storing articles by article number.
- Provides a road map to future articles enhancements made by Oracle Contracts.

## **Administration**

Oracle Project Contracts provides a variety of tools to enable contracting personnel to administer contracts during their life cycle, including:

- **Approval and Status Management:** Approval hierarchies and cycles for different document types can be defined. Appropriate escalation routines and notifications are created to alert administrators about deadlines for proposal submittals and solicitation response receipts.
- **Changes and Versioning:** You can manage amendments and modifications to contract documents, an audit trail of contractual requirements is provided. Change management is workflow-based to implement approval and review of changes throughout the organization.
- **Contract Printing:** Any version of a contract document authored in Oracle Project Contracts can be printed as a draft document for internal review and recordkeeping purposes. You can print the document in whole or in part using your unique style format.

This capability enables printing of a contract document from the Authoring Workbench for internal review and approvals, and for recordkeeping purposes. Contract Printing requires XML gateway and XML Publisher (XDO) installation.

- **Contract Holds:** Oracle Project Contracts enables you to define holds or stop work orders at different levels (header, line, or deliverable) with different hold reasons.
- **Deliverable Tracking System (DTS):** The DTS is used to track all contract activities such as planned receipts and shipments, mailing of an initial engineering drawing, or progress report submissions. It is integrated with Oracle Projects, Advanced Planning and Scheduling, Oracle Internet Procurement, and Oracle Shipping Execution. Also, contract related information from other products can be viewed

and tracked.

You can also associate workflow processes within the DTS that can be tailored to meet your business requirements. Using this association, you can automate business events normally associated with the execution phase of a contract such as shipping, billing, procurement and planning.

## Finance

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

- **Funding:** You can use incremental funding, funding pools, multiple funding parties, hard and soft limits, and multiple currencies.
- **Billing:** You can define different billing methods (such as firm fixed price, cost plus incentive, and time and materials) that can be used by the Projects Billing engine to drive the billing process. Oracle Project Billing, or any external billing system, is used to calculate periodic billings.
- **Invoicing and Revenue:** Draft invoices can be generated and sent to Oracle Receivables, or your own receivables system, for final invoice processing and for collection of payments. Inquiries are used to compare contract revenue with contract funding.
- **Contract Flowdown:** Oracle Project Contracts enables users to configure flowdown of attributes, articles, terms and conditions, and standard notes to different business areas such as Receiving, Shop Floor, and Billing.

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## Navigation

This chapter covers the following topics:

- Navigating in Oracle Project Contracts
- Viewing Contract Information
- Using Actions to Access Contract Functions
- Searching for Contract Documents
- Creating and Viewing Related Documents
- Defining Related Documents for a Contract

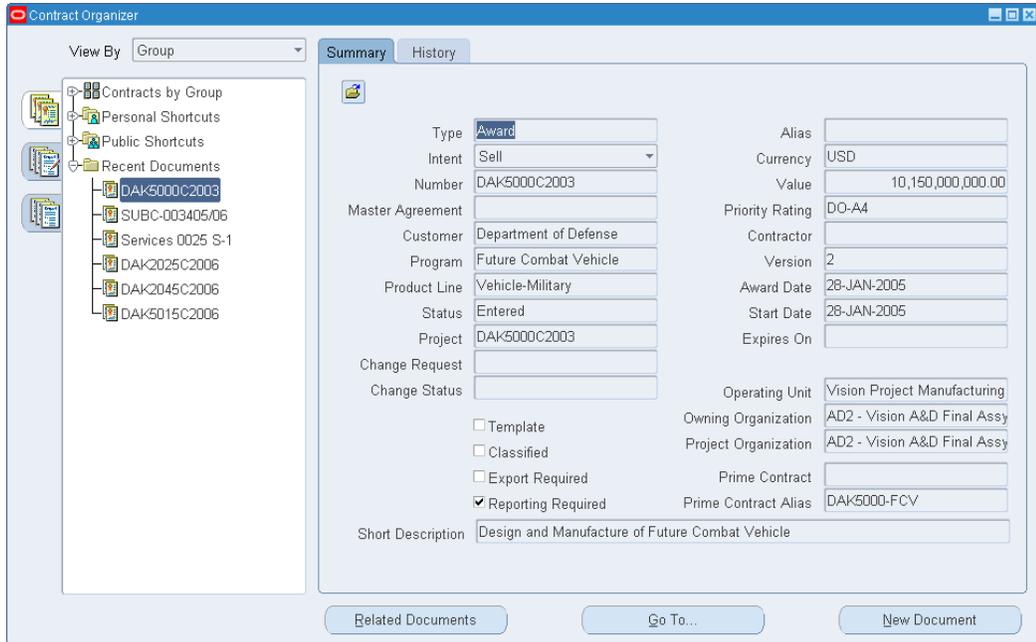
### Navigating in Oracle Project Contracts

The Contract Organizer window is a graphical workbench that you can use to access functionality in Oracle Project Contracts. The Contract Organizer window is comprised of tree tabs, panes, and a view selection.

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

- **Contracts:** You can use this region to maintain awarded contracts and subcontracts.
- **Proposals:** Use the Proposal region to develop responses to solicitations. Responding to solicitation is the second step in the contractual process.
- **Solicitations:** Use the Solicitation region to request quotes for a specific project. Solicitation is the first step in the contractual process.

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



From the View By list box, you can select to view the data in the tree by Group, Organization, Product Line, or Program.

The Summary and History tabs display all existing historical and current documents for this item.

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

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

The buttons that are at the bottom of the Contract Organizer window include:

- **Related Documents:** Navigates to the Related Document window, listing all related documents for a specific contract record. See: *Creating and Viewing Related Documents*, page 2-12.
- **Action:** Available in the Summary window, navigates to the Actions window to

access windows and functions that are used to update contracts. See: Using Actions to Access Contract Functions, page 2-6.

- **View:** Available in the History window, when you select a contract version, you can navigate to that version in the Contract Authoring Workbench, Deliverables Tracking System, and Funding Workbench.
- **New Document:** Accesses the Contract Authoring Wizard that is used to create new contract documents. See: Creating New Contract Documents, page 3-3.

## Viewing Contract Information

The Contract Organizer window provides access to all contract documents and views. In addition to navigating to Contract Development windows, you can view summary and history information.

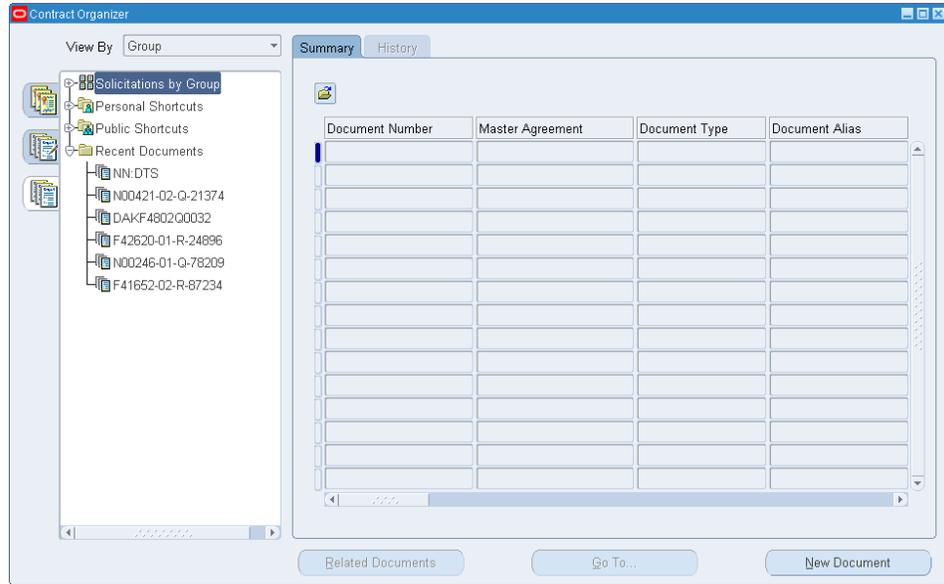
### Steps

Use these steps to view contract information.

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

Your choices are:

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



3. Choose one of the tree tabs in the left pane.

Your choices are Contracts, Proposals, and Solicitations.

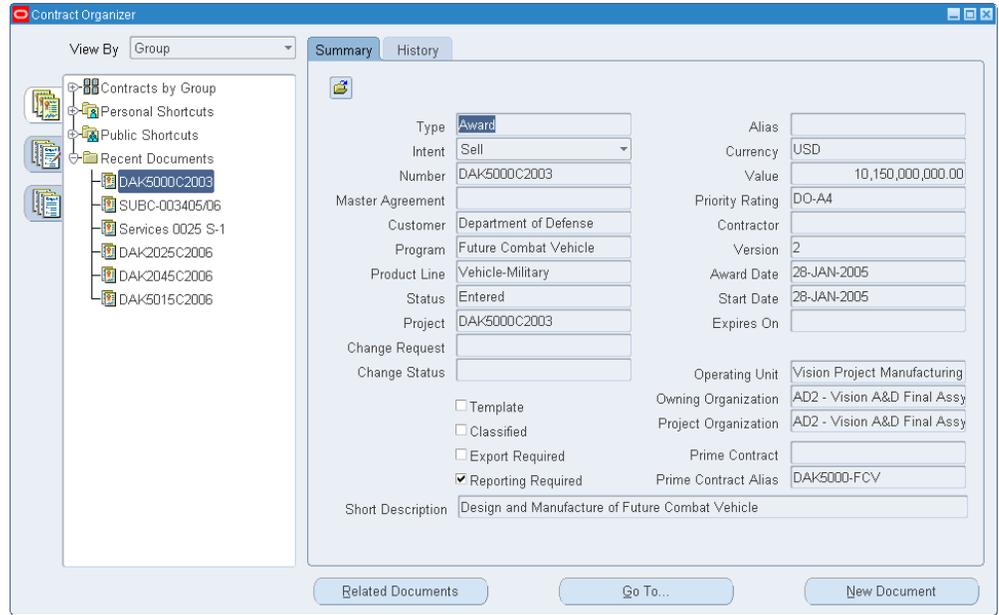
In the left pane, the top level of the tree hierarchy displays your choice. In the right pane a blank window displays with the Summary and History tabs. These windows are blank until you select an item on the tree hierarchy in the left pane.

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

The Summary and History tabs display the information for your selection.

## Viewing Summary Information

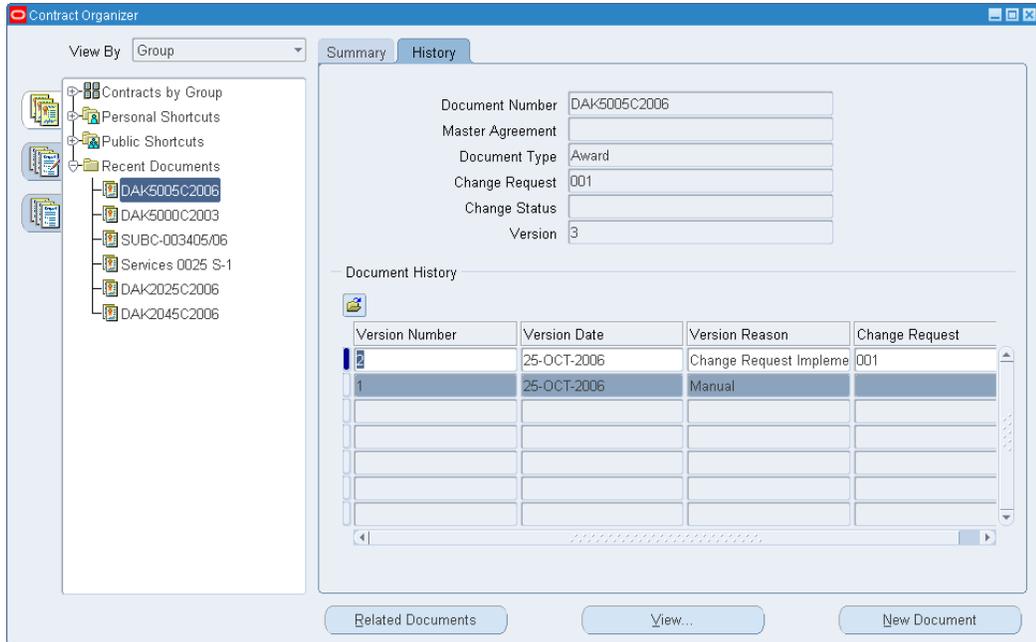
- Select the Summary tab to view information that has been previously entered for the contract document. It represents an overview of the inbound transactions for this record.



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

## Viewing History Information

Select the History tab to view information that was previously entered within the solicitation.



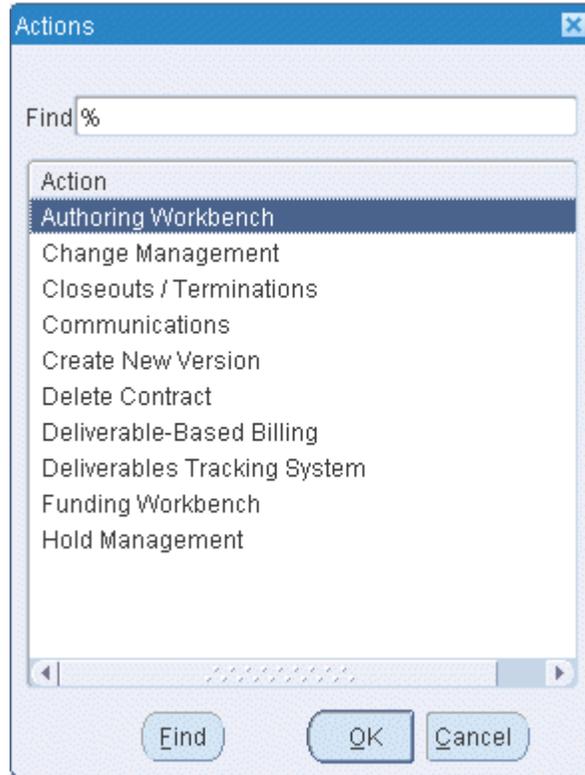
It displays an overview of all transactions at this point in time. The Document History region lists every version number created. You can view each version in the Project Contract windows, giving a historical accountability of the events associated with the contract.

## Using Actions to Access Contract Functions

Actions and Go To windows are used in Oracle Project Contracts to access windows and functions that are used in creating contracts. You can access both of these windows from several windows including the Contract Organizer, Contract Authoring Workbench, and Deliverable Tracking System.

### Using the Actions and Go To windows

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



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

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

- **Authoring Workbench:** You can use the Contract Authoring Workbench to enter all contract information from solicitations, bids and proposals, to awards and subcontracts. See: *Using the Contract Authoring Workbench*, page 3-7.
- **Change Management:** The Find Change Requests window enables you to query and create changes for a contract document. The system displays the output for the query in the Change Requests Summary window. See: *Viewing Change Request Records*, page 6-2.
- **Closeouts / Terminations:** The Closeouts/Terminations window enables you to terminate contracts, contract lines, and deliverables. For more information, see *Termination Process for Contracts*, page 3-42.
- **Communications:** The Communications Summary window enables you to add and view electronic exchanges (such as electronic mail or text files) about a contract document. See: *Viewing and Logging Contract Communications*, page 3-36.
- **Create New Version:** This function allows you to change the version number of the

contract document. After the new version is created, you can then make revisions in the Authoring Workbench. See: *Creating New Versions of a Contract Document*, page 6-2.

- **Delete Contract:** The Delete Contract action enables you to delete contracts that are in Entered or Canceled status. For more information, see *Deleting Contracts*, page 3-44.
- **Deliverable-Based Billing:** The Find Billable Deliverables window is where you can query a document for items that are available for invoicing. From this window you can navigate to the Deliverable-Based Billing window to create billing transactions. See: *Overview of Deliverable-Based Billing*, page 7-1.
- **Deliverables Tracking System:** You can use this window to monitor the deliverables of other versions of a contract document. See: *Deliverables Tracking System Window*, page 5-2.
- **Funding Workbench:** This workbench is used to define and track contract financing. See: *Using the Funding Workbench*, page 4-6.
- **Hold Management:** Oracle Project Contracts provides Contract Hold Control features. You can define different hold statuses and hold reasons to meet your business requirements. For more information, see:
  - *Viewing Contract Hold Information*, page 8-2.
  - *Applying and Removing Holds to Contracts, Lines, or Deliverables*, page 8-3.
  - *Applying and Removing Holds to Contracts, Lines, or Deliverables*, page 8-3.
- **Split Line:** Enables you to split a contract line into sublines. See: *Splitting Lines on a Contract Document*, page 3-23.
- **Define Related Documents:** This window is used to display and create new records for documents and attachments associated with the contract you are viewing. See: *Defining Related Documents for a Contract*, page 2-13.
- **Default Deliverables:** This function allows you to create a default transaction on the Authoring Workbench for deliverables on a contract. This enables you track line items on the Deliverable Tracking System window. See: *Deliverables Tracking System Window*, page 5-2.
- **Save as Template:** You can save the contract document you are displaying as a template to be used for copying other contract documents. See: *Creating Templates for Contract Documents*, page 3-35.
- **Change Status:** Enables you to change the status of a contract document through

Oracle Contracts. For example, you can change the status of a contract from Active to Cancelled or Hold Status.

For more information about Contract Statuses, see the online help topics of Oracle Contracts.

## Searching for Contract Documents

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

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

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

See: Searching for Data, *Oracle Applications User's Guide*.

### Steps:

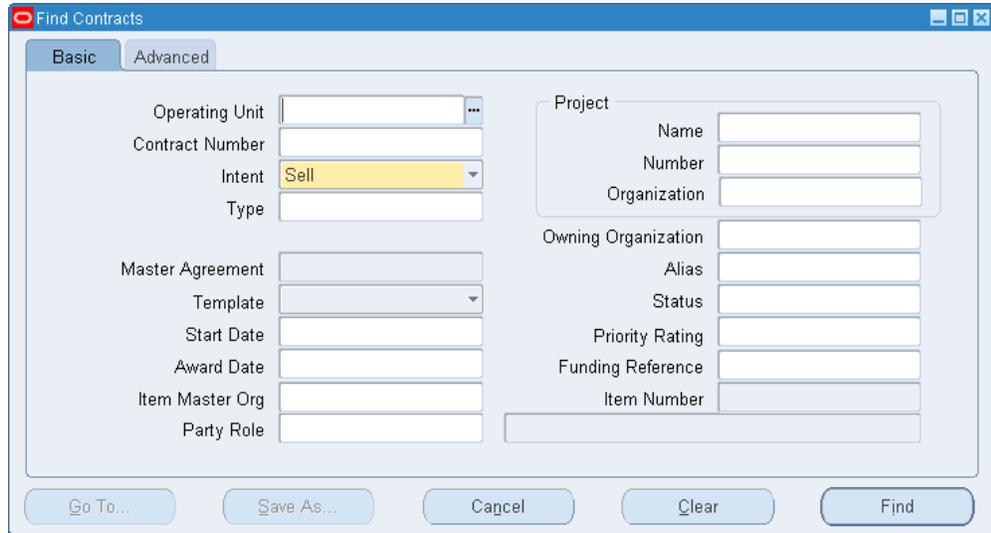
Use these steps to search for contract documents.

1. Navigate to the Contract Organizer and choose Find from the View menu.

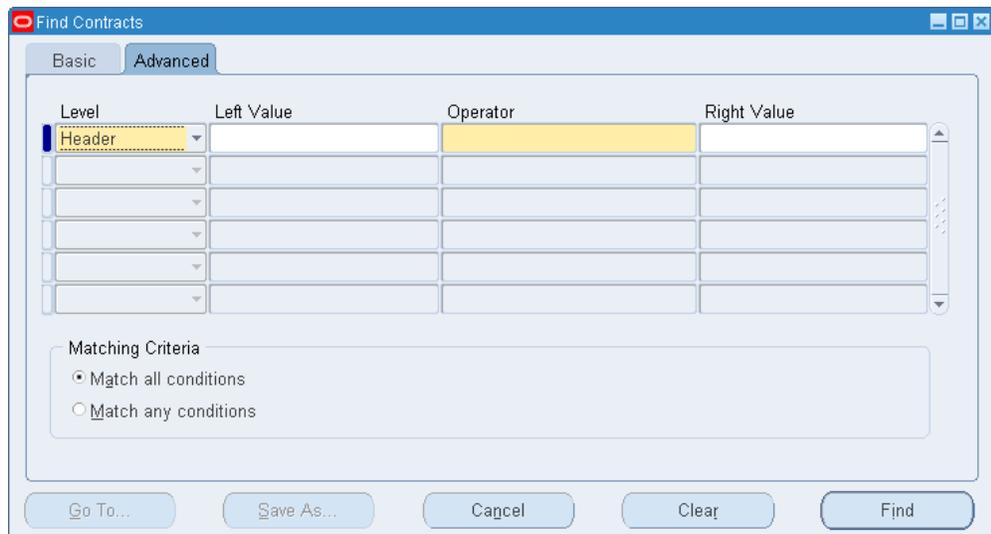
The system displays the Find Contracts window.

2. Select the Basic or Advanced tabbed window.

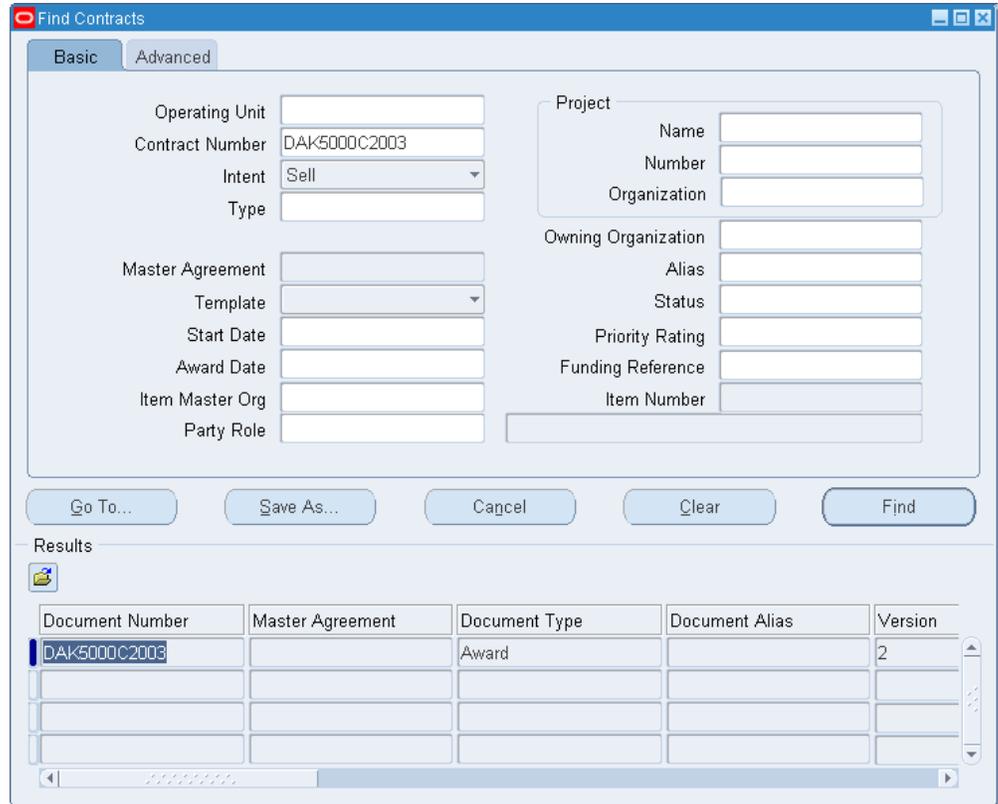
If you select the Basic window, then enter your search criteria in the appropriate fields. You can search for fields including the Number, Intent, Type, dates, Project Information, Owing and Item Master Organization, Status, Priority Rating, Funding Reference, and Item Number. You can also find a Basic Ordering Agreement (BOA), also referred to as the Master Agreement, Master Purchase Agreement, or Blanket Agreement. The Results window displays delivery orders, task orders, and other releases associated with the BOA.



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



4. Choose Find to retrieve any matching records.  
The Results region displays with the data from your query.
5. Select the record you want to use in the Results region, and choose Go To.  
See: Using Actions to Access Contract Functions, page 2-6.



## Searching for Specific Contract Lines:

Use these steps to search for specific contract lines.

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

The Find Contract Lines window displays.

Left Value	Operator	Right Value
[Dropdown]	Equal To	[Text Field]
[Dropdown]	[Dropdown]	[Text Field]

Clear      Set As Default      Find

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

## Creating and Viewing Related Documents

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



document.

2. Navigate to the Contract Authoring Workbench.
3. Choose Action to display the Actions window.
4. Select Define Related Documents.

The system displays the Related Contract Documents window.

The screenshot shows a window titled "Related Contract Documents" with a table containing the following data:

Type	Intent	Document Number	Version
Award	Sell	DAK5000C2003	1
Proposal	Sell	F52004-03-C-14008	1
RFP	Sell	F41652-02-R-87234	1
Solicitation	Sell	N00104-04-R-A044	

A "Done" button is located at the bottom right of the window.

5. In the Type field, select a type such as Award, Proposal, or Bid for the related document.
6. In the Intent field, select whether or not this is a buy or sell order type.
7. Select the Document Number you want to associate with this contract record.
8. If applicable, choose the version number of this document number.
9. Choose Done to save your work.

The system displays the Contract Authoring Workbench.

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## The Contract Process

This chapter covers the following topics:

- Contract Process Overview
- Creating New Contract Documents
- Using Contract Authoring Workbench
- Main Region in the Contract Header Tabbed Window
- Administrative Region in the Contract Header Tabbed Window
- Financial Region in the Contract Header Tabbed Window
- Main Region in the Contract Lines Tabbed Window
- Financial Region in the Contract Lines Tabbed Window
- Billing Region in the Contract Lines Tabbed Window
- Additional Billing Region in the Contract Lines Tabbed Window
- Other Region in the Contract Lines Tabbed Window
- Splitting Lines on a Contract Document
- Parties and Contacts
- Terms and Conditions
- Articles Tabbed Window
- Administration Tabbed Window
- Standard Notes Tabbed Window
- Print Forms Tabbed Window
- User Attributes Tabbed Window
- Creating Templates for Contract Documents
- Viewing and Logging Contract Communications
- Comparing Contract Versions

- Calculating Contract and Line Totals
- Termination Process for Contracts
- Deleting Contracts
- Defining Line Style
- Contract Printing

## Contract Process Overview

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

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

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

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

- Acceptance period
- Discount for prompt payment
- Acknowledgment of amendments

Awarding contract is the final step. The proposal is accepted and the contract is awarded.

## Creating New Contract Documents

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

### To create a new contract document:

1. Navigate to the Contract Authoring Wizard.  
The first window is Contract Authoring Wizard, Step 1 of 3: Create Option.
2. Choose one of the radio buttons to select a method for creating a document.  
Your choices are:
  - Create a New Blank Document
  - Copy From Existing Contract Document
  - Create From Template
3. Choose Next.  
Depending on your selection, either Step 2 or Step 3 windows display.



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

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

**Type:** You can have a number of different contract types including award, bid, proposal, subcontract, and so on. These types are defined in the System Setup window, Contract Document Types tab. See: *Creating Data in the System Setup Window*, page B-4.

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

**Intent:** This field indicates the designation of the order. Buy is used for subcontracted deliverables, or as a customer buy document. Sell is used for all outbound deliverables. An award type contract can be either buy or sell. This value is defined for document types in the System Setup window, see: *Creating Data in the System Setup Window*, page B-4.

**Number:** This field is enabled if your contract document type numbering is set to manual. Otherwise, it is automatically generated. If the numbering is set to manual, enter a unique value; it can later be changed to another value on the Contract Authoring Workbench. See: *Defining Numbering Options*, page B-12.

**Currency:** The currency in which the contract amounts and prices are defined within this contract. You can set up currency codes in your Oracle General Ledger Currency Codes window. See: *Defining Currencies, Oracle General Ledger Users*

Guide.

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

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

**Operating Unit:** The displays the operating unit for which the contract is being created.

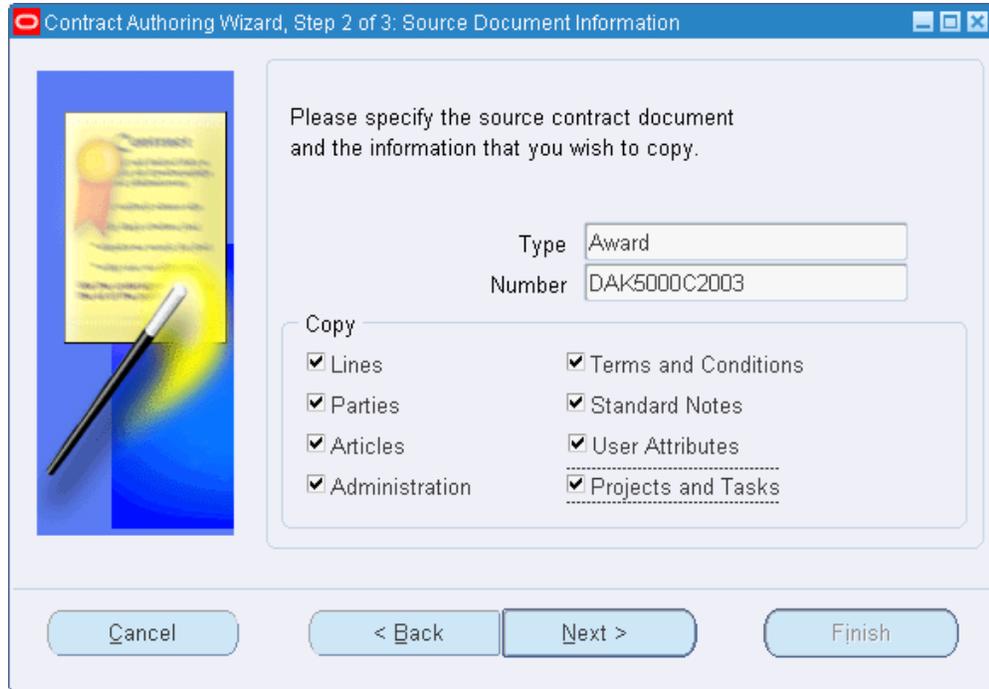
Contract Authoring Wizard, Step 3 of 3: New Document Information

Please enter the following information for your new contract document.

Type	Award
Master Agreement	
Intent	Sell
Number	DAK5011C2006
Currency	USD
Start Date	25-OCT-2006
Item Master Org	Vision Project Mfg
Operating Unit	Vision Project Mfg

Cancel < Back Next > Finish

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



6. The default values in the Type and Number fields display from the record selected in the Contract Organizer window.
7. In the Copy region, the defaulted values display from the original contract for Lines, Parties, Articles, Terms and Conditions, Standard Notes, Organizations, and Projects and Tasks. Deselect the check boxes that you do not want to copy into the new contract document.
8. Choose Next.  
The system displays the Contract Authoring Wizard, Step 3 of 3: New Document Information window.
9. If your choice is Create From Template, the window displaying is the Contract Authoring Wizard, Step 2. Select a document type in the Type field.
10. In the Number field, select the document you want to use as a template in the Copy From window.  
You can save a document as a template in the Contract Authoring window, see: Creating Templates for Contract Documents, page 3-35.
11. In the Copy region, the defaulted values display from the source contract. Clear the values you do not want to copy into this new contract document.  
You can select any document to use as the source document. All values and information can be copied from the template document with the exception of the

Award Date, Project, and Due Date values. This includes the line information, parties, articles, terms and conditions, standard notes, and organizations.

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

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

## Using Contract Authoring Workbench

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

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

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

- **Main:** Used to enter primary contract data including type, number, status, and currency.
- **Administrative:** Used to enter dates and customer requirements.
- **Financial:** Used to enter costing and other accounting information.
- **Billing:** Used to enter billing information for various contract types.
- **Additional Billing:** Used to enter additional billing data such as incentive information.
- **Other:** Used to enter export and inspection data.

**Note:** Contract number, line number, and deliverable number are listed as the source information within the Item Master Demand Schedule Entries window.

#### Using Filters to View Contract Documents

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

#### Creating Deliverable Records

The Deliverables Tracking System window is used to monitor the execution of the contract. After creating the contract, you then create deliverable records in the Contract Authoring Workbench. For subsequent changes to the contract, you can automatically default those changes to the Deliverables Tracking System window. See: Deliverables Tracking System Window, page 5-2, and Defaulting Contract Changes to the Deliverables Tracking System, page 5-20.

## See Also

Main Region in the Contract Header Tabbed Window, page 3-9.

Administrative Region in the Contract Header Tabbed Window, page 3-11.

Financial Region in the Contract Header Tabbed Window, page 3-12.

Main Region in the Contract Lines Tabbed Window, page 3-15.

Financial Region in the Contract Lines Tabbed Window, page 3-18.

Billing Region in the Contract Lines Tabbed Window, page 3-19.  
Additional Billing Region in the Contract Lines Tabbed Window, page 3-20.  
Other Region in the Contract Lines Tabbed Window, page 3-22.  
Parties and Contacts, page 3-24.  
Terms and Conditions, page 3-26.  
Articles Tabbed Window, page 3-28.  
Administration Tabbed Window, page 3-30.  
Standard Notes Tabbed Window, page 3-32.  
Print Forms Tabbed Window, page 3-33.  
User Attributes Tabbed Window, page 3-34.

## **Main Region in the Contract Header Tabbed Window**

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

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

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

The information entered from the Contract Authoring Wizard, or from later updates displays on this window. This includes the Type, Intent, Number, Master Agreement, Status, Currency, and Start Date fields. See: Creating New Contract Documents, page 3-3.

In the Title section of Contract Authoring Workbench, the system displays the contract type and contract number. Also, if you create a Delivery Order contract type using a master agreement, the master agreement number is concatenated to the contract number and displayed in the Title section. The concatenated information is also available in other applications such as Shipping and Procurement so you can easily identify the master agreement that is associated with the delivery order.

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

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

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

Programs and Product Lines enable you to group contracts according to your definitions. Programs are defined on the Programs window, and Product Lines are defined on the Oracle Project Contracts: Product Line Lookups window. See: Programs Window, page B-2, and Application Object library Lookups for Oracle Project Contracts, page B-1.

5. If you are using Oracle Projects, you can assign a master project and, optionally, a task to the contract header. You can associate subprojects to the master project and assign them to the contract lines. See: Entering Project and Task Options, *Oracle Projects User's Guide*, and Creating a New Project from a Project Template or Existing Record, *Oracle Projects User's Guide*.
6. The Contract Total field displays the results of the Calculate Totals function  
This rollup function is accessed from the Tools menu; it adds the values of all the lines on the contract. See: Calculating Contract and Line Totals, page 3-41.
7. Optionally, in the Alias field enter an internal identifier for this contract.
8. Optionally, select a Priority Rating. This is a rating assigned to customer contracts for national defense, although commercial organizations may also use this value. These types are defined in the System Setup window, Priority Ratings tab. See: Creating Data in the System Setup Window, page B-4.
9. In the Version field, the system displays the number for the current version of this contract. See: Creating a New Version of a Contract Document, page 6-2.

10. Enter the date the contract was awarded in the Award Date field.
11. In the Start Date field, enter the date when actions for this entire contract begin.
12. If you want to have an expiration date for the entire contract, enter that date in the Expires On field.
13. Optionally, in the Prime Contract Region enter a value to identify a contractor. You can use an alias as an internal reference for this number.
14. The Organization region:
  - Review the information that system displays in the Project, Operating Unit, and Item Master fields. These are view-only fields. The value of the Project Organization field is based on the code that you entered in the Project field.
  - In the Owning field, select the owning organization from the list of values..
15. Use the Short Description and Description fields to provide details and explanations for the contract.

## **Administrative Region in the Contract Header Tabbed Window**

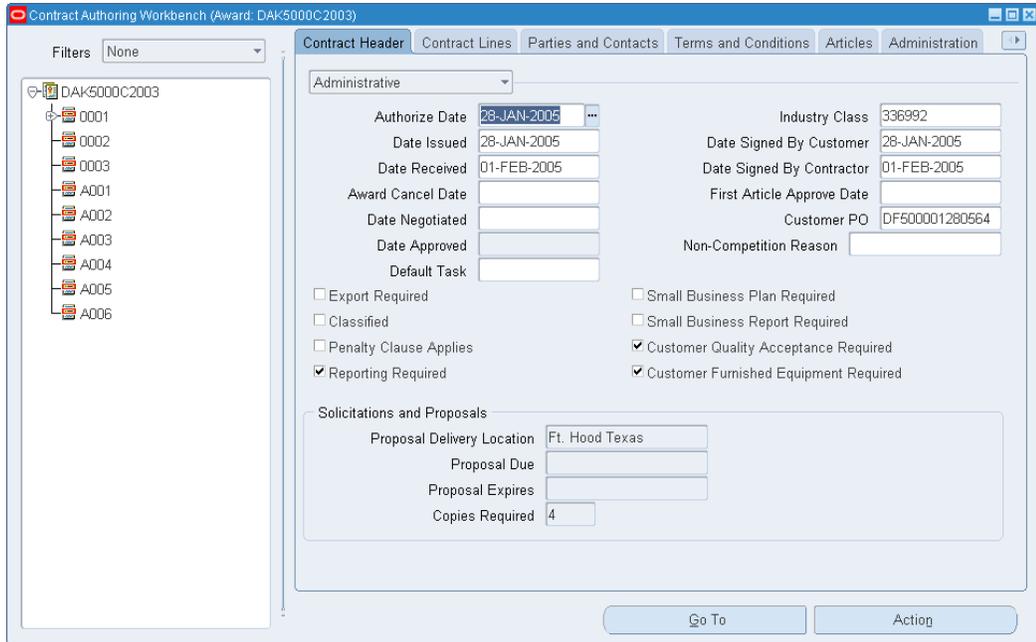
The Administrative region of the Contract Header window is a repository for approval dates, clauses, and regulations used for a particular contract.

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

You can use the Default Task field to copy the project task information from the contract header to contract lines automatically.

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

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



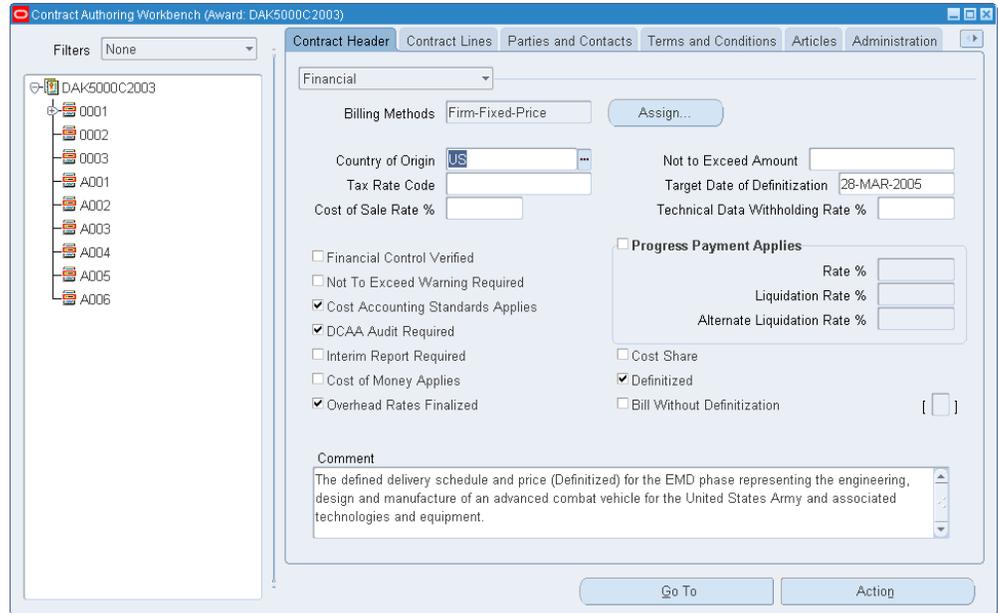
## Financial Region in the Contract Header Tabbed Window

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

Your organization's billing methods are defined in the System Setup window, Billing Methods tab. See: *Creating Data in the System Setup Window*, page B-4. After the methods are defined for the organization, methods also need to be set for specific contracts and individual lines.

### To add costing information pertaining to the entire contract:

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



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

When Multiple displays in this field, in indicates that individual lines on the contract have different billing methods. See: Billing Region in the Contract Lines Tabbed Window, page 3-19.

4. Select the methods you want to use in the Name field. The description automatically displays.
5. Optionally, select the Default indicator if you want the billing method assigned at the contract header to default to each line. This defaulted value can be changed at the line level.
6. Choose Done to save your work and return to the Contract Header tabbed region.



7. In the upper area of the Financial region window, optionally you can enter information in the fields used for reporting.  
 This includes the following fields: Country of Origin, Tax Code, Cost of Sale Rate, Not to Exceed Amount, Target Date of Definitization, Technical Data Withholding Rate.
8. In the lower region of the window, optionally, you can mark check boxes for reporting purposes.  
 This includes: Financial Control Verified, Not To Exceed Warning Required, Cost Accounting Standard Applies, DCAA Audit Required, Interim Report Required, Cost of Money Applies, Overhead Rates Finalized, and Cost Share.
9. If you are using Deliverable-Based Billing, check the Definitized or Bill Without Definitization indicators to enable that function.  
 See: Creating Billing Records for Contract Lines, page 7-2. When one of these indicators is flagged on the Contract Header tabbed window, the values are defaulted to the contract lines. You can change the information on the Contract Lines financial region.
10. In the Progress Payment Applies region, mark this check box if you want to add information about advance ongoing payments from your customers on this contract.  
 The information in these fields indicate:  
*Rate:* Enter a percentage value indicating the contract progress payment rate.  
*Liquidation Rate:* Enter a percentage value indicating the reimbursement rate for the

payments

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

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

## **Main Region in the Contract Lines Tabbed Window**

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

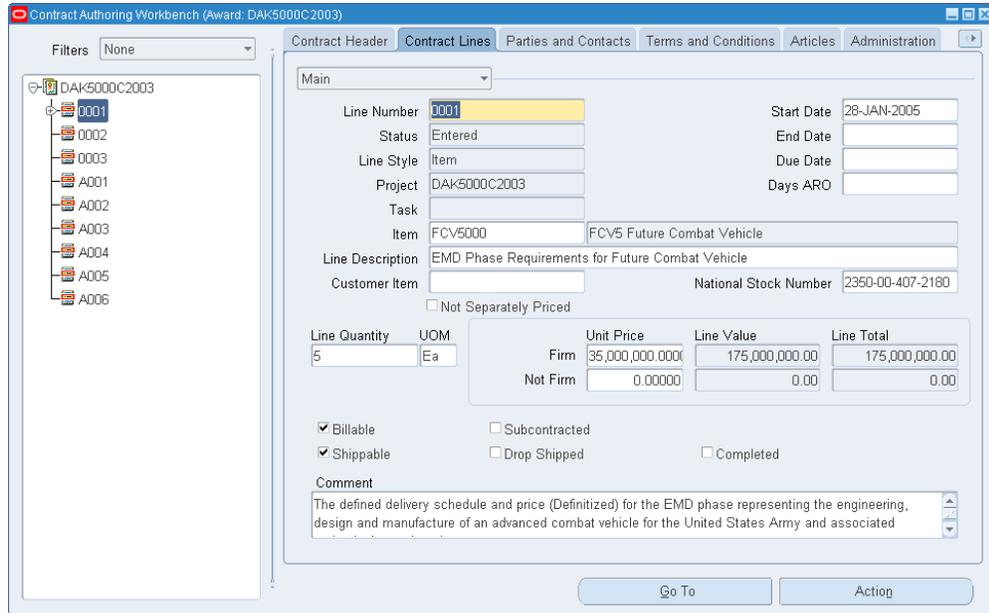
### **To create and update line numbers on your contract:**

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

The line information appears in the right pane window.

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

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



5. Enter the Line Number.
6. The Status field value is blank when you are creating a new line. After the line is created it displays the stage that this line is in the contract cycle.

The Status field value reflects the status of the new line.

Select either the default values or style which you defined for the line in the Line style field. See: Defining Line Style, page 3-45.

Each line on the contract can be a different style type for contracting inventory items, services, data items, labor, spares or subcontracted.

**Note:** You need to assign user defined line style to a category for it to appear in the list of values. See: Defining Line Style, page 3-45.

7. At the contract line and sub-line level, optionally you can assign any of the following values.
  - Master project
  - Master project and task
  - Subproject
  - Subproject and task

See: Projects Window, page B-17.

8. In the Date fields, enter the information that is applicable.
  - The value for the Start Date is defaulted from the Contract Header window.
  - End Date is the date when this contract line is closed.
  - Due Date is the date that this line item is due to the customer. The system calculates and displays the due date on contract line based on the information you enter in the Award Date and Days ARO fields. If necessary, you can manually change the due date.
  - Days ARO is the number of days after the receipt of the order that is due to the customer
9. If this line is for a part listed in Oracle Inventory's Item Master file, enter that number in the Item field.

The description automatically appears.
10. If this line is for a part not defined in the Items window, enter a specific description in the Line description field.
11. If applicable, you can enter the Customer Item number.
12. Optionally, enter the National Stock Number if this is a government contract and a number is given for cataloging and stocking parts.
13. Check the Not Separately Priced check box if the price for this item is included in a rollup price on this document.
14. Enter the number of items for this line in the Line Quantity field. The default unit of measure appears in the UOM field, and this value can be changed.
15. Enter a value in the Firm or Not Firm Unit Price field.

The Firm and Not Firm buckets for Unit Price and Line value fields separate prices that are either definitized or negotiated final prices (Firm), or undefinitized or option lines (Not Firm).

For items bought in bulk or a lot, enter a value in the Firm or Not Firm Line Value field.
16. The Line Total field displays the results of the Calculate Totals function.

This rollup function is accessed from the Tools menu; it sums the value of the selected line, and any sublines under this line. See: Calculating Contract and Line Totals, page 3-41.
17. Select the check boxes that are applicable for this line, indicating if this item is

Billable, Shippable, Subcontracted, Drop Shipped, or Completed.

This information is supplied to the Deliverable Tracking system window to monitor the line activity. See: Billing Region in the Contract Lines Tabbed Window, page 3-19.

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

## Financial Region in the Contract Lines Tabbed Window

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

### To add costing information for contract lines:

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

The screenshot displays the 'Contract Authoring Workbench' interface for award 'DAK5000C2003'. The 'Contract Lines' tab is active, and the 'Financial' region is selected in the pull-down menu. The interface includes a tree view on the left showing contract lines 0001 through 0006 and AD01 through AD06. The main area contains the following fields and options:

- Target Date of Definitization: [Text Field]
- Discount for Prompt Payment: [Text Field] (value: 2)
- Cost of Sale Rate %: [Text Field]
- Checkboxes:
  - Financial Control Verified
  - Definitized
  - Bill Without Definitization
  - DCAA Audit Required
  - Cost of Money Applies
  - Interim Report Required
  - Not To Exceed Warning Required
  - Cost Schedule Status Report Applies
  - Earned Value Analysis Applies
  - Progress Payment Applies
- Prepayment section:
  - Amount: [Text Field]
  - Percentage: [Text Field]
- Progress Payment section:
  - Rate %: [Text Field]
  - Liquidation Rate %: [Text Field]
  - Alternate Liquidation Rate %: [Text Field]
- Basis of Estimates Description: [Text Area]

Buttons for 'Go To' and 'Action' are located at the bottom right of the window.

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

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

4. In the lower region of the window, you can select indicators for reporting purposes.

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

If you are using Deliverable-Based Billing, then select the Definitized or Bill Without Definitization indicators to enable that function. See: Creating Billing Records for Deliverables, page 7-2.

**Note:** Billing methods are specified for each contract on the Contract Header. See: Defining Billing Methods Window for a Contract, page 3-12.

5. Optionally, in the Prepayment region enter the amount and percentage of the line item cost your customer pays in advance.

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

The information in these fields indicate:

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

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

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

7. In the Basis of Estimates Description region include text explaining estimates and justifications for costs of the items on this contract document.
8. Save your work.

## Billing Region in the Contract Lines Tabbed Window

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

### To add billing information for contract lines:

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

from the Contract Header.

Billing methods are specified for each contract on the Contract Header. See: *Defining Billing Methods Window for a Contract*, page 3-12. The system displays the methods that you have selected in the Define Billing Methods window in the list of values for this field.

The screenshot shows the 'Contract Authoring Workbench' interface for award 'DAK5000C2003'. The 'Contract Lines' tab is active. On the left, a tree view shows contract lines 0001 through A006. The main panel displays the 'Billing' section with 'Billing Method' set to 'Firm-Fixed-Price' and 'Line Value' at 175,000,000.00. Below this are two regions: 'Cost' and 'Fee'. The 'Cost' region contains fields for 'Total Estimated Cost', 'Cost Share Customer %', 'Ceiling Cost' (pre-filled with 36,000,000.00), and 'Level of Effort Hours'. The 'Fee' region contains fields for 'Award Fee', 'Base Fee', 'Minimum Fee', 'Maximum Fee', 'Award Fee Pool Amount', 'Fixed Fee', 'Initial Fee', 'Final Fee', and a 'Final Fee Adjustment Formula' text area. At the bottom right, there are 'Go To' and 'Action' buttons.

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

## Additional Billing Region in the Contract Lines Tabbed Window

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

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

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

2. Select a line and the Contract Lines tab, select Additional Billing in the pull down menu.

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

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

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

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

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

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

6. Save your work.

## Other Region in the Contract Lines Tabbed Window

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

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

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

The screenshot shows the Contract Authoring Workbench interface for Award: DAK5000C2003. The 'Contract Lines' tab is active, and the 'Other' region is selected. The interface includes a tree view on the left showing contract lines 0001 through A006. The main area contains the following fields and options:

- Country of Origin: US
- Export License Number: [Text Field]
- Export License Responsibility: [Text Field]
- Check boxes:
  - Certificate of Performance Required
  - Customer Inspection Required
  - Subject A133 Applies
  - Customer Furnished Equipment Required
  - Customer Approval Required
- Data Item section:
  - Name: [Text Field]
  - Subtitle: [Text Field]
  - Category: [Text Field]
  - Requiring Office: [Text Field]
  - First Submission: [Text Field]
  - Frequency: [Text Field]
  - Copies Required: [Text Field]

3. If this line item is to be shipped to another country, select a value in the Country of Origin field.
4. Select the Export check box to enable the Export License Number and Export License Responsibility fields. Optionally, you can enter values in those fields.
5. Optionally, select any of the check boxes that are used for performance and inspection regulations.  
The check boxes are: Certificate of Performance Required, Customer Inspection Required, Subject A133 Applies, Customer Furnished Equipment Required, and Customer Approval Required.
6. The Data Item region is enabled when the line style type is data item, also called Contract Data Requirements List (CDRL). Data items can include specifications,

standards, drawings, associated lists, manuals, and reports.

Optionally you can enter information in the following fields: Name, Subtitle, Category, Requiring Office, First Submission, Frequency, and Copies Required. This information is defaulted to the Deliverable Tracking System window when you are tracking submissions of these materials. See: Tracking Drawing or Report Submissions, page 5-12.

7. Save your work.

## Splitting Lines on a Contract Document

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

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

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

### To split contract lines:

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

The Split Line window displays.

Line Number	Line Style	Quantity	Due Date

Clear   Split   Cancel

3. In the Line Number field, enter the line number for the first subline.
4. In the Line Style field, select a style for the subline.
5. In the Quantity field, enter the split quantity. Select a date in the Due Date field.
6. Select a date in the Due Date field.
7. Repeat the above steps for the second subline in the next row.

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

8. Click Split.

## Parties and Contacts

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

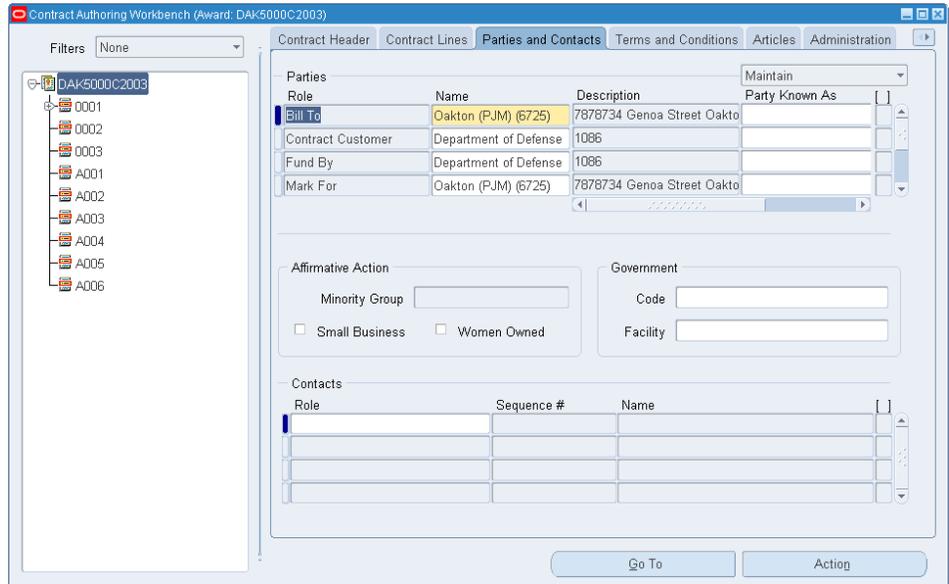
- The View mode displays all the Parties and Contacts from the Contract Header level, this information defaults to the contract line level.
- The Maintain mode is used to add, change, or delete the header information for individual lines that use different values.

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

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

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

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



4. In the Affirmative Action region, you can indicate if this contract is awarded to a group defined as a Minority Group. And if applicable, if it is either small business or women owned type of minority.
5. In the Government region, enter any applicable government code or government

facility used for this contract.

6. In the Contacts region, you can select information for individuals to communicate with regarding the contract.
  - Role: The specific activity this person is doing.
  - Sequence Number: The order designated to contact this person when you have a list of people.
  - Name: The name of the individual.
7. Save your work.

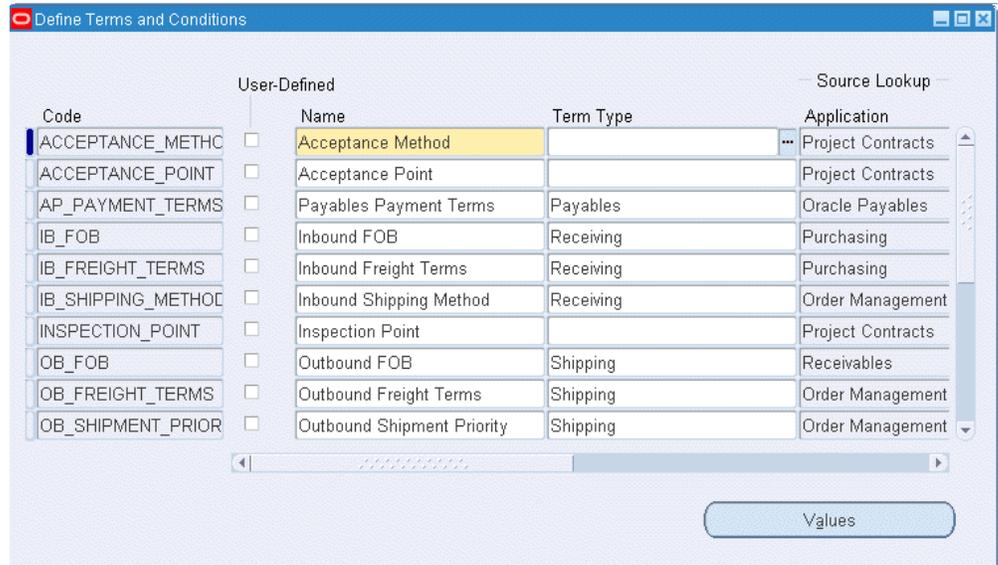
## Terms and Conditions

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

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

### To Define terms and conditions:

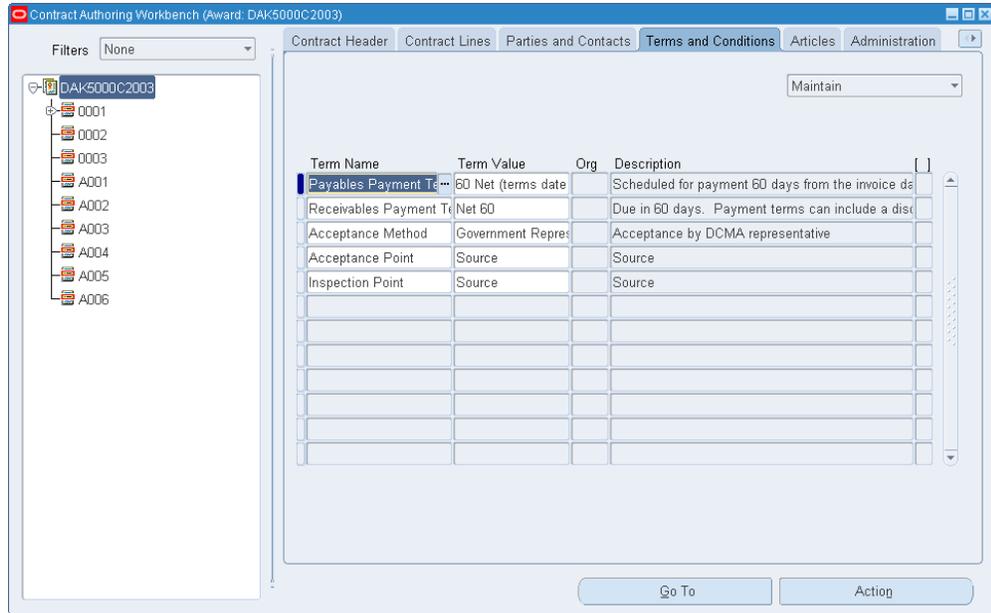
1. Navigate to the Define Terms and Conditions window.
2. Enter the name of the term in the Name field.
3. Select the type in the Term Type field.
4. Select the application which term and conditions assigned to in the Application field.



5. Save your work.

**To add or change terms and conditions to your contract:**

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

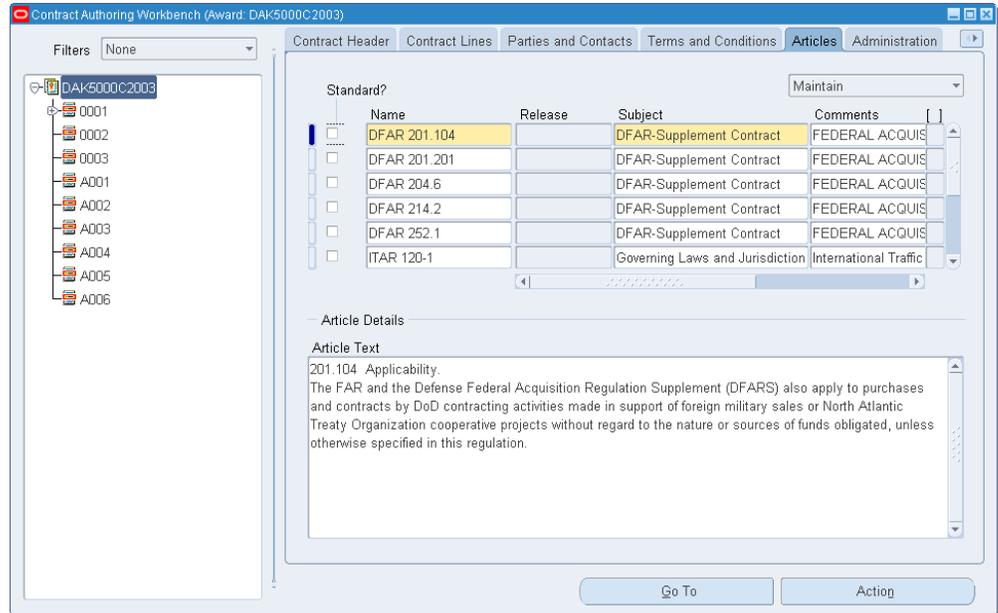


5. Select the Term Value.  
For example, if this is a payment term, you might select 2 percent for net 30 days.
6. Save your work.

## Articles Tabbed Window

Articles represent standard or nonstandard text clauses. The Articles window is the place that you associate the articles to the specific contract. Standard clauses can be referenced on a contract; nonstandard ones can be copied from standard ones. Referenced standard clauses cannot be changed for a specific contract. Available modes are:

- The View mode displays all the contract articles from the Contract Header level, this information defaults to the contract line level.
- The Maintain mode is used to modify the articles per individual lines; either to stipulate if specific articles are not applicable, or to insert other provisions for the line.



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

1. Navigate to the Articles window and select the Maintain mode from the pull-down menu.
2. Select either the contract level, or individual contract lines.  
You can associate both standard and non-standard clauses to your contract.
3. For standard article clauses, check the Standard check box.
4. Place the cursor in the Name field to access the list of values for the names of the articles defined in your organization.  
The Standard Article Sets window displays.
5. Select an article, and choose Copy.  
Information for this article displays in the Release and Subject fields. In the Article Details region, the wording for this article displays in the Article Text box.
6. Optionally, you can add any descriptive text in the Comments field.
7. For non-standard article clauses, uncheck the Standard check box.
8. Enter the article name in the Name field.
9. Optionally, you can select a value in the Subject field, and add any descriptive text in the Comments field.

10. Enter the text of this article in the Article Details region, in the Article Text box.
11. Save your work.

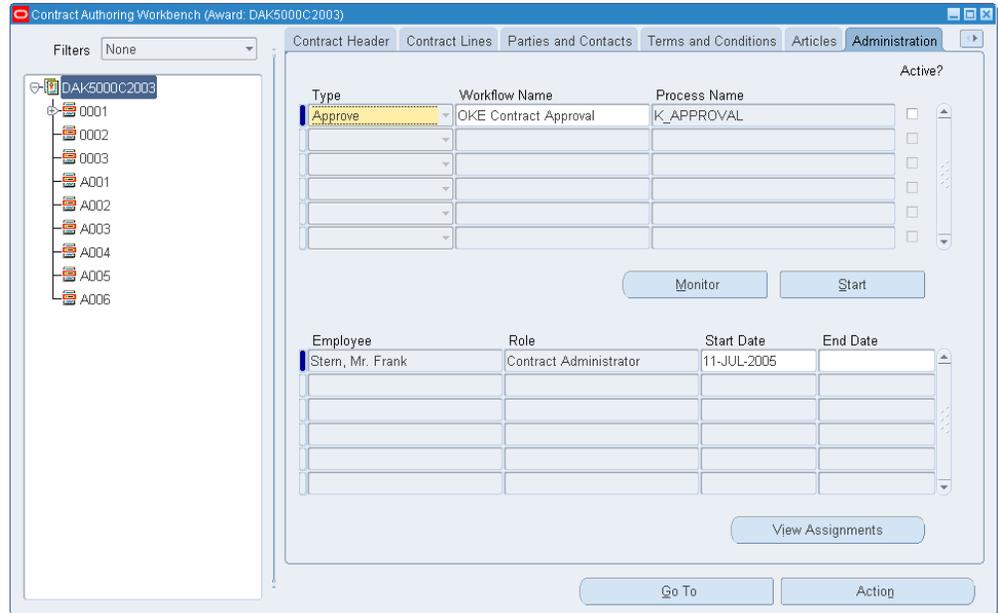
## Administration Tabbed Window

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

**Note:** During contract approval, approvers can also provide comments. The system includes these comments in the reply notifications that are sent the requestor. This functionality provides the contract approvers the ability to send comments to the contract administrators and other users during approval process.

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

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



3. Select a workflow in the Workflow Name field.
4. Choose Start to initiate the Workflow process.  
The Active? check box is selected when the workflow is running.
5. Choose Monitor to navigate to the Workflow Monitor to view the status of this process.  
This is a tool that enables you to view the status of a specific instance of a workflow to identify the activity currently being executed for the process.
6. If you want to assign employees to roles, select the appropriate values in the Employee, Role, Start Date, and End Date fields.
7. Save your work.
8. Choose View Assignments to display all assignments relevant to this document.  
See: Security Roles and Assignments Windows, page B-2.

**See Also**

Overview of Setting Up Oracle Workflow, *Oracle Workflow User's Guide*.  
 To Schedule Background Engines, *Oracle Workflow User's Guide*.  
 Reviewing Notifications via Electronic Mail, *Oracle Workflow User's Guide*.

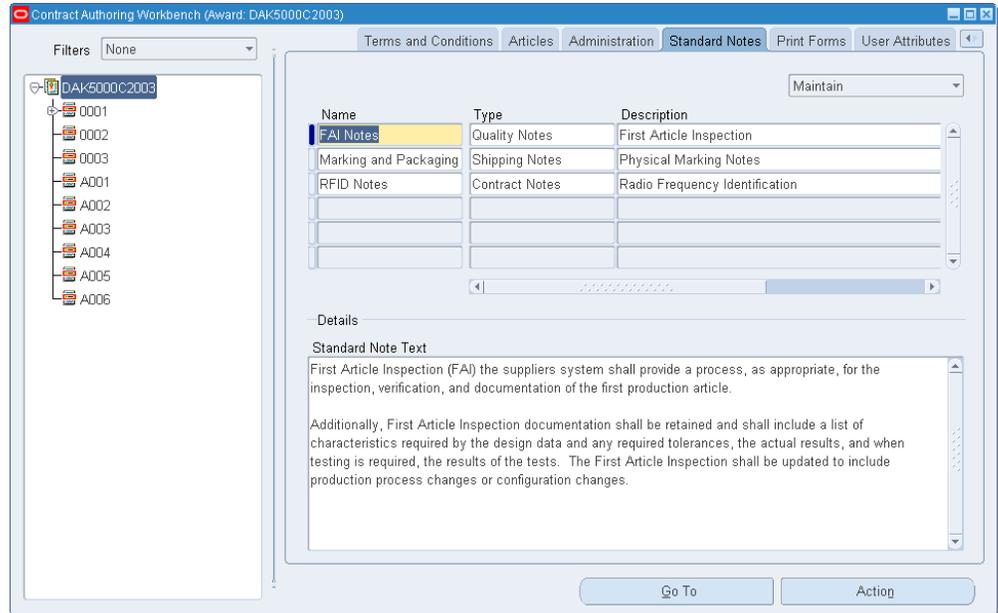
## Standard Notes Tabbed Window

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

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

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

1. Navigate to the Standard Notes window.
2. In the Name field enter a designation for this note, select a value in the Type field, and enter any applicable data in the Description field.
3. Select the Default Down check box if you want the notes to pass on to individual contract lines. You can change these defaults at the line level.
4. In the Article Details region, enter or paste any textual information in the Standard Note Text box.
5. Save your work.

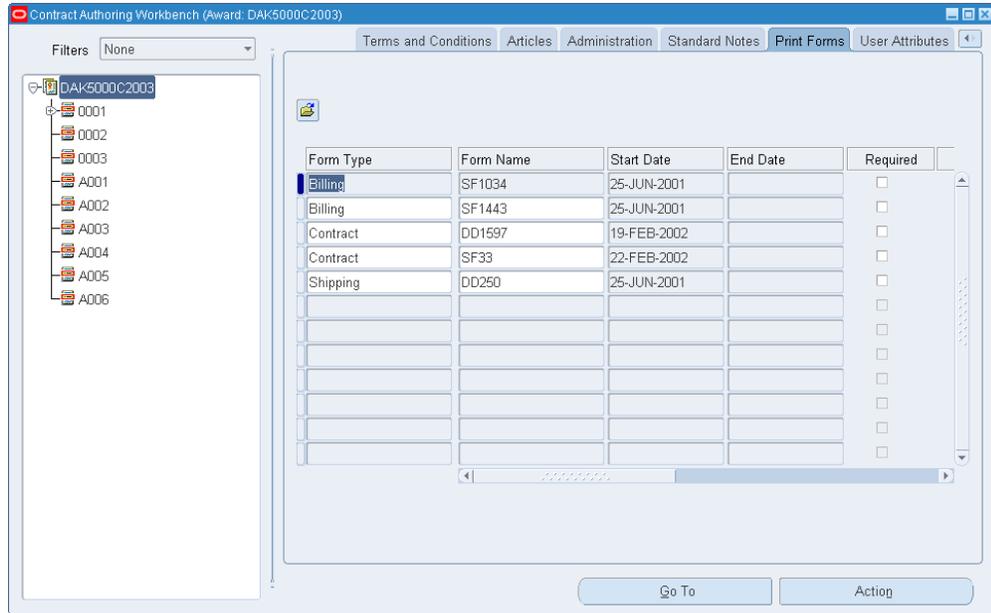


## Print Forms Tabbed Window

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

### To define printing forms used for a contract or contract line:

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



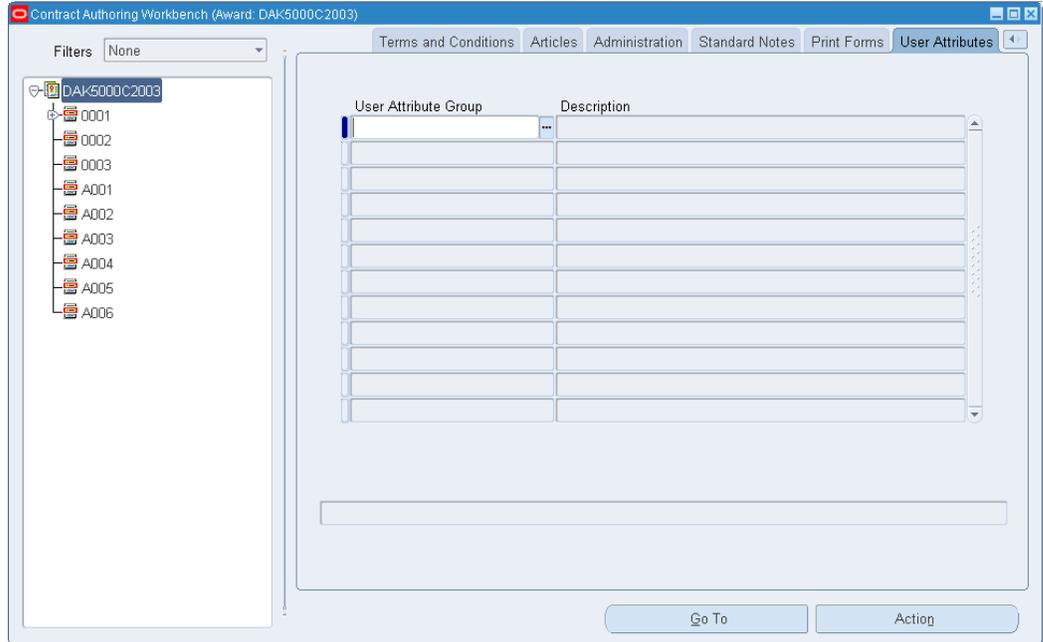
3. Select values in the Form Type and Form Name fields.

The Start Date and End Date fields display information created in the Print Forms tabbed window of the System Setup window. See: *Creating Data in the System Setup Window*, page B-4.

4. Select the applicable check boxes regarding information about this form.
  - Required indicates if this form is mandatory.
  - Customer Furnished indicates that your customer is supplying the form.
  - Completed indicates that the requirements of the form have been met.
5. Use the Description field to enter any textual information for this form.
6. Save your work.

## User Attributes Tabbed Window

Use the User Attributes window to define descriptive flexfield context. Descriptive flexfields are user-defined to provide customization on windows for tracking additional information and data unique to your business.



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

### See Also

Entering Data in Forms, *Oracle Applications User's Guide*.

Entering Data in a Descriptive Flexfields Window, *Oracle Applications User's Guide*

## Creating Templates for Contract Documents

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

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

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

1. Select a contract document and navigate to the Contract Authoring Workbench.
2. Choose Action.

3. Select Save As Template

The system displays the Save As Template window.

4. Enter a value in the Template Number field.

5. Choose OK to save your work.

This template is now available when you are creating a new document. See: Creating A New Contract Document, page 3-3.

## Viewing and Logging Contract Communications

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

### To view and add communication information to a contract:

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

The communications for this contract are listed by Number. This window also outlines dates, communication types, contact names, contract document lines, projects, tasks, and funding information.



Contract Communications (Award: DAK5000C2003)

Number: 001  
 Date: 25-OCT-2006 04:11:22

Type: E-mail  
 Reason: Quality Discussion

Party:  
 Role: Contract Customer  
 Party: Department of Defense  
 Location: Oakton (1191)  
 Contact: Lincoln, Matthias

Action:  
 Action: Quality Communications  
 Owner: Kingston, Mr. Max  
 Priority: Medium Priority

Communication Text | References

Please ensure the QA checks for 919 are passed.

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

Contract Communications (Award: DAK5000C2003)

Number: 001  
 Date: 25-OCT-2006 04:11:22  
 Type: E-mail  
 Reason: Quality Discussion

Party:  
 Role: Contract Customer  
 Party: Department of Defense  
 Location: Oakton (1191)  
 Contact: Lincoln, Matthias

Action:  
 Action: Quality Communications  
 Owner: Kingston, Mr. Max  
 Priority: Medium Priority

Communication Text | **References**

Contract References:  
 Line: [ ]  
 Deliverable: [ ]  
 Change Request: [ ]

Project References:  
 Project: [ ]  
 Task: [ ]

Funding References:  
 Party: [ ]  
 Reference 1: [ ]  
 Reference 2: [ ]  
 Reference 3: [ ]

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

## Comparing Contract Versions

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

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

## See Also

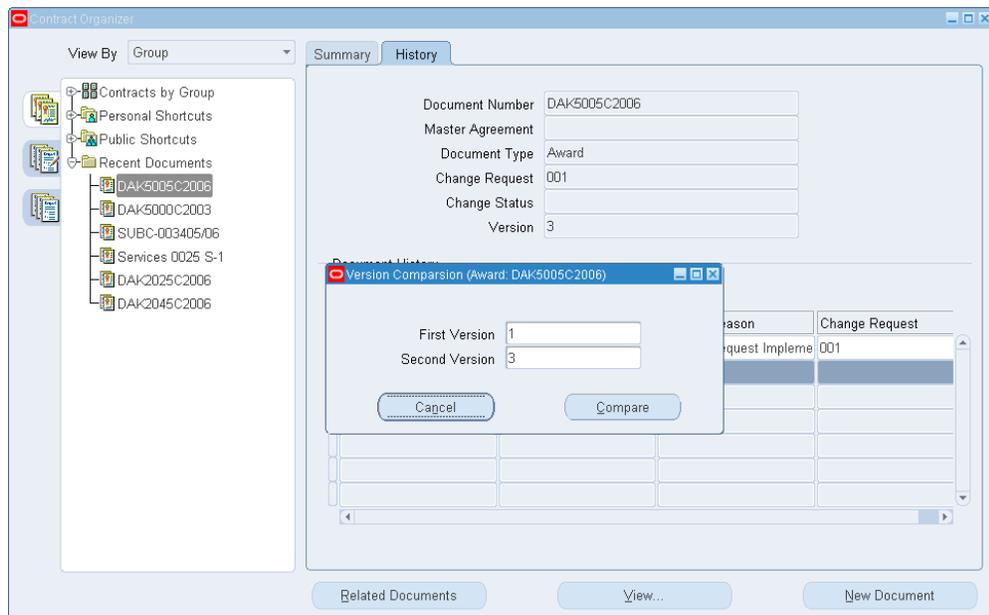
Creating New Versions of a Contract Document, page 6-2.

Viewing Contract Information, page 2-3.

## To compare different versions of a contract

### Steps:

1. Navigate to the Contract Organizer and select your contract.  
The system displays the version number in the Version field.
3. Choose View to display the Actions menu, and select Compare Versions.  
The system displays the Version Comparison window.



4. Select values in the First Version and Second Version fields for the documents you want to compare.
5. Choose Compare to display the report.  
The report displays only the columns that show a difference in the versions selected.

ORACLE® Project Contracts		Diagnostics Preferences Close Window	
Contract number: DAK5005C2006			
Comparing versions: 3,1			
Contract Level	Line Number	Field Name	Version 3 Version 1
Contract Term		Acceptance Method--Certificate of Conformance	Term Does Not Exist In This Version
		Diagnostics Preferences Close Window	
About this Page Privacy Statement		Copyright (c) 2006, Oracle. All rights reserved.	

## Calculating Contract and Line Totals

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

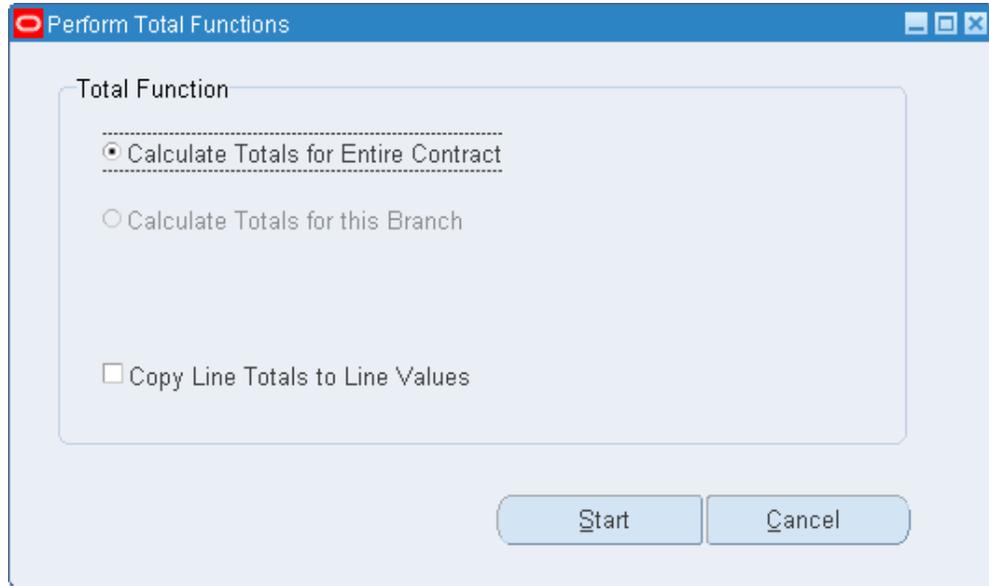
- If you are calculating the entire contract total, the value displays in the Contract Total field, on the Contract Header tab of the Contract Authoring Workbench.
- If you are calculating the value for a line, or the sublines feeding into a specific line, the result displays in the Line Total field,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

### To calculate contract and line totals:

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

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

The system displays the Perform Total Functions window.



3. Choose one of the rollup options:
  - **Calculate Totals for Entire Contract:** Adds the values of all the lines on the contract.

This is calculated by multiplying the value in the Line Quantity field, by the value in the Unit Price field. The totals for all the lines are then summed. The result displays in the Contract Total field, on the Contract Header tab, of the Contract Authoring Workbench.
  - **Calculate Totals for this Branch:** Sums the value of the selected line, and any sublines for this line.

This is calculated by multiplying the value in the Line Quantity field, by the value in the Unit Price field. The result displays in the Line Total field in the Contract Lines tab.
4. Use the Copy Line Totals to Line Values check box to copy the subline roll up values into the Line Value field for primary lines.
5. Choose Start to generate your selected roll up type.

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

## Termination Process for Contracts

You can terminate a contract, contract line, or deliverable. Terminations to a contract are automatically applied to all their contract lines, and terminated on a contract line are

applied automatically to all contract deliverables for that contract line.

### To terminate contract and line:

1. Select a contract document in the Contract Organizer and select the Closeouts/Terminations option from the Actions list of values.  
The system displays the Terminate window.
2. Select Terminated in the Termination Status field.
3. Select the reason for the termination in the Termination Reason field.
4. In the Termination Date field, select the effective date for the termination.

**Note:** After the contract is terminated, you cannot open it again.

The screenshot shows a window titled "Terminate (Delivery Order: N00421-BOAN00421-02-C21374)". It contains the following fields and controls:

- Termination Status: Terminated
- Termination Reason: End of Term
- Termination Date: 25-OCT-2006
- Apply To:  Contract,  Lines
- Apply button
- Section: Lines Available For Termination
- Section: Select To Terminate
- Table with columns: Line, Description

Line	Description
<input type="checkbox"/>	

5. In the Apply To region, select the part of the contract document you want to terminate. You can select:
  - **Contract:** This button specifies that the entire contract is terminated. If this is selected, the Select To Terminate region is blank and disabled.
  - **Lines:** This button enables you to select specific line to terminate. The Select To Terminate region displays the line number and description for all lines available for termination.
6. If you have selected Lines, flag the specific records you want to terminate by checking the Select To Terminate check box next to the Line field.

7. Choose Apply to create the termination transaction.

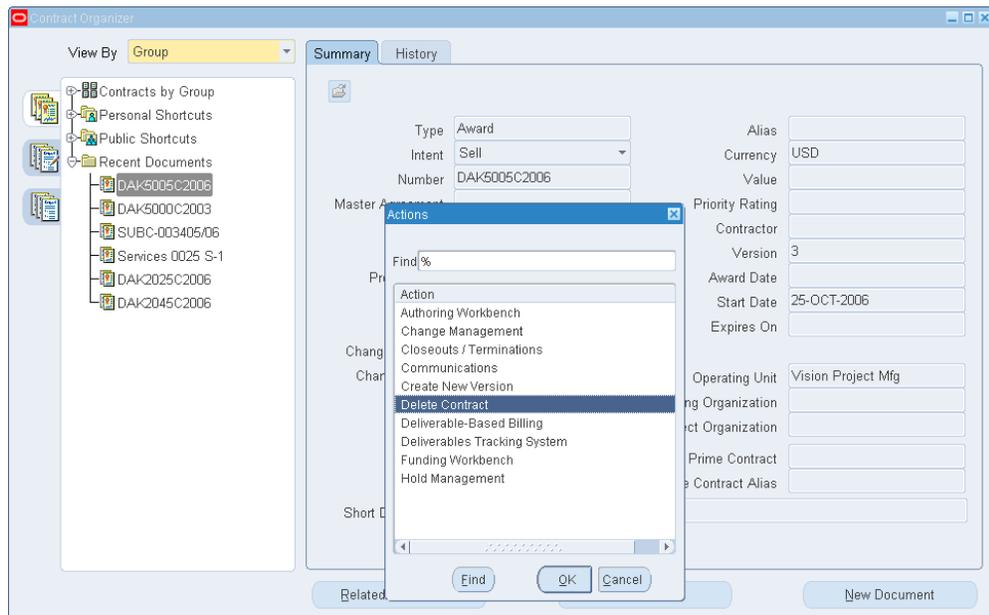
## Deleting Contracts

You can delete only contracts that are in Entered or Canceled status. By deleting unwanted contracts, you can reduce the build up of unwanted data and avoid potential risk of accidentally referring such contracts in other transactions or contracts.

### Steps:

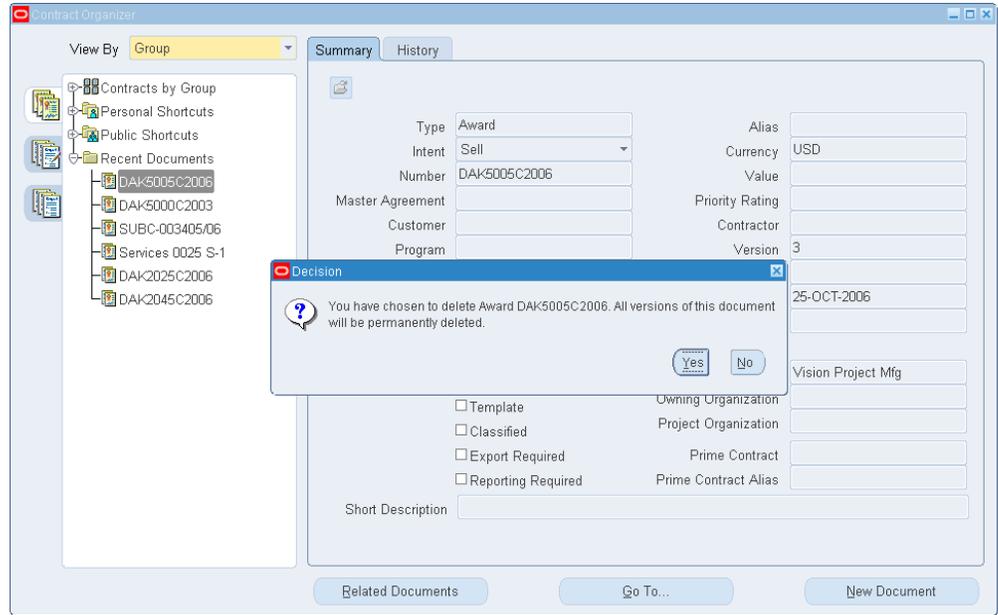
To delete a contract that is in Entered or Canceled status:

1. Navigate to Contract Organizer window.
2. Select the contract document that you want to delete.
3. Click the Go To button to open the Actions window.



4. Select the Delete Contract option from the Actions list of values.
5. Click Go.

The system displays the Decision window.



6. Click Yes to confirm.

## Defining Line Style

In addition to the default values, you can define a line style such as labor, spares, subcontracted, and so on.

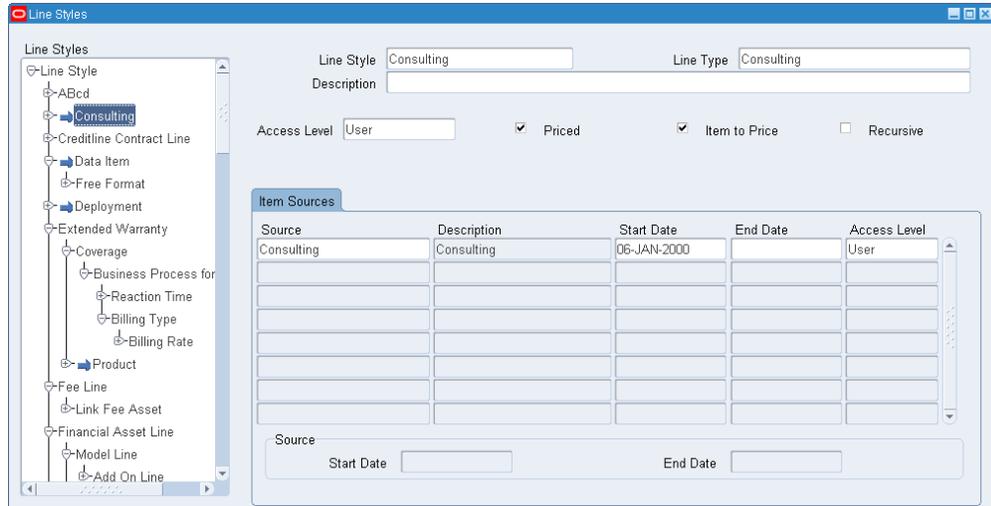
### To Define Line Style:

1. Navigate to the Line Style window.

Navigation: Setup > Framework > Line Styles

2. Select the line in the left pane of the navigator.

You can select the top level to create a new line style, or any node in the navigator to create a level beneath the line. Choose New.



3. Enter the Line Style name.
4. Select a type for the line in the Line Type field.
5. Optionally, you can enter a description for this line in the Description field.
6. Select level of access in the Access Level field.
7. In the Item Sources region, select the source for the item you want to use in the Source field. The description automatically appears.
8. In the Start Date field, select the start date for the line style.
9. Save your work.

### To Define Line Category:

1. Navigate to the Category window.  
 Navigation: Setup > Framework > Category
2. Choose Find All from the View menu to display the category code.  
 Position the cursor in the Category Code field, and using the up and down arrow to select the code of category.

Category Code: CORPORATE      Class: Corporate

Category: Corporate Contract Category      Description: [Dropdown]

Start Date: 20-JUL-2000      End Date: [Text]

Access Level: User      Create Opportunity:

Party Roles | **Line Styles**

Top Line Style	Description	Start Date	End Date
Licensed Product		20-JUL-2000	
Support		20-JUL-2000	
Training		20-JUL-2000	
Consulting		20-JUL-2000	

Line Style Hierarchy

- Licensed Product
  - License Level
    - Deployment

Party Roles

Role	Description	Select
Customer	Customer	<input checked="" type="checkbox"/>
Vendor Operating Un	Vendor Operating Unit	<input type="checkbox"/>
		<input type="checkbox"/>

3. Select the Line Styles tab.
4. Select a style type in the Top Line Style field.
5. Select a type for the line in the Line type field.
6. Select the Select indicator to enable the category.
7. Save your work.

## Contract Printing

Any version of a contract document authored in Oracle Project Contracts can be printed as a draft document for internal review and recordkeeping purposes. You can print the document in whole or in part using your unique style format. This new capability enables printing of a contract document from the Authoring Workbench for internal review and approvals, and for record-keeping purposes. Contract Printing requires XML gateway and XML Publisher (XDO) installation.

### Setup for Contract Printing

If you plan to use the Contract Printing feature, then complete the following steps.

Oracle Project Contracts uses Oracle XML Publisher (XDO) to merge contract XML data and layout template. The layout template controls the format and layout of the printed contract document.

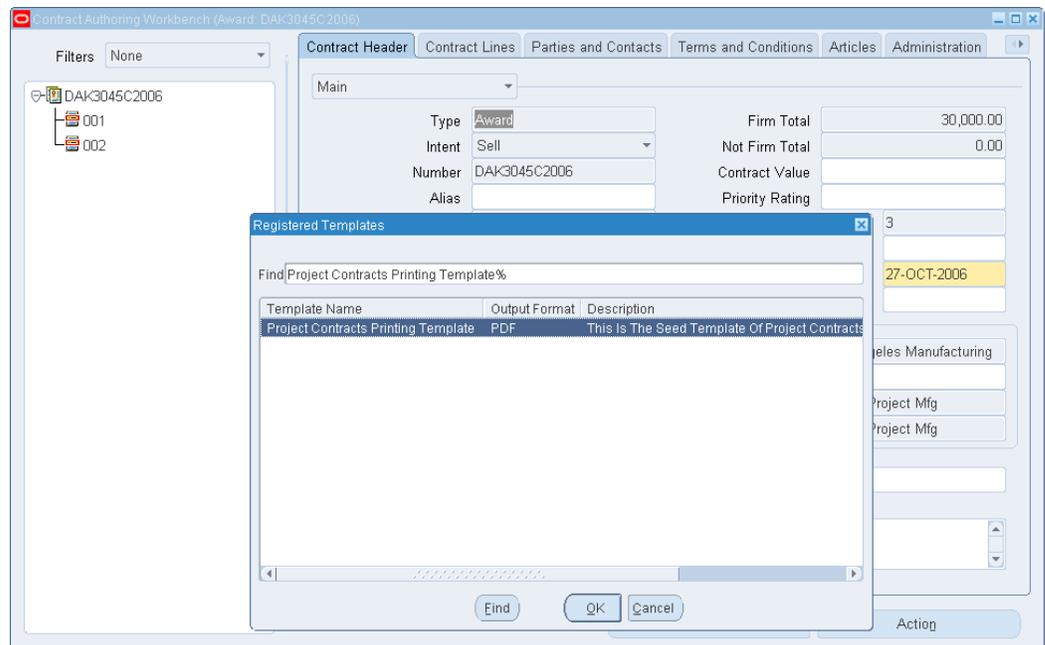
**To set up contract printing:**

1. Create your own contract template using Adobe Acrobat following the guideline provided by Oracle XML Publisher.
2. Navigate to the XML Publisher Administrator responsibility and choose Templates.
3. Choose Create Template. Project Contracts provides a seeded template as a sample template.
4. Enter the required fields for creating a new template:
  - Enter a descriptive Name for the template.
  - Enter a unique Code for the template.
  - Enter Project Contracts for the Application.
  - Choose seeded Data Definition Project Contracts Data Source.
  - Choose PDF for Type.
  - Start Date is the date when this template is available.
  - File is the physical path and filename of the template file.
  - Language is the language of the template.
  - Choose Territory Independent for the Territory.
5. The template field name must be the same as database column name. Contract Printing does not support mapping each template field to the corresponding data source element (database column name).
6. Choose Apply to upload the template.
7. If you have more than one customized templates, then repeat step 1 through 6 for each customized template.
8. The new templates display in the list of values, when you choose Print Contract from the Authoring Workbench window.

## To print contracts

### Steps:

1. Navigate to the Contract Authoring Workbench and select a contract.
2. Choose Print Contract from the Tools menu.
3. Select a template from the Registered Templates window.
4. Choose OK. The application prints the contract using the selected style format. For more information about creating contract printing templates, see *Oracle Project Contracts Implementation Guide*.



**ORACLE Project Contracts**

PART 1 - CONTRACT LINES

ITEM	SUPPLIES OR SERVICES	Qty	UOM	Unit Price Total Item Amount
001	<i>Line Style</i> Item <i>Project Name:</i> Air Missile Project for FLN-T <i>Item:</i> HU-5000 Hull Assembly <i>Start Date:</i> 27-10-2006 <i>Subcontracted:</i> N <i>Line_status:</i> Active <i>Comments:</i>	10	Ea	
002	<i>Line Style</i> Item	10	Ea	

1 of 2

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# Funding

This chapter covers the following topics:

- Overview of the Funding Workbench
- Funding Setup
- Creating Funding Records
- Using Funding Workbench
- Multi-Currency Funding
- Viewing Funding Allocation Inquiry Information
- Viewing Funding History Information
- Creating and Updating Fund Allocations
- Creating and Viewing Funding Pools

## Overview of the Funding Workbench

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

- **Funding Pools:** You have the ability to fund multiple contracts from a pool.
- **Allocate Funding to Lines:** Funding at the contract level is allocated to contract lines, projects, and tasks.
- **Create a PA agreement in Oracle Project Contracts** in any currency without entering conversion information.
- **Funding Limits:** You are able to designate funding limits at the contract level,

allowing for not to exceed amounts or preventing overruns of an allocation.

- Create Funding Version with Each Contract Version: Funding changes can be verified prior to implementing a new contract version.

## Funding Setup

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

- Set Up Project Agreements if integrating with Oracle Projects

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

- Define Funding Pools

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

- Enter funding information in the Contract Authoring Workbench:

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

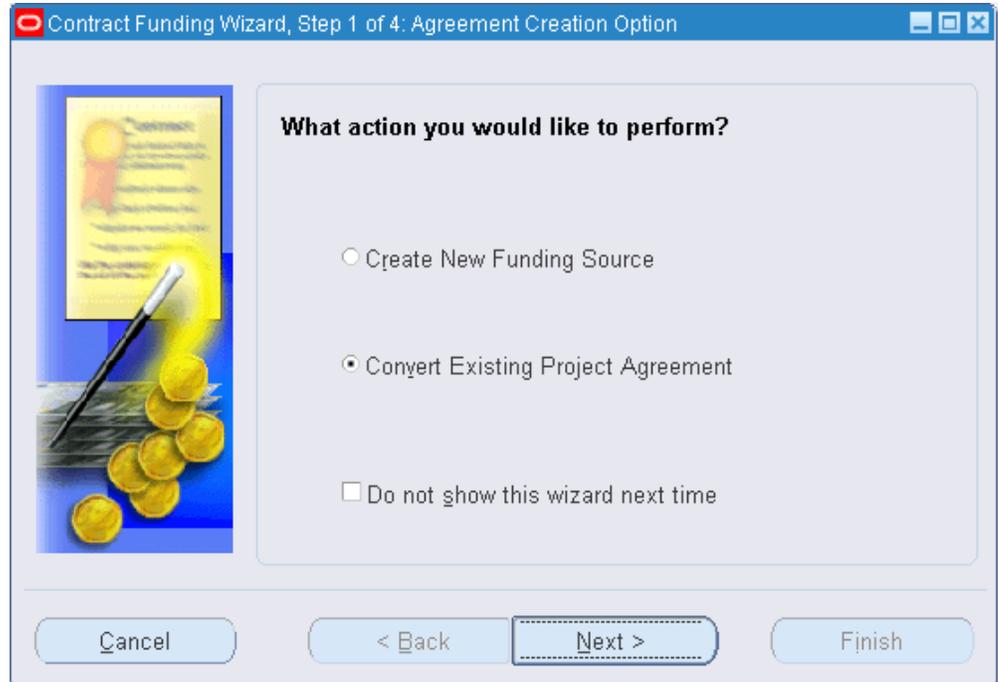
## Creating Funding Records

The Funding Workbench lets you define and modify the source of funds used to purchase contract items. When you initially choose Funding Workbench, the Contract Funding Wizard displays for creating a funding source.

### To create funding information:

1. Navigate to Contract Funding Wizard.

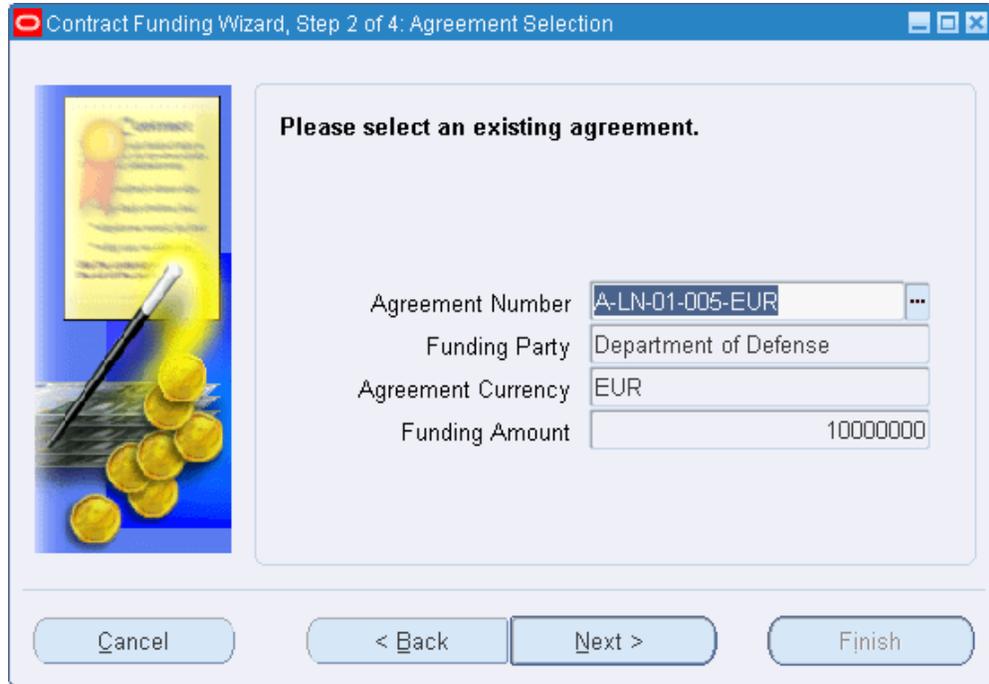
The first window to display is Contract Funding Wizard, Step 1 of 4: Agreement Creation Option.



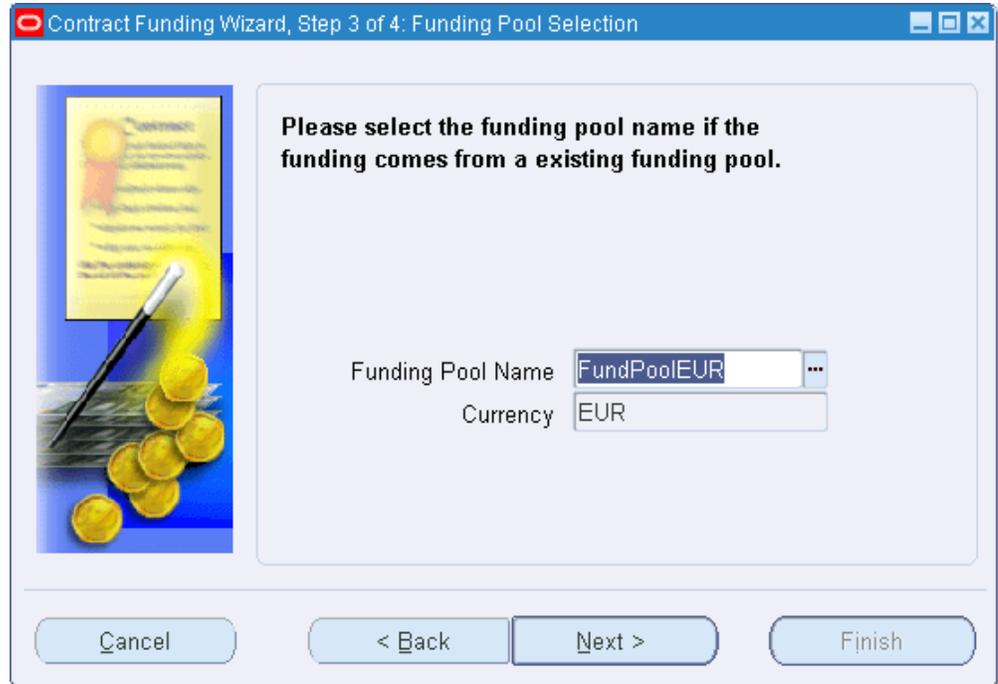
2. The Contract Funding Wizard supports two radio buttons and a check box. The radio buttons enabling you to:
  - Create New Funding Source
  - Convert Existing Project AgreementIf you do not have existing project agreements to convert, you can disable the Funding Wizard by checking, Do not show this wizard next time.
3. If you choose Create New Funding Source, then the Funding Workbench displays. See: Using the Funding Workbench, page 4-6.
4. If you choose Convert Existing Project Agreement, then the Contract Funding Wizard, Step 2 of 4: Agreement Selection displays.

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

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



5. Select the Agreement Number you want to copy.  
The Funding Party, Agreement Currency, and Funding Amount values for this agreement display.
6. Choose Next.  
The Contract Funding Wizard, Step 3 of 4: Funding Pool Selection displays if the customer has associated funding pools in the same currency as the agreement currency. See: Creating and Viewing Funding Pools, page 4-15.



7. Optionally, you can select a funding pool. The currency defined for this pool displays.
8. Choose Finish when all the data is entered.
9. If the value in the Funding Source Currency field is different than the contract document currency, choose Next to display the Contract Funding Wizard, Step 4 of 4: Currency Exchange Rate Information displays.
10. Select values in the Conversion Type and Conversion Date fields.



11. The calculated Conversion Rate automatically displays.

12. Choose Finish.

The system displays the Funding Workbench. For more information, see *Using the Funding Workbench*, page 4-6.

## Using Funding Workbench

Use the Funding Workbench to create incremental funding for your contracts and provide the features of funding pools, multiple funding parties, hard and soft limits, and multiple currencies.

### To define a funding source:

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

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

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

2. In the Funding Source region, select the organization funding this contract in the Party Name field.
3. In the Agreement Org field, you can assign an agreement owning organization. You can select any project owning organization assigned to the operating unit as the organization that owns the agreement.
4. If you want to create a PA Agreement, then enter an agreement number in the Agreement Number field.

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

5. If you are using a funding pool, then select that name in the Pool Name field.
6. In the Funding Status field, select Definitized if the information on this funding is set, or Undefined if other factors still need to be determined.

7. Select the funding currency in the Currency field. In the Amount field, enter the dollar value funded by this source.
8. You can enter separate amounts in the Revenue Hard Limit and Invoice Hard Limit fields.  
  
A revenue hard limit prevents revenue accrual above the amount allocated to a project or task. An invoice hard limit prevents invoice generation above the amount allocated to a project or task.
9. The Source To Contract Currency Exchange region fields are enabled if you select a currency different from the currency selected for this contract.
10. Select the conversion type and conversion date. The conversion rate automatically displays.
11. Select the dates that this funding source is valid in the Effective From date boxes.
12. Save your work.

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

The buttons at the bottom of this window are:

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

### **To define multiple funding sources:**

1. Select a contract and navigate to the Funding Workbench.  
The current information for your funding source displays on the workbench.
2. In the Funding Source region, place your cursor in the Party Name field.
3. Select New from the File menu.  
The Contract Funding Wizard displays.
4. Enter the new funding information in the Contract Funding Wizard.  
See: Creating Funding Records, page 4-2.
5. Complete the remainder of the funding information in the Funding Workbench.

6. Save your work.

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

## Multi-Currency Funding

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

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

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

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

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

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

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

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

## Viewing Funding Allocation Inquiry Information

Records summarizing funding attributes are listed in the Funding Allocation Inquiry window. The window displays the funding summary and version history in multiple

dimensions including funding type, funding status, project/task, fiscal year, funding source, funding references, and contract line.

### To view funding allocation inquiry:

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

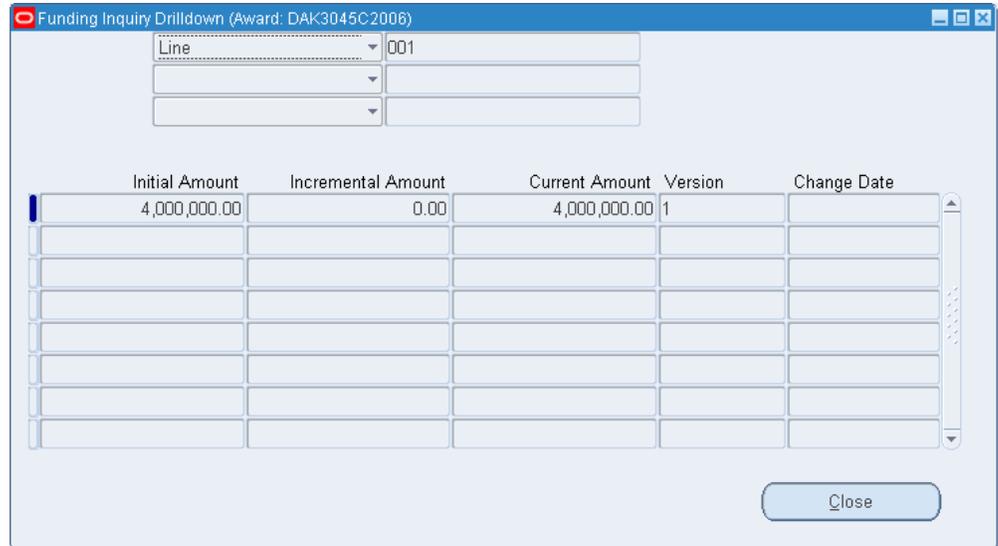
2. Choose Funding Allocation Inquiry from the Funding Workbench window.

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

3. Select values for the funding summary categories to view the summary information.

Line	Summarize By	Funding Amount
001		4,000,000.00
002		5,000,000.00

4. Choose Detail button to view the history of the summary line.



## Viewing Funding History Information

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

### To view funding history records:

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

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

3. Choose Close to end this inquiry.

The system displays the Funding Workbench.

Funding History (Award: DAK3045C2006)

Funding Party: Department of Defense      Initial Amount: 10,000,000.00

— Funding Amount —

Change Request	Version	Previous	Change	Current
	2	10,000,000.00	2,000,000.00	12,000,000.00
	1	0.00	10,000,000.00	10,000,000.00

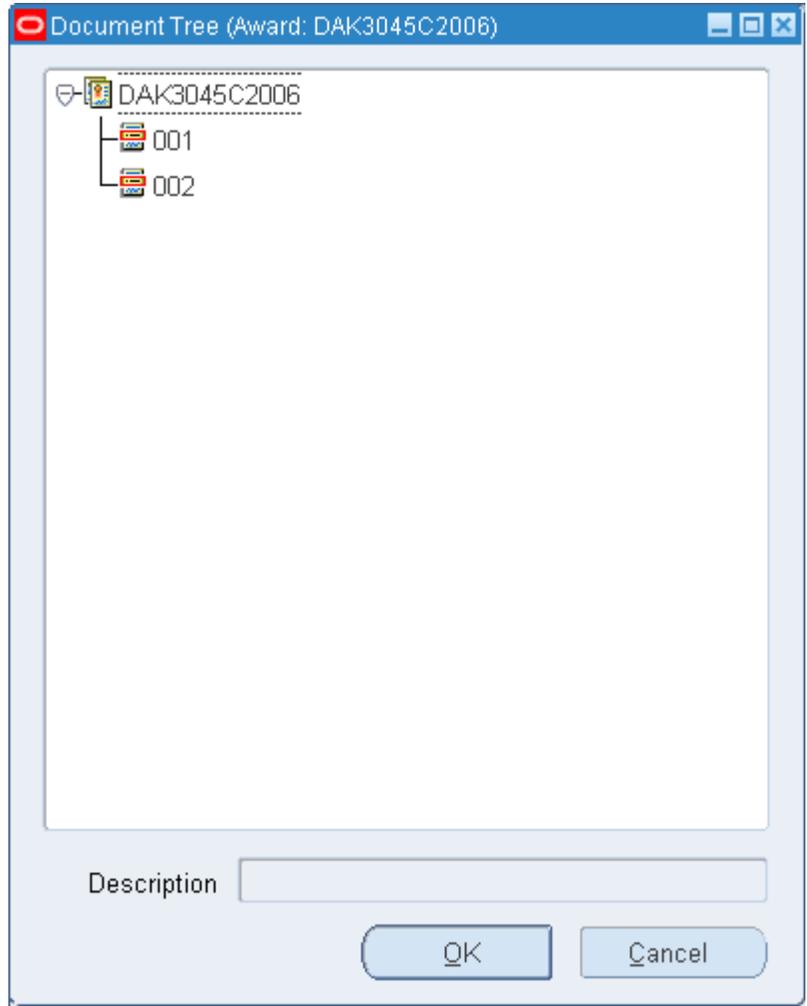
Close

## Creating and Updating Fund Allocations

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

### To create or update funding allocations:

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



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

Fund Allocations (Award: DAK3045C2006)

Funding Party: Department of Defense  
 Currency: EUR

Available Funding: 1,000,000.00   
 Available Invoice Hard Limit: 0.00  
 Available Revenue Hard Limit: 0.00

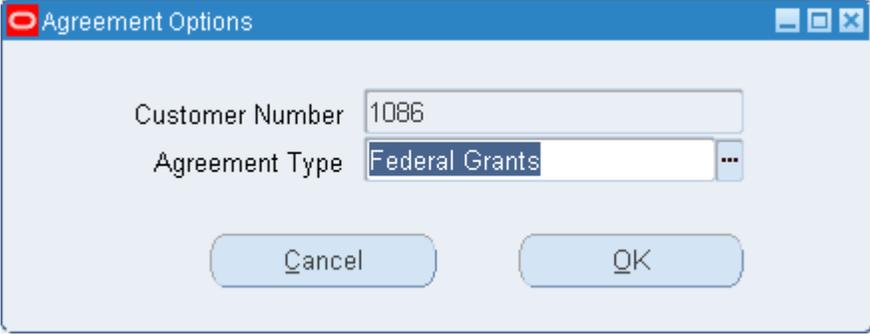
Contract Line	Project	Task	Fund Type	Funding Status	Amount
001	LN-001-2006				4,000,000.00
002	LN-001-2006				5,000,000.00

Contract Line Description: Cooling System

Create/Update Agreement

4. Select values for this allocation in the Project, Task, Fund Type, and Fund Status fields.
5. Enter the amount of this allocation, and if applicable, a invoice hard limit or revenue hard limit amount.
6. Select the Effective From and To dates, and any reference information, and the Fiscal Year.
7. In the Agreement Conversion Type, Agreement Conversion Date, and Agreement Conversion Rate fields, enter conversion information if the funding currency is different from the agreement currency.  
 This is only necessary if you have not enabled multi-currency funding.
8. Save your work.
9. Choose Create/Update Agreement.  
 If this is a new funding source without an agreement, when you choose Create/Update Agreement for the first time, the Agreement Options window displays.  
 If this agreement has already been created, the record is updated in Oracle Projects.
10. The Customer Number displays in the Agreement Options window, select a value in the Agreement Type field and choose OK.

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



The screenshot shows a dialog box titled "Agreement Options". It features two input fields: "Customer Number" containing the text "1086" and "Agreement Type" containing the text "Federal Grants". Below these fields are two buttons: "Cancel" and "OK".

## Creating and Viewing Funding Pools

Use the Define Funding Pools window to define a funding pool and its related funding source.

### To define a funding pool:

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

Define Funding Pools

Pool Name: FndPool-AirMissile      Currency: EUR

Description: Funding Pool for Air Missile Project

Administrator: Kingston, Mr. Max      Program: [ ]

Funding Sources

Funding Party	Funding Currency	Initial Funding	Current Funding	
Department of Defense	EUR	10,000,000.00	10,000,000.00	

5. If this pool is associated with a program, then select the program name in the Program field. See: Programs Window, page B-2.
6. In the Funding Sources region, enter the information on this funding pool.
  - **Funding Party:** Name of the funding source.
  - **Funding Currency:** Currency type.
  - **Initial Funding:** Amount for this pool at inception.
  - **Current Funding:** For first time funding, this amount is the same value as the Initial funding. But this may change as you obtain additional funding for a contract.
  - **Unallocated Funding:** For first time funding, this amount is the same value as the Initial funding, but is decremented as you fund the contract.
  - **Effective From and To:** The dates that this funding pool is in use.
  - **Conversion Type, Conversion Rate, Conversion Date:** If your Funding Pool currency is different than the Funding Party Currency, enter the conversion information in these fields.
7. Save your work.

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# Deliverables Tracking System

This chapter covers the following topics:

- Overview of the Deliverables Tracking System
- Deliverables Tracking System Window
- Viewing Deliverable Tracking Information
- Splitting Deliverables
- Defining Dependencies
- Tracking Drawing or Report Submissions
- Linking Subcontracts to Deliverable Lines
- Shipping Deliverables
- Initiating Purchasing Documents for a Contract
- Initiating Planning
- Relief Deliverable Demand Concurrent Program
- Defaulting Contract Changes to the Deliverables Tracking System
- Integration with Government Print Forms

## Overview of the Deliverables Tracking System

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

The Deliverable Tracking System is integrated with other major components of Oracle e-Business Suite, including Oracle Projects, Oracle Project Manufacturing, Oracle Advanced Planning and Scheduling, Oracle Purchasing, and Oracle Shipping

Execution. In addition to tracking shipping and delivery statuses, this integration enables you to:

- Collect costs against a contract through projects and tasks in Oracle Projects
- Generate billing events and recognize revenue in Oracle Projects
- Transfer demand into the planning and execution system
- View accounts payable information, including invoice and payment details for a purchase order created from the DTS
- View accounts receivable information, including invoice and payment receipt details for a billing event initiated from the DTS
- Create procurement documents and shipment requests directly in the Deliverables Tracking System

**Note:** Departure of shipping notifications are available to customer for Project Contract's Inventory items that are shipped from the Deliverable Tracking System.

## Deliverables Tracking System Window

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

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

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

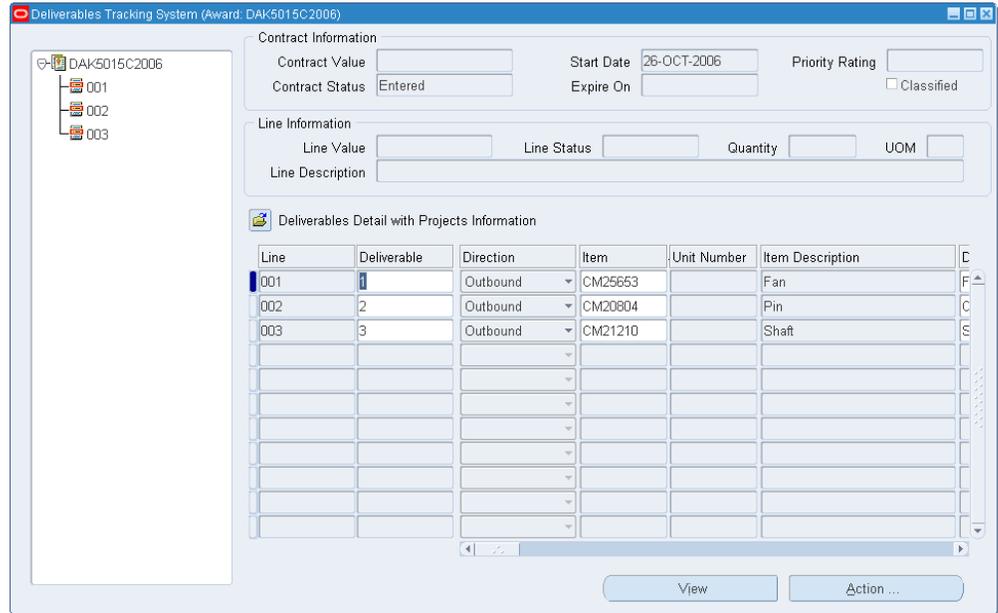
A confirmation message displays.

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

### To view and update line deliverables on a contract:

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

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



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

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

3. Select the line you want to view or update in the navigator. The system displays only the deliverables for that line in the right pane.
4. As you update your delivery line information, you can change values defaulted from the Contract Authoring Workbench.
  - The Deliverable field displays the number of this delivery. To create new deliverables for a line from an existing deliverable, see: Splitting Deliverables, page 5-10. To create a new deliverable, select a new record and add the field information.
  - In the Direction field, a value displays of either Inbound or Outbound. Outbound refers to goods or services that are shipped out to your customers. If you are creating a new deliverable for a subcontracted or purchased item, you create an inbound delivery for the parts or services received in.
  - If you are creating a new deliverable, then you can add or change goods or

services in the Item, Item Description, Unit Price, and Unit of Measure fields.

- The Unit Number displays if you are using the Oracle Project Manufacturing feature End item model/unit number. This feature lets you identify which bill of material is used for building unit effective items.
  - The value in the Quantity field originates from the Contract Lines window in the Contract Authoring Workbench. If the value is later changed in that window after using the Default Deliverables action, then you must manually revise the line quantity in the Deliverable Tracking System window.
  - The Destination Type field is used when initiating purchasing documents for a line. Indicate if this item is an expense or inventory type. See: Initiating Purchasing Document for a Contract, page 5-16.
  - If this deliverable's completion effects other deliverables, then the Dependency indicator is selected, see: Defining Dependencies , page 5-11.
5. Add any additional shipping, billing, purchasing, or planning information in the appropriate fields.
  6. Save your work.

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

## Initiating Quantity Based Requisitions

### To initiate quantity based requisitions:

1. Choose an item.

The application disables the Line Type, and the previous value is null. If the Item is disabled, then verify that Line Type is entered. During the initiate action process, the line type defaults as Goods, which is quantity based. The Category value is based on the item setup. If Item is entered, then you cannot update these fields in the DTS.

2. Choose destination for the requisition.

If you choose Expense, and both project and task are present, then expenditure related fields are required. Include Expenditure Organization, Expenditure Type, and Expenditure Date. If project is entered for the Expense Destination, then Task is required.

The application validates contract currency with functional currency. If different, then the unit price for requisition is populated by converted unit price. Otherwise, unit price is copied over as is.

3. Enter Quantity.

4. Enter the UOM.

The application defaults the UOM based on item setup. You can change this in the DTS.

5. Enter Ship To and Ship From information.

The application validates with the item to verify item and inventory organization consistency. If not, then you have the option to enter Item, or Ship To and Ship From Organization.

6. Enter Unit Number for the item, from item setup.

7. Enter PO Need By Date.

8. Select the Ready To Procure indicator.

## **Amount Based Requisitions Initiated in the Deliverable Tracking System**

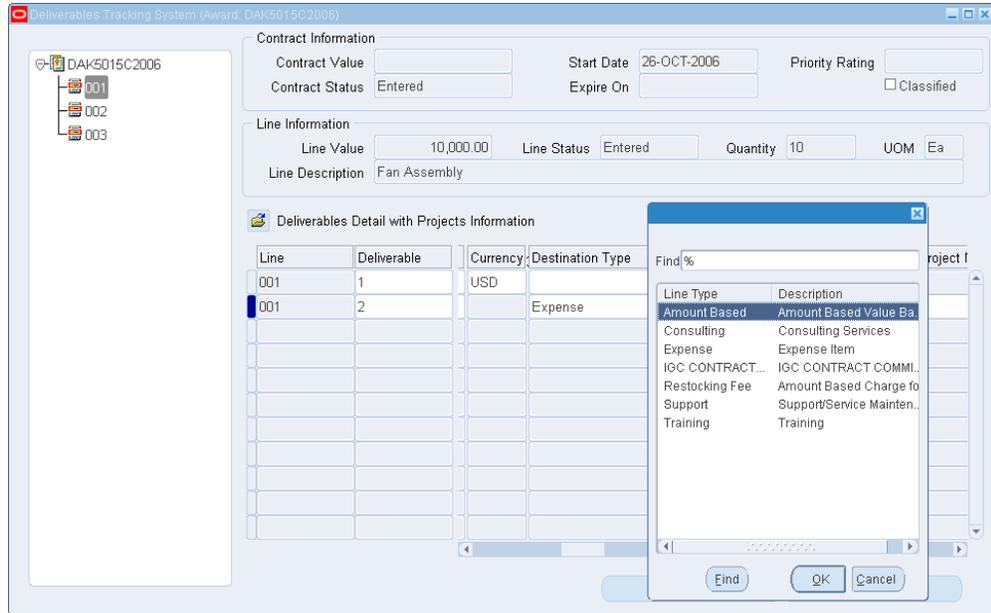
You can initiate and track purchase requisitions for non items in the DTS. Requirements may exist during contract execution to issue purchase orders for non-item number procurements. You can initiate purchase order requisitions in the DTS for required items under a contract that can include labor, material, services, or any other item with a non-item number designation.

Benefits include:

- Creating purchase order requisitions for non items
- Procure non items and services, and link to a line and subline on the contract
- Integrate with purchasing for non-inventory purchase requisitions and purchase orders

### **To initiate amount based requisitions:**

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



2. Choose an amount based line type.

The application enables Line Type when the Item is not entered, and the Destination is Expense. By entering line types, the application disables the Item. Amount-based line type appears on the LOV for line types.

3. Enter expense related fields.

The Category is enabled only when Line Type is entered. It is required for amount-based requisitions. The application defaults the value for the Category based on the Line Type. You can update Category.

**Note:** If you enter Line Type, then the application enters the UOM with the default value from the line type, and is disabled for update. UOM is enabled only when the Line Type field is cleared. The UOM value in DTS is not used by requisition import as the Procurement module defaults the UOM from the setup of line types in the PO Line Types window.

4. Enter the Quantity and the Unit Price values.

The application converts these values to the correct format that Procurement requires for amount-based requisition. Currency checking also provides currency conversion if needed.

5. Optionally, enter Ship To and Ship From information.

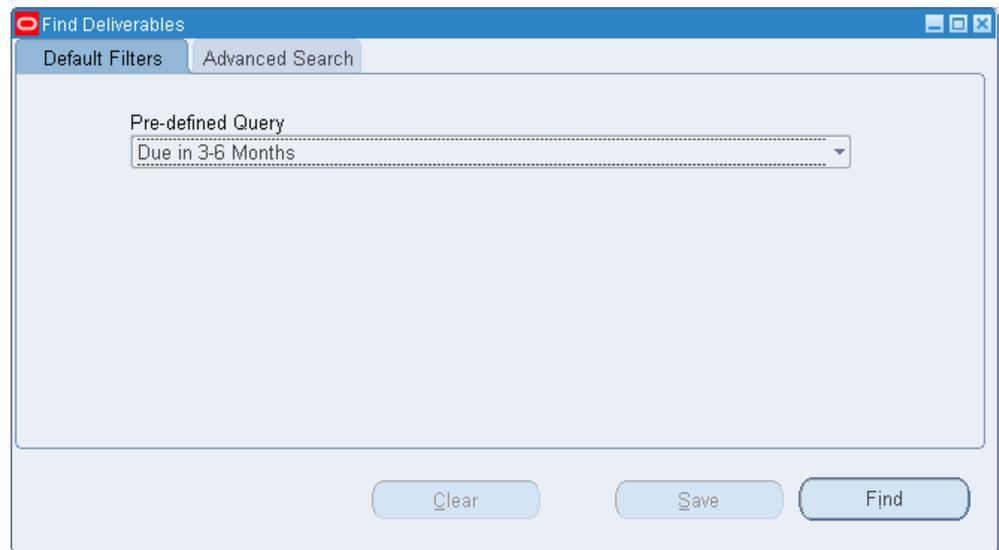
6. Enter PO Need By Date.

7. Select the Ready To Procure indicator.

### To search for specific deliverable lines:

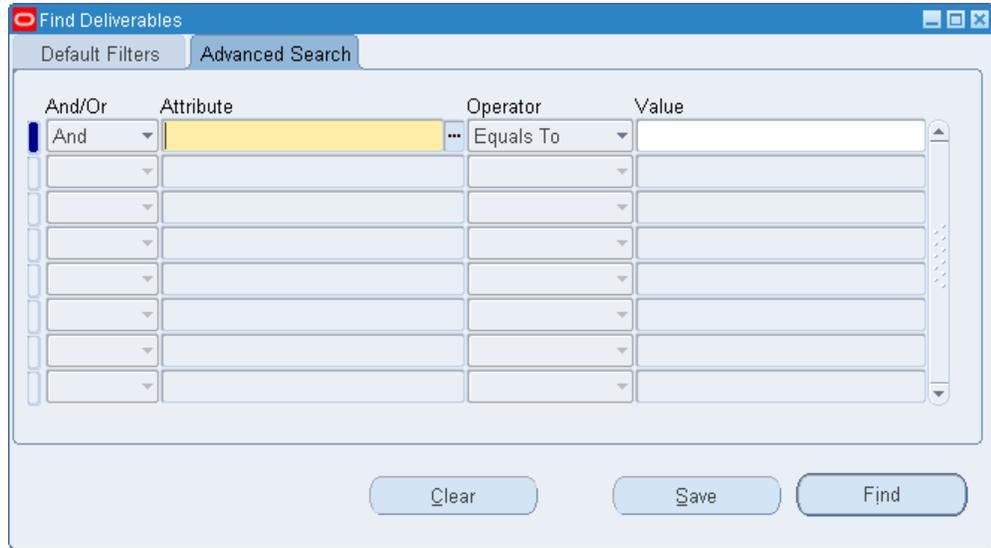
1. Navigate to the Deliverables Tracking system window and choose Find from the View menu or Toolbar.

The Find Deliverables window displays.



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

These values are delivered with Oracle Project Contracts.



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



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

## Viewing Deliverable Tracking Information

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

This is a view-only window. The data is generated from entries and transactions within Oracle Project Contracts and from other Oracle Application products.

### To view deliverable tracking information:

1. Select a contract and navigate to the Deliverables Tracking System window.
2. Select a deliverable line on the contract.
3. Choose View.
4. Select the tabbed window pertaining to the tracking information you want to view.
  - **Print Forms:** Displays the printed forms required by contractors or customers during the contracting process. The forms are designated in the Contract Authoring Workbench.
  - **Shipping:** Displays the status and details of shipping activity, initiated in the Deliverable Tracking System and integrated with Oracle Shipping Execution. See: Overview of Shipping, *Oracle Shipping Execution User's Guide*.
  - **Receiving:** Receiving activity displays if any inventory is received for a purchase order created for an inbound deliverable. See: Overview of Receiving, *Oracle Purchasing User's Guide*, Receiving Transactions, *Oracle Purchasing User's Guide*.
  - **Requisition:** Displays purchase requisition data generated for inbound deliverables. See: Initiating Purchasing Document for a Contract, page 5-16.
  - **Purchasing:** Displays purchase order data generated for inbound deliverables. See: Initiating Purchasing Document for a Contract, page 5-16.
  - **Subcontract:** Displays the subcontract data linked to customer deliverables. See: Linking Subcontracts to Deliverable Lines, page 5-14.
  - **Terms:** Displays the terms designated in the Contract Authoring Workbench.
  - **Project:** If the contract line number is linked to a project and task, that information displays.

- **Standard Notes:** This tabbed region has a View and Maintain mode. The View mode displays standard notes defined in the Contract Authoring Workbench. The Maintains mode is used to enter new text. See: Standard Notes Tabbed Window, page 3-32.

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

Deliverable Tracking Information (Award: DAK5015C2006)

Line Number: 001      Deliverable Number: 1

Print Forms   Receivables   Payables   **Shipping**   Receiving   Requisition   Purchasing   Subcontract   Terms

Delivery Name	Quantity	UOM	Ship From	Ship To	Status
1131148	10	Ea	Los Angeles Mfg site us	7878734 Genoa Street	Closed

OK

## Splitting Deliverables

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

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

To split a deliverable:

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

The system displays the Split window. The value in the Available Quantity field is the amount that you must divide into separate deliverables.

Quantity	Delivery Date	Description	St
6	26-OCT-2006	Changed as per telephonic discussion	St

Available Quantity: 4

Buttons: Cancel, Clear, Split

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

## Defining Dependencies

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

### To define dependencies for line deliverables:

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

Predecessor			
Line Number	Deliverable Number	Description	Completed
0025-1A	3		<input type="checkbox"/>
			<input type="checkbox"/>

Successor		
Line Number	Deliverable Number	Description
0025-1B	2	

4. Optionally, in the Predecessor region, select the Deliverable Number that needs to be completed before this deliverable is completed.  
The Line Number displays, you can add descriptive text in the Description field. When this deliverable is completed, the Completed check box is checked.
5. Continue adding any other applicable deliverables in the Predecessor region.
6. Optionally, in the Successor region, select the Deliverable Number that needs to be completed after this deliverable is completed.
7. The Line Number displays, you can add descriptive text in the Description field.
8. Choose Done to save your work.

## Tracking Drawing or Report Submissions

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

Use the data item line style when these contract lines are created. On the Contract Lines window, the Other region, the information entered in the Data Item section defaults to the fields on the Deliverable Tracking System window and are used to flag this functionality. See: Other Region in the Contract Lines Tabbed Window, page 3-22.

## To track contractor data submissions:

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

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

4. Choose Action and select Subsequent Submission.

Date Submitted	Days Extended	Reason
27-OCT-2006	10	Need more review time

Cancel Done

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

## Linking Subcontracts to Deliverable Lines

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

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

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

The right pane displays the delivery information for this line.

3. Choose Action and select Link to Contract.

The Link Subcontract Deliverable window displays.

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

The screenshot shows the Deliverable Tracking System (Subcontract: SUBC-003405/06) interface. The main window displays contract information, line information, and a table of deliverables. A dialog box titled "Link Subcontract Deliverable" is open, allowing the user to link a subcontract deliverable to the selected line.

**Contract Information**

Contract Value		Start Date	26-OCT-2006	Priority Rating	
Contract Status	Entered	Expire On		<input type="checkbox"/> Classified	

**Line Information**

Line Value		Line Status		Quantity		UOM	
Line Description							

**Deliverables Detail with Projects Information**

Line	Deliverable	Direction	Item	Unit Number	Item Description
001	1	Inbound	CM25653		Fan

**Link Subcontract Deliverable**

Contract Number	DAK5000C2003
Line Number	0001AB
Deliverable Number	2

Buttons: Cancel, Done

Buttons: View, Action ...

5. Choose Done to Save your work.

You can view all associated subcontract information for the main contract by navigating to the Deliverable Tracking Information window. Select the Subcontract tab to display the linked information. See: Viewing Deliverable Tracking

## Shipping Deliverables

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

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

**Note:** Shipping of an Inventory Item in Project Contracts will create a record in the Oracle Install Base with the contract information.

### To initiate shipping for deliverables on a contract:

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

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

3. Enter the deliverable information for the contract lines. See: Deliverables Tracking System Window, page 5-2.

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

- Direction: Outbound
- Ship To Organization, and Ship To Location
- Ship From Organization, and Ship From Location
- Shippable check box
- Expected Shipment Date

- Available For Shipment check box
  - Initiate Shipment Date
4. If the Inspection Required check box is flagged, then Shipping status is set to Inspection Required, the shipping activity can not be completed until shipping status is manually set to Inspected.
  5. Choose Action, and select Initiate Shipping.  
The Select Action Level window displays.



6. Select one of the radio button depending on whether you are shipping the entire contract, a contract line, or a deliverable line.
7. Choose OK to initiate the shipment transaction.

## See Also

Overview of Shipping, *Oracle Shipping Execution User's Guide* and Oracle Project Contracts Implementation Guide.

## Initiating Purchasing Documents for a Contract

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

- You can create both inventory and expense type purchasing lines. Expense destination purchases enable you to create drop shipment deliverables.
- Contract number, contract line, deliverable number, project, and task are passed to the purchasing documents.
- Records are specified as inbound deliverables on the Deliverable Tracking System.

- The Requisition Import Process is used to import the delivery information into Oracle Purchasing.
- AutoCreate in Oracle Purchasing is used to create purchase orders from the requisition.
- Oracle Purchasing information linked to a contract can be viewed in the Deliverable Tracking Information window.

The first step is to create a new contract. See: *Creating A New Contract Document*, page 3-3.

Next, default deliverables to display contract lines on the Deliverable Tracking System window. See: *Deliverables Tracking System Window*, page 5-2.

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

1. Navigate to the Deliverables Tracking System window.
2. Enter the deliverable information for the contract lines. See: *Deliverables Tracking System Window*, page 5-2.

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

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

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

- *Direction*: Inbound
- *Ship To Organization*, and *Ship To Location*: Both of these fields should reflect your location
- *Ship From Organization*, and *Ship From Location*: Both of these fields should not have values in a contract with intent to Sell. In a contract with intent to Buy, enter your supplier and supplier site in these fields.
- *PO Need By Date*: You must enter a date.
- *Ready To Procure*: This box must be checked

3. Choose Action, and select Initiate Requisition.
  - This initiates the Requisition Import process to import requisitions from other Oracle or non-Oracle systems. Requisition Import creates requisition lines and distributions.
  - Purchase orders are created in the Purchase Orders window. Purchasing also provides automatic creation capabilities for documents.

You can view the all associated procurement information for the contract by navigating to the Deliverable Tracking Information window. Select the Requisition or Purchasing tab to display the linked information. See: Viewing Deliverable Tracking Information, page 5-9.

## See Also

Overview of Requisitions, *Oracle Purchasing User's Guide*.

Requisition Import Process, *Oracle Purchasing User's Guide*.

Overview of Purchase Orders, *Oracle Purchasing User's Guide*.

AutoCreate Documents Overview, *Oracle Purchasing User's Guide*.

## Initiating Planning

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

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

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

## To initiate planning for deliverables:

1. Navigate to the Deliverables Tracking System window.
2. Enter the deliverable information for the contract lines. See: Deliverables Tracking System Window, page 5-2.

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

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

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

See: Relief Deliverable Demand Concurrent Program, page 5-2.

## Relief Deliverable Demand Concurrent Program

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

### To run the Relief Deliverable Demand program:

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

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

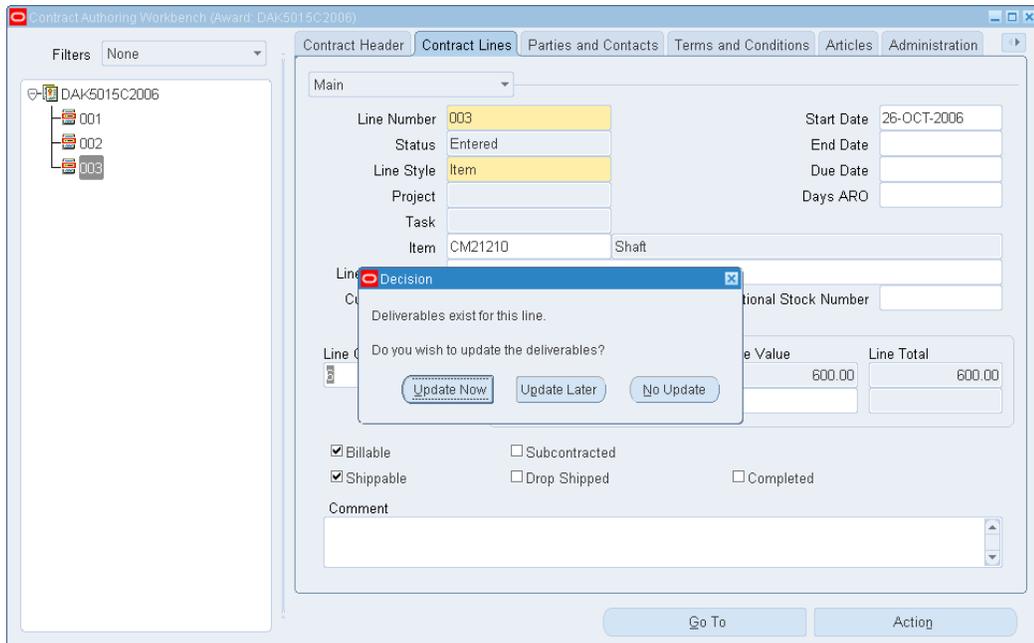
the organization.

4. Choose Submit.

## Defaulting Contract Changes to the Deliverables Tracking System

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

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



You can choose one of the following options:

- **Update Now:** Automatically defaults your changes to the Deliverables Tracking System.
- **Update Later:** Changes are not updated on the Deliverables Tracking System. When you exit and later reopen the Authoring Workbench, use the Default Deliverables action to forward saved changes to the Deliverable Tracking System.
- **No Update:** Changed field information is not forwarded to the Deliverables Tracking System window, and a discrepancy will exist between authoring and deliverables.

## Integration with Government Print Forms

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

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

### To set up and print DD250:

1. Select a contract and navigate to the Contract Authoring Workbench.  
The value in the Number field prints in the Order Number field on the DD250 form.
2. Select the Contract Lines tab and the lines to be shipped. Ensure that values are entered in the Item, Line Description, National Stock Number, Line Quantity, Unit Price fields.  
See: Main Region in the Contract Lines Tabbed Window, page 3-15.
3. Select the Parties and Contacts tab and ensure that records are created for the Prime Contractor, Payment Will Be Made By, and either the Shipped To, or Marked For roles.  
See: Parties and Contacts, page 3-24.
4. Select the Terms and Conditions tab and ensure that records are created for the following Term Names:
  - Acceptance Point
  - Discount Terms
  - Contract Quality Assurance
  - Inspection PointSee: Terms and Conditions, page 3-26.
5. Select the Print Forms tab and create a record for DD250.  
Select values in the following fields:
  - Form Type: Shipping

- Form Name: DD250
- Required box: enabled

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

Mark the other applicable boxes regarding information about this form including Customer Furnished and Completed. See: Print Forms Tabbed Window, page 3-33.

6. Save your work.
7. Navigate to the Deliverables Tracking System window and select the deliverables you want to ship.
8. Enter a value in the Quantity field and flag the other fields needed to initiate shipping.  
See: Deliverables Tracking System Window, page 5-2, and Shipping Deliverables, page 5-15.  
The print form values entered on the Contract Authoring Workbench default to the Deliverable Tracking Information window.
9. Choose Action and Initiate Shipping.
10. Navigate to the Query Manager window in Oracle Shipping Execution, and search for this delivery.  
You can select the Lines and LPNs tab—and in the Lines region, select Project Contracts in the Source System field and any other search criteria. See: Finding Delivery Lines and LPNs, *Oracle Shipping Execution User's Guide*.
11. Choose Find to display the delivery in the Shipping Transactions window.
12. Enter the values used to create a shipping confirmation transaction, and then choose AutoCreate from the Actions menu. See: Creating a Trip, *Oracle Shipping Execution User's Guide*.
13. Select Ship Confirm from the Actions menu to display the Confirm Delivery window. Two fields must be set on this window to create the DD250 form:
  - Create Bill of Lading box must be enabled. This generates a Bill of Lading number and prints it if it is part of a document set.
  - In the Document Set field, select With DD250
14. Choose OK to save your work.

A trip and related stops are created for the delivery. Records are generated and passed into Oracle Shipping Execution through a workflow.

15. Navigate to the Worklist window in Oracle Workflow

You can use any Web browser that supports JavaScript and Frames to view and respond to your notifications in the Notifications Web page.

16. In the Subject field, select your DD250 record.

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



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# Change Management

This chapter covers the following topics:

- Overview of Change Management
- Creating New Versions of a Contract Document
- Viewing Change Request Records
- Creating Change Requests
- Changing Contract Lines And Fields

## Overview of Change Management

This chapter describes creating change requests and new versions of contract documents in Project Contracts.

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

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

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

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

You can compare versions of a contract document to see the specific changes by

accessing a report through a browser window. The report displays columns showing the field changes in the versions selected.

## See Also

Comparing Contract Versions, page 3-39.

Viewing Contract Information, page 2-3.

## Creating New Versions of a Contract Document

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

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

1. Navigate to the Contract Organizer window.
2. Select the contract document you want to revise.
3. Choose Action to display the Actions window.
4. Select Create New Version, and choose OK.  
A confirmation message displays, however, the value in the Version field on the Contract Organizer window is not incremented until your updates are saved.
5. Navigate to the Project Contract area you want to change, and enter your changes.  
You can change values on the Contract Authoring Workbench, Deliverables Tracking System, and Funding Workbench.
6. Save your work.  
The value in the Version field for the contract is updated.

## Viewing Change Request Records

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

### To find and view contract change requests:

1. In the Contract Organizer, select a contract and choose Action.

- In the Actions window, select Change Management.

The system displays the Find Change Requests window.

Find Change Requests (Award: DAK5005C2006)

Number 001

Requested By

Status

Type

Impact Funding?

Reason

Description

Change Text

Date Ranges

Related Document

Received

Effective

Requested

Approved

Implemented

Clear New Find

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

The query fields include Change Request Number, Requested By, Description, Change Text, Date Ranges, and Related Documents.

- Choose Find.

The system displays the Change Requests Summary window. This window lists all change requests, effective dates, status, type, and reason for changes, approval information, and descriptive text.

Change Request	Effective	Change Status	Change Type	Change Reason
002	25-OCT-2006 03:24:02	Entered	Price Adjustment	Price Adjustment
001	25-OCT-2006 00:18:11	Completed	Tem & Condition Change	Customer

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

The system displays the Change Request window. You can view all relevant information about this change including applicable dates, text changes, related document, status history of all changes, and requestor. See: *Creating Change Requests*, page 6-4.

## Creating Change Requests

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

- Change management uses workflows to process approvals for the contract changes. You must first define the workflows used for this contract document in the Administration window of the Contract Authoring Workbench. See: *Administration Window*, page 3-30.
- The request to make revisions is completed in the Change Request window. Enter the change information, and then launch the workflow to receive the needed approvals.
- When approval is received, return to the Change Request to indicate that the changes can be performed, or implemented. You then enter the contract modifications in the appropriate Contract Authoring Workbench regions.

## To change a contract document:

1. In the Contract Organizer, select a contract and choose Action.
2. In the Actions window, select Change Management.  
The Find Change Requests window displays.
3. Choose New on the Find Change Requests window. Or enter applicable search criteria and choose New on the Change Requests Summary window.

The Change Request window displays.

Change Request (Award: DAK5005C2006)			
Number	003	Received	25-OCT-2006 23:35:56
Status	Entered	Effective	25-OCT-2006 23:35:56
Type	Clauses Amendment	Requested	25-OCT-2006 23:35:56
Reason	Customer	Approved	
Requested By	Kingston, Mr. Max	Implemented	
Description			
<input type="checkbox"/> Impact Funding			

Change Text    Related Documents    Status History

Change Text  
Clause 5.2 needs to be modified as discussed

Implement...    Change Status

4. Enter a change request value in the Number field.  
The value in the Status field displays as Entered for new change requests.
5. In the Type field, select the type of change—for example, price adjustment or term change.
6. Select a reason for this change in the Reason field.
7. Select the name of the contact who requested this change in the Requested By field.
8. The current date displays in the date fields, but you can change the values for Received, Effective, and Requested dates.
9. If this change will effect funding for this contract, mark the Impact Funding check

box.

10. Optionally, you can add a description of this change in the Description field.
11. There are three tabbed windows in the lower part of this window. Optionally, you can enter additional text or associate documents.
  - Change Text: Enter or paste any textual information regarding this change.
  - Related Documents: Select any documents you may want to associate with this change. You have the options to choose any version of a particular document.
  - Status History: The status is initially entered when you save this record. The window will list all the transaction changes as it moves through the change process.
12. Save your work.
13. Choose Change Status.

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

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

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

## See Also

Overview of Setting Up, *Oracle Workflow User's Guide*

To Schedule Background Engines, *Oracle Workflow User's Guide*

Reviewing Notifications via Electronic Mail, *Oracle Workflow User's Guide*

## Changing Contract Lines And Fields

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

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

### See Also

Deliverables Tracking System Window, page 5-2.

Defaulting Contract Changes to the Deliverables Tracking System , page 5-20.

Using the Contract Authoring Workbench, page 3-7.



This chapter covers the following topics:

- Overview of Deliverable-Based Billing
- Creating Billing Records for Deliverables
- Multi-Currency Billing

## Overview of Deliverable-Based Billing

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

Individual deliverables are available for billing when:

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

### Multiple Deliverable Billing Events

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

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

## See Also

*Oracle Project Contracts Implementation Guide*

Creating Data in the System Setup Window , page B-4.

Events, *Oracle Projects User's Guide*.

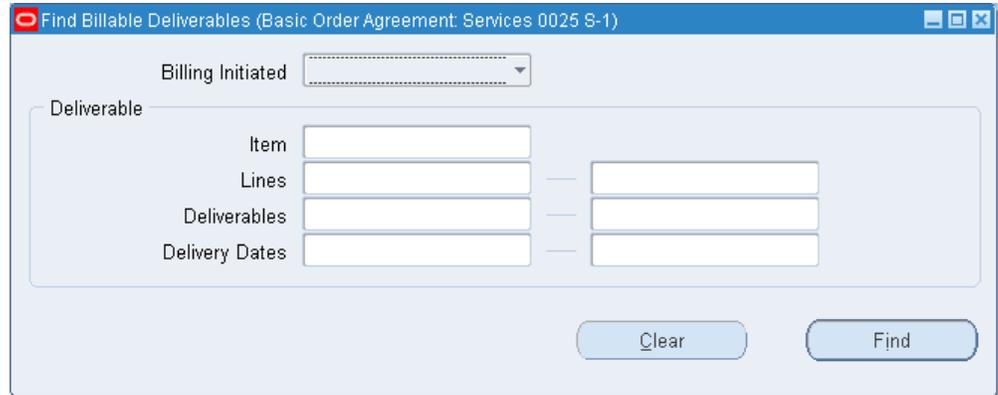
## Creating Billing Records for Deliverables

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

### To find available deliverables for billing:

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

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



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

The Deliverable-Based Billing window displays.

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



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

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

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

## To view, update, or initiate deliverable billing record events:

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

The Billing Events region displays.

The screenshot shows a software window titled "Deliverable-Based Billing (Basic Order Agreement: Services 0025 S-1)". It contains two main tables. The top table lists deliverables with columns: Line, Deliverable, Org, Item, Order Quantity, and Quantity Shipped. The first row shows Line 0025-1A, Deliverable 1, Org VS, Item B2000, Order Quantity 400, and Quantity Shipped. Below this table are two buttons: "View Events" and "Initiate Events".

The bottom section is titled "Billing Events" and contains a table with columns: Event Type, Event Number, Event Date, Processed?, Draft Invoice Num, and Billing Project. The first row shows Event Type "Manual", Event Number 1, Event Date 29-OCT-2002, Processed? checked, Draft Invoice Num 1, and Billing Project OKE Services. Below this table are two buttons: "New" and "Open".

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

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

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

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

The Event Number field and Event Processed check box are updated when billing is initiated and this information is passed to the Events Summary window in Oracle Projects. See: Events, *Oracle Projects User's Guide*.

The screenshot shows the 'Event Details' window with two tabs: 'Billing Information' and 'Reference Information'. The 'Billing Information' tab is active and contains the following fields:

- Event Date: 27-OCT-2006
- Event Type: Manual
- Event Number: 1
- Event Processed?:
- Billing Project: LN-001-2006
- Billing Task: (empty)
- Billing Organization: Los Angeles Manufacturing
- Item: CM25653
- Bill Quantity: 10 Ea
- Description: Fan

The 'Reference Information' tab is also visible and contains the following fields:

- Deliverable Currency: USD
- Deliverable Unit Price: 10
- Bill Currency: EUR
- Multi-Currency Billing Enabled:
- Rate Type: Corporate
- Rate Date: 26-OCT-2006
- Exchange Rate: .714285714285714285714
- Bill Unit Price: 7.14 EUR
- Bill Amount: 71.40 EUR
- Revenue Amount: 71.40 EUR

A 'Re-Initiate Billing' button is located at the bottom right of the window.

4. The value in the Billing Project field is defaulted from the Project field for the line in the Contract Authoring Workbench or Deliverable Tracking System. You can add or change the Billing Project. See: Projects Window, page B-17.
5. Optionally, you can select a value in the Billing Task field.
6. Billing Organization, Item, and Description fields are defaulted from the Contract Authoring Workbench and the Deliverables Tracking System: these values can be changed.
7. The Bill Quantity displays the deliverable quantity value, and can be changed. If changed, the value in the Unit Price field automatically adjusts to the new quantity.
8. Select the Multi-Currency Billing Enabled check box if you have the requirement to have multi currency in billing or need to enter or view amounts in different currencies. Also, in case the Project functional currency is different from the Contract currency, it is easier for the users to view the unit prices and billing amounts in both deliverable and billing currencies.
9. The Currency, Rate Type, Rate Date, and Exchange Rate fields are enabled if the currency, as defined in Oracle Projects for the owning organization, is different than the contract currency. You can enter values in the Rate Type and Rate Date fields, the Exchange Rate automatically displays based on the type and date information.
10. The value for the Bill Amount field is calculated based on values in the Bill Quantity and Unit Price fields.
11. Revenue Amount displays the same value as the Bill Amount, but can be changed.

12. In the Reference Information tabbed window, you can enter reference information and other details. The Billing Line value defaults from the line number you enabled at the top of the window. This value can be changed.

The screenshot shows a software window titled "Event Details" with two tabs: "Billing Information" and "Reference Information". The "Reference Information" tab is active. It contains the following fields:

- Billing Line: 001
- Change Request: (empty)
- Funding Reference 1: (empty)
- Funding Reference 2: (empty)
- Funding Reference 3: (empty)
- Bill of Lading: (empty)
- Serial Numbers: (empty text box with scrollbars)

At the bottom right of the window, there is a button labeled "Re-Initiate Billing".

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

**Note:** If after the billing records were generated, there is an inconsistency in the billing amounts between Oracle Project Contracts and Project Billing, the system displays the Re-initiate Billing button. To synchronize the billing amounts, click the Re-initiate Billing.

### To view or initiate saved deliverable billing record events:

1. Select a record and choose Initiate Events to display billing record events created for a deliverable that are saved but not initiated.

The system displays the Saved Events window. This window is only available if

event records exist that are not initiated.

2. Mark the check box located to the left of the Line field indicating records to generate billing transactions. Check all rows you want to bill.



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

### To create multiple billing events for a deliverable:

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

You can create multiple events for a deliverable in order to bill partial shipments, create new charges for freight or prepayments, and add additional charges related to the deliverable:

- Create partial payments for a deliverable by changing the value in the Bill Quantity field, and creating a new record in the Event Type field for the remaining quantity. In instances like this, the entire quantity cannot be shipped.
  - Set up new charges related to a deliverable by deleting the values in the Item Number and Description fields, and entering a new description such as freight or prepayment. Add the new quantity and charge in the Bill Quantity and Unit Price fields.
  - Change the quantity and unit price in order to bill additional amounts, by creating multiple events for a deliverable. Change the values in the Bill Quantity and Unit Price fields.
3. Enter all the relevant information needed to create an event.
  4. Save your work.

## See Also

Main Region in the Contract Lines Tabbed Window, page 3-15.

Deliverables Tracking System Window, page 5-2.

## Multi-Currency Billing

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

- Project currency
- Project functional currency
- Funding currency

Multi-currency billing is enabled in Oracle Projects. Select the Enable Multi Currency Billing indicator in the Billing tabbed region of the Currencies window, accessed through the Project Options window.

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# Hold Management

This chapter covers the following topics:

- Overview of Hold Management
- Accessing and Using Hold Management Page
- Applying Holds
- Applying Holds to Contracts
- Applying Holds to Contract Lines
- Applying Holds to Deliverables
- Searching for Holds
- Updating Holds
- Removing Holds

## Overview of Hold Management

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

- Define hold statuses and reasons
- Query for particular hold levels, hold types, hold reasons, and hold dates.
- Apply holds to an entire contract, a specific contract line, or a specific contract deliverable
- Update, change, and remove hold statuses

You can associate different workflow processes to each hold status. When you apply a

hold, remove a hold, or change the status, the corresponding workflow process is invoked to notify appropriate users or execute appropriate actions.

## See Also:

*Oracle Project Contracts Implementation Guide*

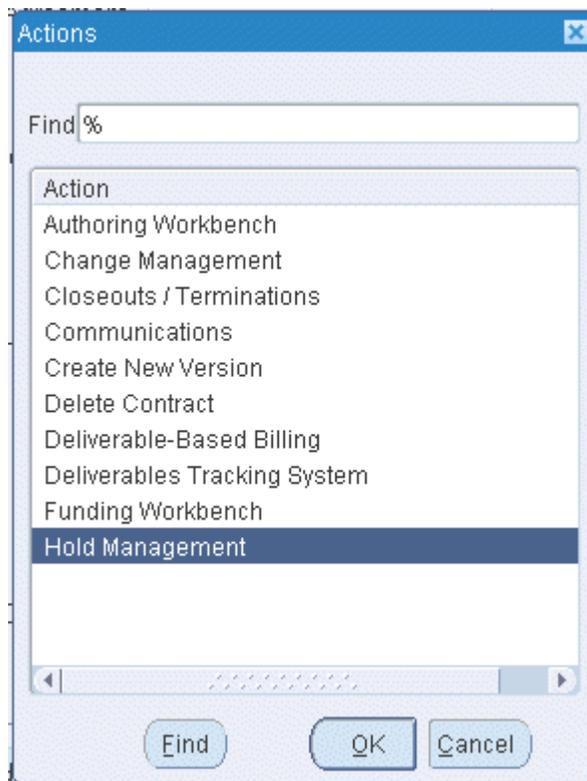
Creating Data in the System Setup Window, page B-4

## Accessing and Using Hold Management Page

Use the following steps to access and use the Hold Management page.

### Steps:

1. Navigate to the Contract Organizer window.
2. Select a contract from the left pane of the window. The Go To button becomes active.
3. Click the Go To button. The system displays the Actions window.
4. Select the Hold Management option and click OK.



The system displays the Hold Management page.

ORACLE Project Contracts  
Contract DAK2025C2006  
Diagnostics Preferences Help Close Window

Hold Management

Simple Search

Note that the search is case insensitive

Hold  Current  History

Apply Date From

Apply Date To   (example: 26-Oct-2006)

Hold Level

Hold Type

Hold Reason

Select Line Number	Deliverable Number	Status	Type	Reason	Apply Date	Description	Remove Date	Schedule Remove Date
No results found.								

5. Use the Hold Management page to:
  - Apply Holds, page 8-3
  - Search for Holds, page 8-7
  - Update Holds, page 8-8
  - Remove Holds, page 8-9

## Applying Holds

You can use the Hold Management page to apply holds to:

- Contracts, page 8-3
- Lines, page 8-4
- Deliverables, page 8-6

## Applying Holds to Contracts

Use the following steps to apply holds to contracts.

### Steps:

1. Navigate to the Hold Management page, page 8-2 for the contract that you want to place on hold.
2. Click the Create button. The system displays the Create Hold: Select Level page.

The screenshot shows the Oracle Project Contracts application window. The title bar reads 'ORACLE Project Contracts Contract DAK2025C2006'. The main content area is titled 'Hold Management >' and 'Create Hold: Select Level'. There are two radio buttons under the 'Level' heading: 'Contract' (which is selected), 'Line', and 'Deliverable'. There are 'Cancel' and 'Continue' buttons at the top right and bottom right of the dialog.

3. Select the Contract Level radio button and click Continue.

The system displays the Create Hold: Enter Contract Level Hold Detail page

The screenshot shows the Oracle Project Contracts application window. The title bar reads 'ORACLE Project Contracts Contract DAK2025C2006'. The main content area is titled 'Hold Management >' and 'Create Hold: Enter Contract Level Hold Detail'. A note indicates '\* Indicates required field'. There are three required fields: 'Hold Type' (Engineering Hold), 'Hold Reason' (Engineering Hold), and 'Hold Status' (Stop Work Order). There are also 'Apply Date' (26-Oct-2006) and 'Hold Until Date' (30-Oct-2006) fields. A 'Comment' text area is at the bottom. There are 'Cancel', 'Back', and 'Finish' buttons at the top right and bottom right of the dialog.

4. Enter the following information for the hold:
  - Hold Type (required field)
  - Hold Reason (required field)
  - Hold Status (required field)
  - Hold Until Date
  - Comment
5. Click Finish to apply the hold. The system displays the Hold Management page.

## Applying Holds to Contract Lines

Use the following steps to apply holds to contract lines.

### Steps:

1. Navigate to the Hold Management page, page 8-2 for the contract that you want to

apply hold to one of its lines. If necessary, you can apply holds to more than one line.

2. Click the Create button. The system displays the Create Hold: Select Level page.

ORACLE Project Contracts  
Contract DAK2025C2006

Hold Management >  
Create Hold: Select Level

Level  Contract  
 Line  
 Deliverable

Cancel Continue

Cancel Continue

3. Select the Line Level radio button and click Continue.

The system displays the Create Hold: Enter Line Level Hold Detail page. This page displays the lines that are available for hold.

ORACLE Project Contracts  
Contract DAK2025C2006

Hold Management >  
Create Hold: Enter Line Level Hold Detail

Required hold information applies to all selected lines.

\* Indicates required field

\* Hold Type Engineering Hold

\* Hold Reason Engineering Hold

\* Hold Status Stop Work Order

Comment

Apply Date 26-Oct-2006

Hold Until Date 30-Oct-2006  
(example: 26-Oct-2006)

Cancel Back Finish

Lines Available for Hold

Select All | Select None

Select Line Number	Line Description
<input checked="" type="checkbox"/> 001	Fan Assembly
<input type="checkbox"/> 002	Crank Pin
<input checked="" type="checkbox"/> 003	Shaft

Cancel Back Finish

4. Select the check box for the line that you want to place on hold.

5. Enter the following information for the hold:

- Hold Type (required field)
- Hold Reason (required field)
- Hold Status (required field)
- Hold Until Date
- Comment

- Click Finish to apply the hold. The system displays the Hold Management page.

## Applying Holds to Deliverables

Use the following steps to apply holds to deliverables.

### Steps:

- Navigate to the Hold Management page, page 8-2 for the contract that you want to apply hold to one of its deliverables.
- Click the Create button. The system displays the Create Hold: Select Level page.

- Select the Deliverable Level radio button and click Continue.

The system displays the Create Hold: Enter Deliverable Level Hold Detail page. This page displays the list of available deliverables that can be placed on hold.

Select Deliverable Number	Line Number	Deliverable Description
<input type="checkbox"/> 1	001	Fan Assembly
<input checked="" type="checkbox"/> 2	002	Crank Pin
<input checked="" type="checkbox"/> 3	003	Shaft

- Select the check box for the deliverable that you want to place on hold.
- Enter the following information for the hold:

- Hold Type (required field)
  - Hold Reason (required field)
  - Hold Status (required field)
  - Comment
  - Hold Until Date
6. Click Finish to apply the hold. The system displays the Hold Management page

## Searching for Holds

Use the following steps to search and view the existing holds on a contracts.

### Steps:

1. Navigate to the Hold Management page, page 8-2 for the contract that you want to view its current or previous holds.

**ORACLE** Project Contracts  
Contract DAK2025C2006

Diagnostics Preferences Help Close Window

**Hold Management**

**Simple Search**

Note that the search is case insensitive

Hold  Current  History

Apply Date From

Apply Date To

Hold Level

Hold Type

Hold Reason

Select Holds:   |

[Select All](#) | [Select None](#)

Select	Line Number	Deliverable Number	Status	Type	Reason	Apply Date	Description	Schedule Remove Date
<input checked="" type="checkbox"/>	002	2	Stop Work Order	Engineering Hold	Engineering Hold	26-Oct-2006	Crank Pin	30-Oct-2006
<input type="checkbox"/>	003	3	Stop Work Order	Engineering Hold	Engineering Hold	26-Oct-2006	Shaft	30-Oct-2006

2. Select one of the following radio buttons:
  - Current: This option displays hold information on the current date.
  - History: This option displays all history hold information records.
3. Optionally use the following fields for your search:
  - Hold Level
  - Hold Type

- Hold Reason
  - Apply Date From and To
4. Click Go to view the search results.

## Updating Holds

Use the following steps to make change to existing holds.

### Steps:

1. Navigate to the Hold Management page, page 8-2 and search, page 8-7 for the hold you want to update.

The system displays the holds that match your search criteria.

The screenshot shows the Oracle Project Contracts interface. The top navigation bar includes 'ORACLE Project Contracts' and 'Contract DAK2025C2006'. The main area is titled 'Hold Management' and contains a 'Simple Search' section. Below the search section is a table of holds.

Select Line Number	Deliverable Number	Status	Type	Reason	Apply Date	Description	Schedule Remove Date
<input checked="" type="checkbox"/> 002	2	Stop Work Order	Engineering Hold	Engineering Hold	26-Oct-2006	Crank Pin	30-Oct-2006
<input type="checkbox"/> 003	3	Stop Work Order	Engineering Hold	Engineering Hold	26-Oct-2006	Shaft	30-Oct-2006

2. Select the check box for the hold you want to update and click the Update button.  
The system displays the Update Hold Status page.

The screenshot shows the 'Update Hold Status' page in the Oracle Project Contracts interface. It displays the selected hold information and a field for the hold status.

Selected Hold: **Deliverable 2**

\* Hold Status:

3. Enter the Hold Status.
4. Click Apply to update the hold.

# Removing Holds

Use the following steps to remove existing holds.

## Steps:

1. Navigate to the Hold Management page, page 8-2 and search, page 8-7 for the hold you want to remove.

The system displays the holds that match your search criteria.

The screenshot shows the Oracle Project Contracts interface for Hold Management. It includes a search section with options for Current/History holds, Hold Level, Hold Type, and Hold Reason. Below the search is a table of holds with columns for Select, Line Number, Deliverable Number, Status, Type, Reason, Apply Date, Description, and Schedule Remove Date.

Select	Line Number	Deliverable Number	Status	Type	Reason	Apply Date	Description	Schedule Remove Date
<input checked="" type="checkbox"/>	002	2	Stop Work Order	Engineering Hold	Engineering Hold	26-Oct-2006	Crank Pin	30-Oct-2006
<input type="checkbox"/>	003	3	Stop Work Order	Engineering Hold	Engineering Hold	26-Oct-2006	Shaft	30-Oct-2006

2. Select the check box for the hold you want to remove and click the Remove button.

The system displays the Remove Holds page.

The screenshot shows the Oracle Project Contracts interface for the Remove Holds page. It includes form fields for Selected Hold, Remove Reason, Remove Date, New Hold Status, and a Comment text area. There are Cancel and Apply buttons at the top and bottom right.

3. Enter the remove reason, remove date, new hold status, and your comments.
4. Click Apply to remove the hold.



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## Windows and Navigator Paths

This appendix covers the following topics:

- Windows and Navigator Paths

### Windows and Navigator Paths

Although your system administrator may have customized your navigator, typical navigational paths include the following:

#### *Windows and Navigation Paths*

<b>Window Name</b>	<b>Navigation Path</b>
Attribute Group Assignments	Setup > Framework > Attribute Group Assignments
Change Request	Contract Organizer > Go To > Change Management > Find Change Requests > Find > Change Requests Summary > New or Open
Change Requests Summary	Contract Organizer > Go To > Change Management > Find Change Requests > Find
Communications Summary	Contract Organizer > Go To > Communications
Contract Authoring Wizard	Contract Organizer > New Document
Contract Authoring Workbench	Contract Organizer > Go To > Authoring Workbench

<b>Window Name</b>	<b>Navigation Path</b>
Contract Communications	Contract Organizer > Go To > Communications > Communications Summary > Open or New
Contract Funding Wizard	Contract Organizer > Go To > Funding Workbench
Contract Organizer	Contract Organizer
Contract Version Comparison	Contract Organizer > History tab > View > Compare Versions
Define Billings Method	Contract Organizer > Go To > Authoring Workbench > Action > Billing Methods
Define Funding Pools	Funding Pools
Deliverable-Based Billing	Contract Organizer > Go To > Deliverable-Based Billing > Find Billable Deliverables > Find
Deliverables Tracking System	Contract Organizer > Go To > Deliverables Tracking System
Deliverables Tracking System Information	Contract Organizer > Go To > Deliverables Tracking System > View
Find Billable Deliverables	Contract Organizer > Go To > Deliverable-Based Billing
Find Change Requests	Contract Organizer > Go To > Change Management
Find Contracts	Contract Organizer > Find
Find Contract Lines	Contract Organizer > Go To > Authoring Workbench > Find
Find Holds	Contract Organizer > Go To > Hold Management > Search
Flowdown Matrix	Setup > Flowdown > Flowdown Matrix

<b>Window Name</b>	<b>Navigation Path</b>
Fund Allocations	Contract Organizer > Go To > Funding Workbench > Allocations
Funding History	Contract Organizer > Go To > Funding Workbench > Funding History
Funding Workbench	Contract Organizer > Go To > Funding Workbench
Holds Check	Contract Organizer > Go To > Hold Management
Holds History	Contract Holds Check > Find Holds > Find
Hold Management	Contract Organizer > Go To > Hold Management >
Numbering Options	Setup > System Setup > Numbering Options
Perform Total Functions	Contract Organizer > Go To > Authoring Workbench > Contract Header or Contract Lines > Tools Menu > Calculate Totals
Programs	Programs
Projects	Contract Organizer > Go To > Authoring Workbench > Contract Lines > Project field
Related Contract Documents	Contract Organizer > Go To > Authoring Workbench > Action > Related Documents
Related Document	Contract Organizer > Related Documents
Remove Holds	Contract Organizer > Go To > Hold Management > Remove
Save As Template	Contract Organizer > Go To > Authoring Workbench > Action > Save As Template
Security Role Assignments	Security > Assignments

Window Name	Navigation Path
Split Line	Contract Organizer > Go To > Authoring Workbench > Contract Lines > Action > Split Line
Standard Notes Text	Contract Organizer > Go To > Deliverables Tracking System > View > Standard Notes tab > Text
System Setup	Setup > System Setup
Term Type Assignments	Setup > System Setup > Terms and Conditions > Term Type Assignments
View Contract Assignments	Security > View Assignments > View

---

## Setup Windows

This appendix covers the following topics:

- Overview of Setup Definition Windows
- Programs Window
- Security Roles and Assignments Windows
- Creating Data in the System Setup Window
- Defining Numbering Options
- Business Areas and Contract Flowdown Attributes
- Projects Window

### Overview of Setup Definition Windows

Oracle Project Contracts implementation includes defining data shared with other Oracle Applications. Attributes used by Oracle Project Contracts are defined in Project Contract windows, the Application Object Library lookups, and Oracle Projects windows.

#### See Also

*Oracle Project Contracts Implementation Guide*

### Application Object Library Lookups for Project Contracts

The Oracle Object Library Lookups windows are used to define and maintain shared lookup types. Lookups are a predefined list of values. A lookup category is called a lookup type, and the allowable values for the lookup type are called lookup codes. You add your own codes to those initially provided for some of the lookup types.

Each value in a lookup type has an internal and a display name. The lookup code is the internal name of a value defined in a lookup type. You can define up to 250 lookups for each Lookup type. The description for the lookup type entered in the Lookup window

displays in the lookup window title.

For detailed information on defining and updating lookups, see the online help for Lookups in Oracle Applications Developer, viewed from: Application Utilities Lookups and Application Object Library Lookups, *Oracle Applications User's Guide*.

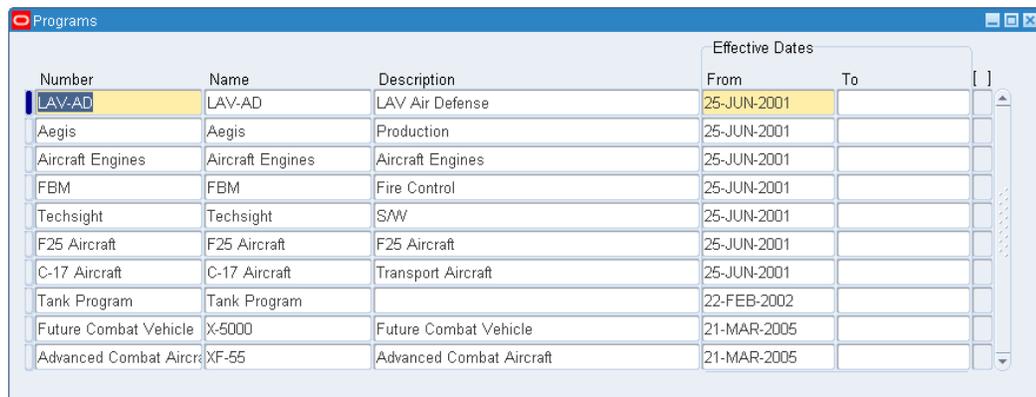
## Programs Window

Programs and program lines enable you to group contracts with similarities. You may want to group contract documents by assigning programs in order to monitor purchasing, funding, resources, or maintenance activities. Use the Programs window to define programs.

When you are creating a new record:

- Enter a unique value in the Number field.
- Enter the program name and description.
- Optionally, define the effective date range (From Date and To Date). If you leave the To Date field blank, you can use the record indefinitely.

You associate a program to a contract document on the Contract Header window of the contract Authoring Workbench, and on the Funding Pool window.



The screenshot shows a window titled "Programs" with a table of program records. The table has columns for Number, Name, Description, and Effective Dates (From and To). The first row is highlighted in yellow.

Number	Name	Description	Effective Dates	
			From	To
LAV-AD	LAV-AD	LAV Air Defense	25-JUN-2001	
Aegis	Aegis	Production	25-JUN-2001	
Aircraft Engines	Aircraft Engines	Aircraft Engines	25-JUN-2001	
FBM	FBM	Fire Control	25-JUN-2001	
Techsight	Techsight	S&W	25-JUN-2001	
F25 Aircraft	F25 Aircraft	F25 Aircraft	25-JUN-2001	
C-17 Aircraft	C-17 Aircraft	Transport Aircraft	25-JUN-2001	
Tank Program	Tank Program		22-FEB-2002	
Future Combat Vehicle	X-5000	Future Combat Vehicle	21-MAR-2005	
Advanced Combat Aircr	XF-55	Advanced Combat Aircraft	21-MAR-2005	

### See Also

Main Region in the Contract Header Tabbed Window, page 3-9.

Creating and Viewing Funding Pools, page 4-15.

## Security Roles and Assignments Windows

A security role for an employee lists the functions and security levels for that individual. You can assign roles to employees working on contract documents, and define access security by the role assignment. Security role assignments can be assigned

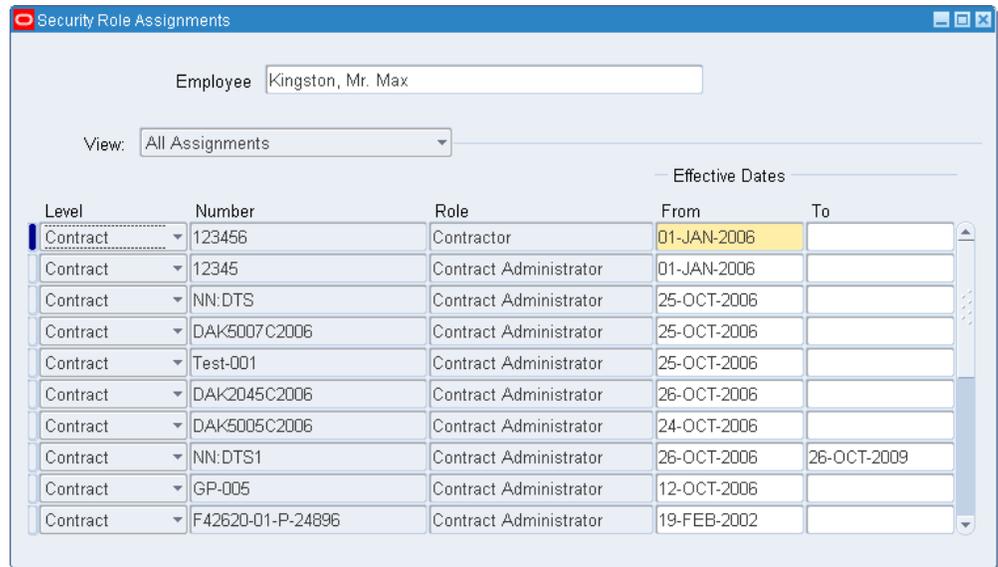
per a contract document, through a program, or at the site level.

**To assign an employee to a security level role:**

1. Navigate to the Security Role Assignments window.
2. In the Employee field, select the employee from the list of values.
3. In the View box, select one of the views, either by All Assignments or Active Assignments Only.
4. Select a security level in the Level field.

Your choices are:

- *Site*: Indicates access to all contract documents for employees with similar access within an organization.
  - *Program*: Program level assignments provide similar benefits for organizations that group contract documents into programs. See: Programs Window, page B-2.
  - *Contract*: Security access is defined for a specific contract document.
5. Select a value in the Number field if the security level is program or contract.



6. Select a contract role in the Role field.
7. Optionally, set a date range in the Effective Dates To and From fields.
8. Save your work.

You can view all assignments for a contract document in the View Contract Assignments window. This includes security level, employee, role, and effective date ranges.

**To view all assignments for a contract:**

1. Navigate to the View Contract Assignments window.
2. Select a contract document type in the Type field.
3. Select a contract document number in the Number field.



4. In the As Of field, select the date you want to display all current information about this contract document.
5. Choose View to display all the assignments for this contract document.

Employees assigned to this specific contract display in the Assignments region by security level, employee name, contract role, and effective date ranges.

## Creating Data in the System Setup Window

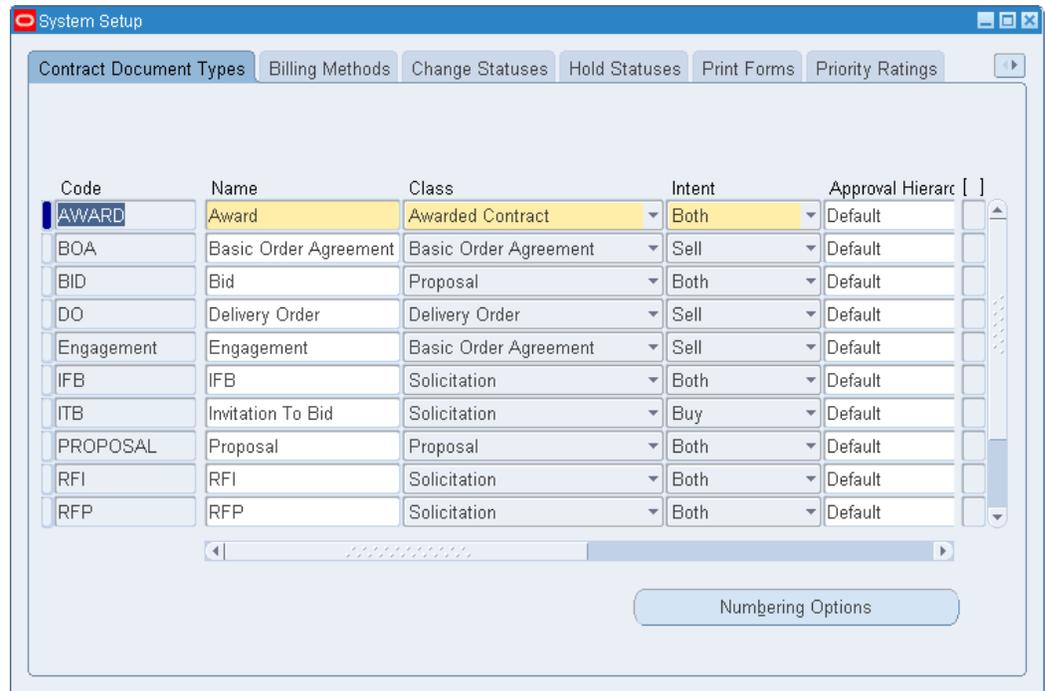
Oracle Project Contracts provides a setup capability that enables you to create setup data. This information is defined in the System Setup, Program Lines, Terms and Conditions windows.

To define your Project Contract system attributes, navigate to the System Setup window. Choose one of the seven tabbed windows where you can enter system validation information for different contract regions.

**To create contract values in the System Setup window:**

1. Navigate to the System Setup window.
2. Select the tabbed window you want to update.  
There are seven windows, a description for each window follows. This includes Contract Document Types, Billing Methods, Change Statuses, Hold Statuses, Print Forms, Priority Ratings, and Communication Actions.
3. Enter the appropriate values for the contract attribute.
4. Save your work.

The Contract Document Types window is used to define different contract terminology used by both commercial and government contractors. For example, a solicitation may be termed a request for proposal, or request for quotation. A proposal may be termed a bid, proposal, quote, or offer. And a contract may be termed award, grant, contract, subcontract, or agreement.

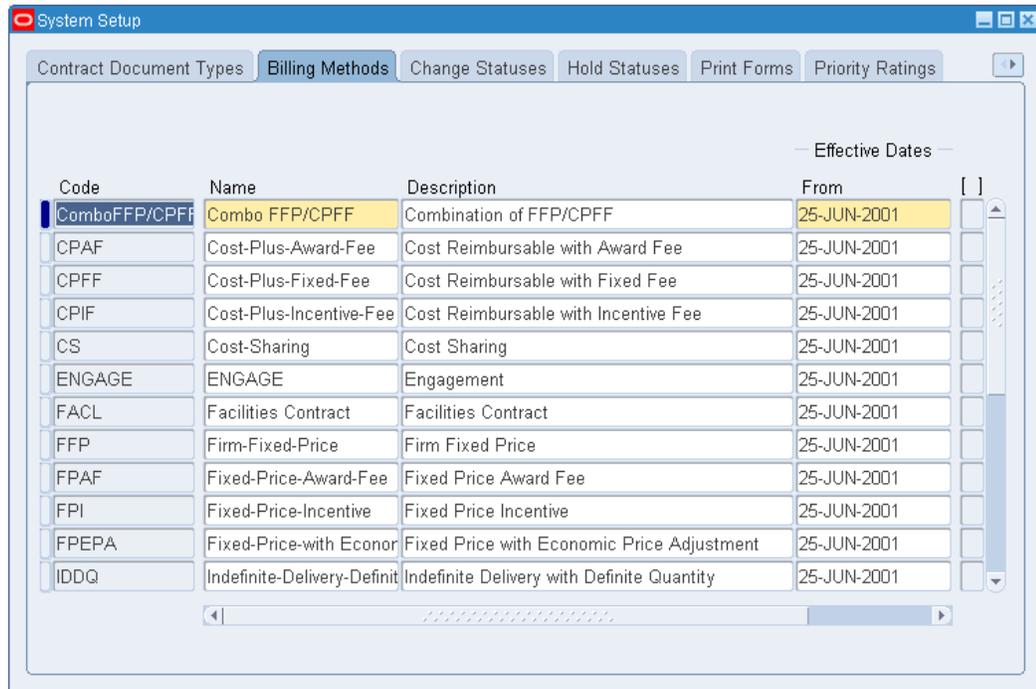


**To define contract document types:**

- Select or enter information for each contract document type you want to create in the following fields: Code, Name, Class (such as awarded contract or proposal), Intent (buy, sell, both), Description, and Effective Dates To And From.

Contract billing methods are also known as pricing agreements, price types, and

contract types and may be linked to a contract or individual lines.

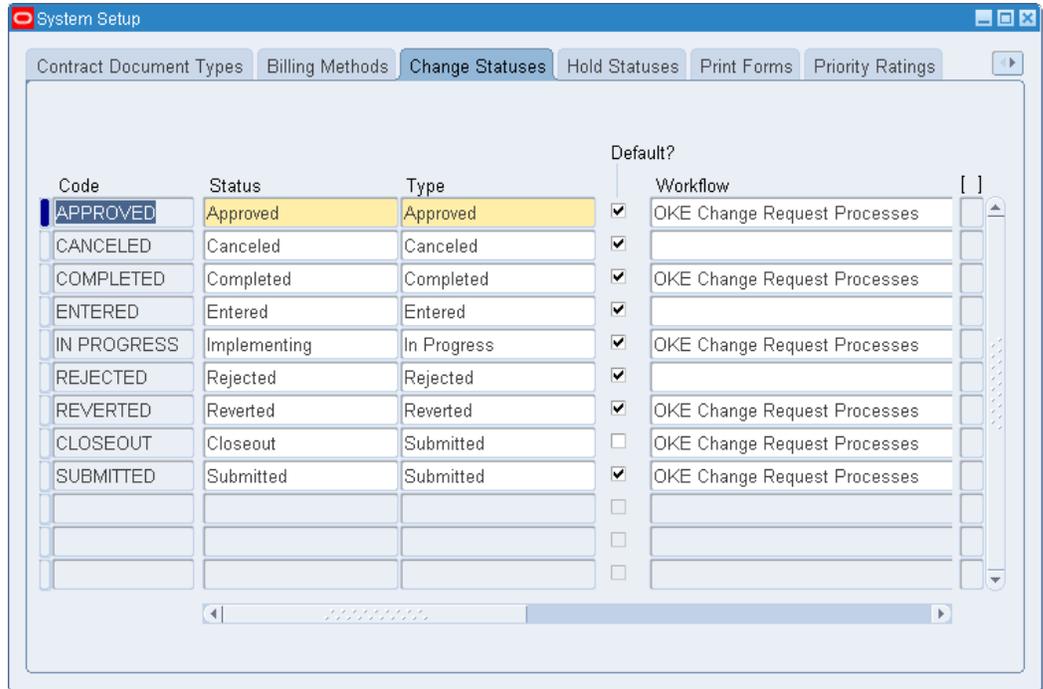


**To define billing methods:**

- Select or enter information for each billing method you want to create in the following fields: Code, Name, Description, Effective Dates To And From.

You can check the Default check box if you want the billing method assigned at the contract header to default to each line. This defaulted value can be changed at the line level.

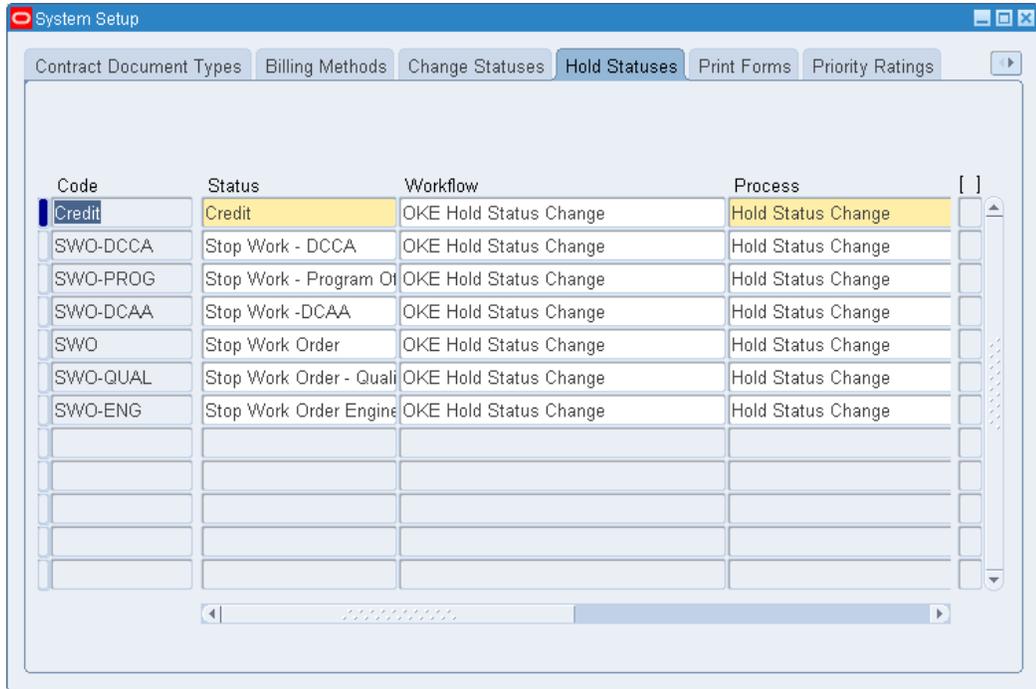
You can define change statuses for monitoring, tracking, and executing contract change requests. Each change status is associated with a change status type. You can also associate a workflow process to a change status.



**To define change statuses:**

- Select or enter information for each change status you want to create in the following fields: Code, Status (such as entered or approved), Type, Default Check box (if you want this status to default to all contract lines), Workflow Process name, Description, and Effective Dates To and From.

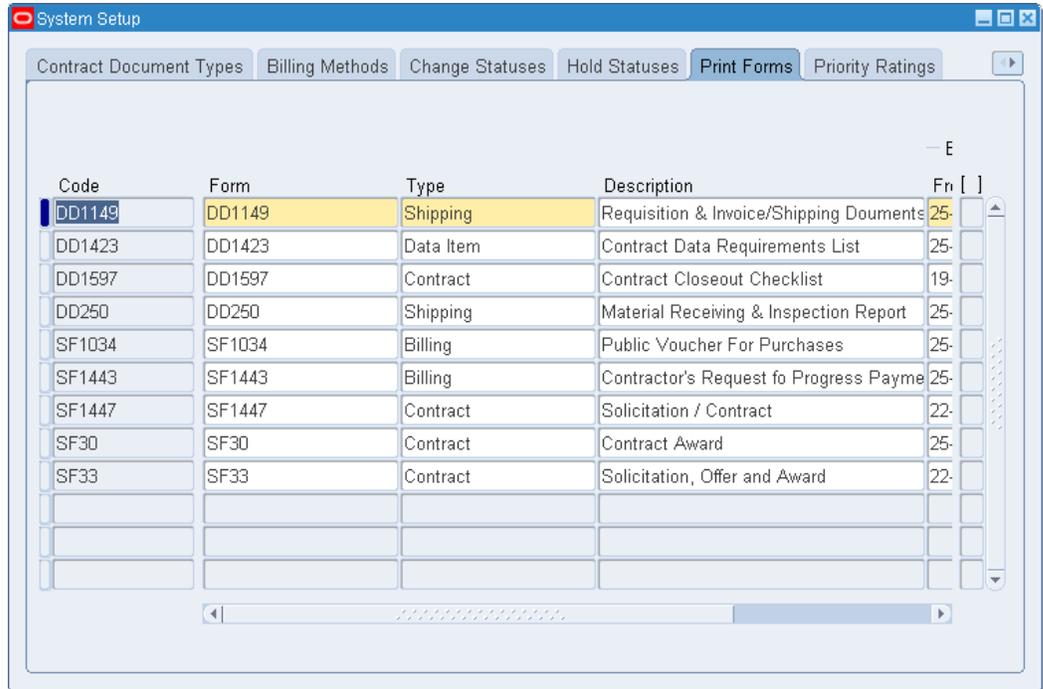
Hold statues are used to monitor and track contract documents, lines, and deliverable lines on hold. You can also associate a workflow process to a hold status to guide the resolution and escalation of the applied hold.



**To define hold statuses:**

- Select or enter information for each hold status you want to create in the following fields: Code, Status (such as credit), Workflow Process name, Description, and Effective Dates To and From.

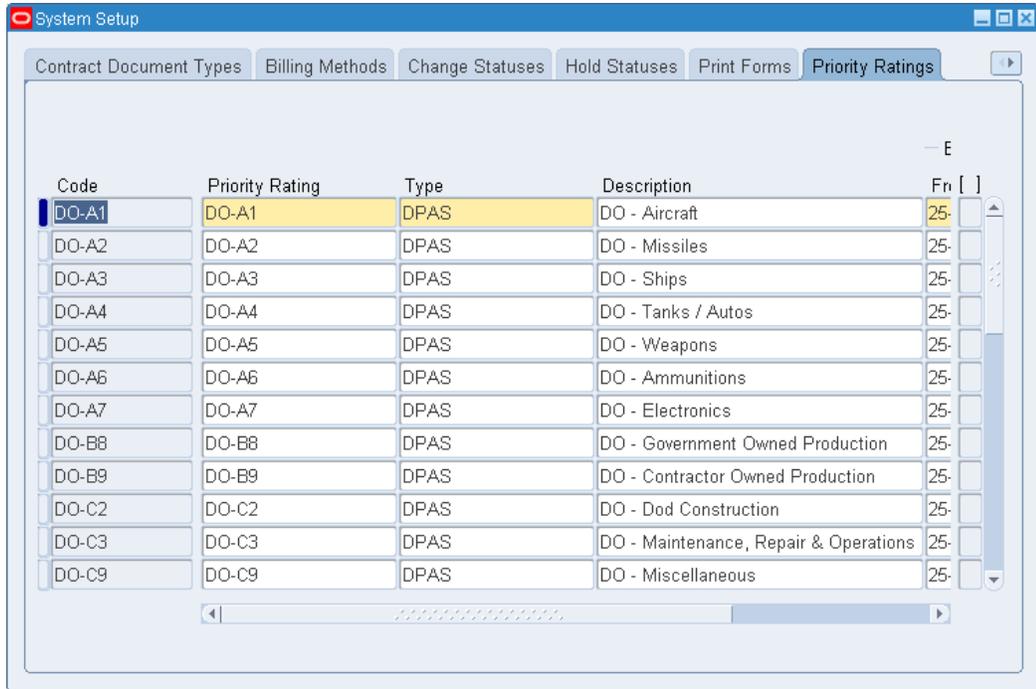
Print form types are used to indicate which forms are necessary for a particular contract line or deliverable line. Print forms can be listed as mandatory or optional.



**To define print forms:**

- Select or enter information for each print form type you want to create in the following fields: Code, Form number, Type (such as shipping or billing), Description, and Effective Dates To and From.

Priority Ratings are ratings assigned to customer contracts for prioritization of contracts within your organization. Each priority code is associated to a priority type.



**To define priority ratings:**

- Select or enter information for each priority rating type you want to create in the following fields: Code, Priority Rating, Type, Description, and Effective Dates To and From.

The Communication Action window enables you to define communication actions and associate those actions to a workflow process.

System Setup

Hold Statuses | Print Forms | Priority Ratings | **Communication Actions** | Deliverable Tracking Notifications

Code	Name	Owner	Workflow	Pr [ ]
CustLtr	Customer Letter	Kingston, Mr. Max	OKE Communication Action	Co
Email	E-Mail	Kingston, Mr. Max	OKE Communication Action	Co
EngCom	Engineering Communica	Kingston, Mr. Max	OKE Communication Action	Co
FAX	Fax	Kingston, Mr. Max	OKE Communication Action	Co
FieldOps	Field Operations Commu	Kingston, Mr. Max	OKE Communication Action	Co
ProgOff	Program Office Commur	Kingston, Mr. Max	OKE Communication Action	Co
Quality	Quality Communications	Kingston, Mr. Max	OKE Communication Action	Co
SubconLtr	Sub Contractor Letter	Kingston, Mr. Max	OKE Communication Action	Co
Telecon	Telephone Conversation	Kingston, Mr. Max	OKE Communication Action	Co
WebCon	WebConference	Kingston, Mr. Max	OKE Communication Action	Co

**To define communication actions:**

- Select or enter information for each action type you want to create in the following fields: Code, Name, Owner, Workflow name, Process name, Description, and Effective Dates To And From.

Source Code	Usage Code	Workflow	Process Name
DTS	INBOUND		
DTS	OUTBOUND		

Notification Settings				
Target Date	Before/After	Duration Days	Recipient	Role
Delivery Date	Before		Requestor	

**To define deliverable tracking notifications:**

- Select or enter information for each deliverable tracking notification in the following fields: Source Code, Usage Code, Workflow, Process Name.
- In the Notification Settings region, select or enter information for the following fields: Target Date, Before or After, Duration Days, Recipient, Role.

## Defining Numbering Options

The Define Numbering Options window is used to set up the type of numbering sequencing you want in your documents. You can define different numbering options for buy and sell contract types. For example, an award type contract would be a manual numbering schema because the customer gives you their document number, where as subcontracts might be automatically numbered. In either instance, the numbering scheme is based on alpha, numeric, or alphanumeric characters.

Numbering Options (Award)

Intent: Sell

Document Numbering

Entry: Manual

Type: Alphanumeric

Next Number: 1

Increment: 1

Width: 5

Change Request Numbering

Entry: Manual

Type: Alphanumeric

Start with:

Increment:

Width:

Deliverable Numbering

Start With:

Increment: 1

Width:

## Business Areas and Contract Flowdown Attributes

Oracle Project Contracts enables you to configure flowdown of contract information to different business areas such as Purchasing, Receiving, Work in Process, Billing, and Shipping. You define attribute groups, article subjects, terms and conditions types, standard notes types, and print forms information. These values are passed down to the contract header, contract lines, articles, terms and conditions, standard notes, and print forms on the contract document. Contract flowdown attributes are viewed using the Flowdown Viewer in the appropriate business area.

You set up responsibilities to allow access to a specific set of business data and individual users are then assigned these responsibilities. This information is set up in Oracle Application lookup windows and Oracle Project Contracts windows. The Project Contracts windows are described in this section.

The Contract flowdown viewer is a self-service inquiry page and uses the contract and project reference in the business area to determine the flowdown information:

- In Purchasing, contract information is accessed from the Tools menu in the Purchasing Summary or Requisition Summary windows. The data displayed is determined by the purchase order line or project number.
- In Oracle Work in Process, contract information is accessed from the Discrete Workstation. The project on the WIP job determines the appropriate information. If a project is linked to multiple contracts in Oracle Project Contracts, the list of contracts can be displayed.

- In Oracle Shipping Execution, contract information is accessed from the Tools menu in the Shipping Transactions window. The contract number, deliverable, project, task on the Delivery line determines the flowdown information.

### See Also

Oracle Project Contracts Implementation Guide

Discrete Workstation Transactions, *Oracle Work in Process User's Guide*.

Using the Requisition Lines Summary Window, *Oracle Work in Process User's Guide*.

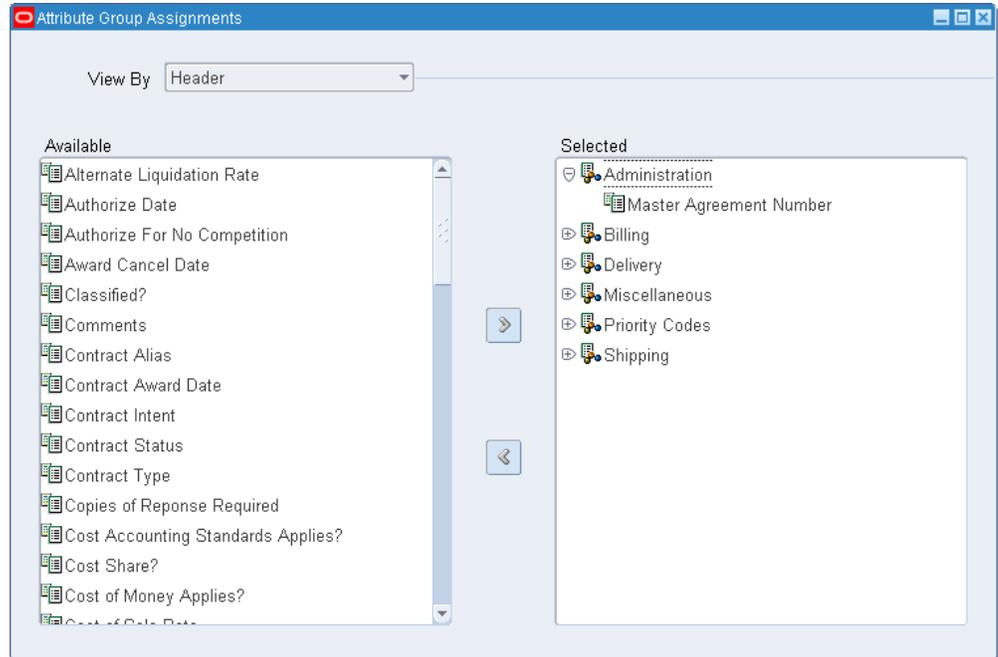
For detailed information on defining and updating lookups, see the online help for Lookups in Oracle Applications Developer, Viewed from Application Utilities Lookups and Application Object Library Lookups, *Oracle Applications User's Guide*.

## Attribute Group Assignments Window

You can group contract attributes together for similar purposes, such as billing or administrative related activities. The Attribute Group Assignments window is used to assign individual contract attributes.

### To assign and view values in the Attribute Group Assignments window:

1. Navigate to the Attribute Group Assignments window.
2. In the View By box, select the view you want to define or display.  
Your choices are attribute group assignments for the Header, Line, or Deliverable.  
The Available pane of the window displays the attributes set up in your system.  
The Selected pane displays the attribute groups defined for your business areas.
3. To create an attribute group assignment, select the group in the Selected pane. Then select the attribute in the Available pane.
4. Choose the right arrow key to move the attribute in the Available pane to the Selected pane.



5. To deselect an attribute from a group assignment, select the individual attribute in the Selected pane.
6. Choose the left arrow key to move the attribute in the Available pane.
7. Save your work.

## Contract Flowdown Matrix Window

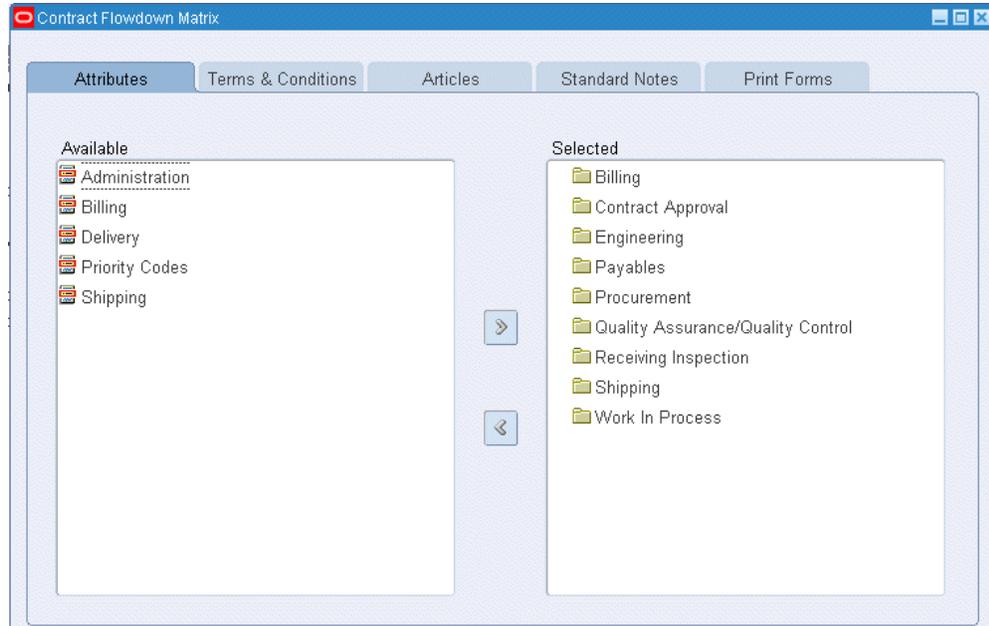
Contract information is passed to different business areas using attribute groups, article subjects, terms and conditions types, standard notes types, and print forms information. Use the Contract Flowdown Matrix window to configure the values.

### To define contract flowdown values:

1. Navigate to the Contract Flowdown Matrix window.

This window has tabbed regions for each section of the contract including Attributes, Terms and Conditions, Articles, Standard Notes, and print Forms.

The Selected pane of the window displays the business areas defined for your organization. The Available pane displays the values set up in your system for the various sections of the contract.



2. Select the tabbed region for the area you want to define for contract matrix flowdown.
3. To define a flowdown value, select the business area in the Selected pane. Then select the attribute in the Available pane.
4. Choose the right arrow key to move the attribute in the Available pane to the Selected pane.
5. To deselect an attribute from a section of the contract, select the individual attribute in a business area in the Selected pane.
6. Choose the left arrow key to move the attribute in the Available pane.
7. Save your work.

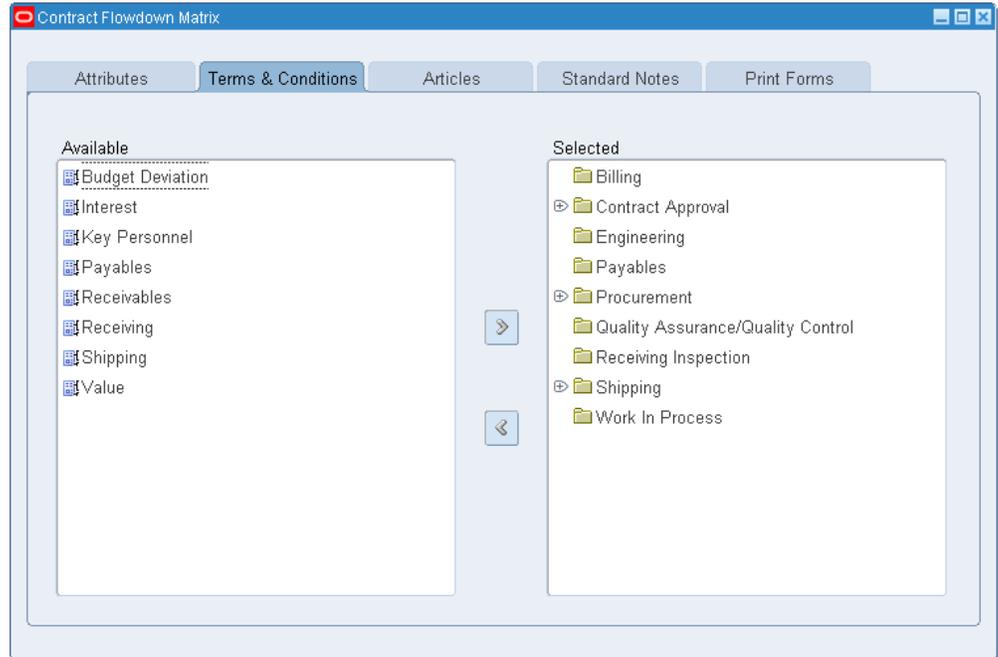
## Terms and Conditions Window

You can set up repositories of standard terms and conditions (such as shipping method, payment terms, and freight terms) that can be assigned to any contract document. Use the Terms and Conditions window to assign terms and conditions to different business areas for contract flowdown. Terms and conditions types are defined as lookups in Oracle Project Contracts.

### To assign term types to business areas:

1. Navigate to the Term Types Assignments window.

The Selected pane of the window displays the business areas defined for your organization. The Available pane displays the terms types set up in your system.



2. To assign a term type to a business area, select the business area in the Selected pane. Then select the term type in the Available pane.
3. Choose the right arrow key to move the term type in the Available pane to the Selected pane.
4. To deselect a term type from a business area, select the term type in the Selected pane.
5. Choose the left arrow key to move the term type to the Available pane.
6. Save your work.

## Projects Window

Master projects can be assigned at the contract header level and subprojects or tasks at the contract line level. You can assign a project of any type class (contract, indirect, or capital) to the hierarchy. However, the contract type class must be at the same level for which you want to do funding and billing. Projects can provide:

- A single billing method by assigning one project for the entire contract.
- Multiple contract lines with different billing methods assigned at the contract line

level.

- Fixed price billing method with progress payments, billing at the master project level while billing delivery-based events on separate subprojects.

**To view master project information for a contract:**

1. Navigate to the Projects window.

The left pane of the window displays the project hierarchy and the top level of master project and subprojects listed below it.

The screenshot shows the Oracle Projects window with the following details:

Number	P2-Dynamic Engines-Bill	
Name	Dynamic Engines-Bill	
Description	Dynamic Engines-Bill	
Organization	Los Angeles Manufacturing	
Status	Approved	
Type	Production-Bill	
Type Class	Contract	
Funding Level	Project	
Effective Date	07-DEC-1997	31-DEC-2010

Customers

Name	Number	Relationship
Department of Defense	1086	Primary

Buttons: Cancel, Done

2. Select the top level project, or expand the view and select a subproject to view project data.

The right pane displays the project information. See: *Entering Project and Task Options, Oracle Projects User's Guide*, and *Creating a New Project from a Project Template or Existing Record, Oracle Projects User's Guide*.

The Customers region displays information about the customers assigned to this project.

3. Choose Done when you are finished viewing the project information.

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