

# **Oracle® Projects**

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# Contents

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**Preface**

## **1 Overview of Implementing Oracle Projects**

<b>Planning Your Implementation</b> .....	1-1
Your Implementation Team.....	1-1
Implementation Decisions.....	1-2
Data Conversion.....	1-2
Data Migration and Reporting Using iSetup.....	1-2
User Training.....	1-5
System Testing.....	1-5
<b>Overview of Setting Up Oracle Projects</b> .....	1-5
<b>Oracle Projects Implementation Checklist</b> .....	1-6
Overview of the Oracle Projects Implementation Checklist.....	1-6
<b>About Fremont Corporation: An Example of Setting Up Oracle Projects</b> .....	1-10

## **2 Implementing Oracle Project Foundation**

<b>Oracle Project Foundation Implementation Checklists</b> .....	2-1
Oracle Project Foundation Product Setup.....	2-2
Oracle Project Foundation Feature Setup.....	2-14
<b>Ledgers and Currencies</b> .....	2-18
Define an Oracle Applications Ledger.....	2-18
Ledger Name Profile Option.....	2-19
Enabling Currencies You Want to Use.....	2-19
<b>Organizations</b> .....	2-28

Overview of Organizations.....	2-28
Organization Classifications.....	2-29
Locations.....	2-29
Defining Organizations.....	2-31
Setting the Cross Business Group Profile Option.....	2-33
Enabling Multiple Organization Architecture.....	2-33
Defining a Default Operating Unit for Project Expenditure Organizations.....	2-33
Defining Organization Hierarchies.....	2-34
Assigning Project Burdening Hierarchies .....	2-38
<b>Periods and Calendars.....</b>	<b>2-40</b>
Enhanced Period Processing Profile Option.....	2-40
Defining GL and PA Periods.....	2-40
Setting the GL Period Status.....	2-44
Defining Calendar Types.....	2-45
Defining Calendar Shifts and Shift Patterns.....	2-45
Defining Calendar Exceptions.....	2-46
Defining Calendars.....	2-46
Assigning Calendar Shifts and Exceptions.....	2-47
Setting Calendar Profile Options.....	2-47
Defining Default Calendars for Organizations.....	2-48
Generating Calendar Schedules.....	2-48
<b>Implementation Options.....</b>	<b>2-48</b>
<b>Resources.....</b>	<b>2-49</b>
Job Groups.....	2-49
Job Levels and Job Codes.....	2-51
Jobs.....	2-51
Job Mapping.....	2-54
Project Resource Job Group Profile Option.....	2-57
Job Competencies.....	2-57
Defining People.....	2-58
Migrating Resource Data From Other Systems.....	2-60
Maintaining Project Resources.....	2-62
<b>Rate Schedule Definition.....</b>	<b>2-62</b>
<b>Roles.....</b>	<b>2-68</b>
Project Roles.....	2-68
Role Lists.....	2-70
Implementing Project Organization Roles.....	2-71
<b>Project and Organization Security.....</b>	<b>2-71</b>
Multiple Organization Access Control.....	2-71
Responsibility-Based Security.....	2-73
Role-Based Security.....	2-78

Organizational Authority.....	2-80
Project Security Extension.....	2-81
Security Profiles.....	2-81
<b>Task Definition.....</b>	<b>2-82</b>
Task Statuses.....	2-82
Task Types.....	2-83
Defining Task Priorities.....	2-86
Processing Structure Updates.....	2-86
<b>Project Definition.....</b>	<b>2-87</b>
Defining Statuses and Status Profile Options.....	2-87
Predefined Requirement Statuses and Status Controls.....	2-90
Project Classifications (Class Categories and Class Codes).....	2-98
Service Types .....	2-101
Project Customer Relationships and Contact Types .....	2-103
Defining contact types.....	2-104
Probability Lists.....	2-106
Resource Lists.....	2-107
Resource Classes.....	2-110
Planning Resource Lists.....	2-112
Resource Breakdown Structures.....	2-113
Defining Cycles.....	2-118
Defining Work Types.....	2-120
Project Types.....	2-126
Project Types Window Reference.....	2-128
Defining Project Types.....	2-137
Project Types for Fremont Corporation (Example Setup).....	2-137
Fremont Corporation: Using an Indirect Project to Track Indirect Costs.....	2-143
Implementing Project Lifecycles.....	2-146
Setting Up User-Defined Attributes.....	2-147
Defining Project Templates.....	2-150
Implementing Client Extensions and Workflows for Project Processing.....	2-151
Setting the Home Page Highlights Profile Option.....	2-152
Project Search.....	2-152
<b>System Administration and Maintenance.....</b>	<b>2-152</b>
Request Groups.....	2-153
User Responsibilities.....	2-153
Additional Users.....	2-153
Deferred Workflow Processes.....	2-154
Frequently Used Folders.....	2-154
Descriptive Flexfields.....	2-155
Page Layouts.....	2-156

Home Page Highlights Profile Option.....	2-189
Gathering Schema Statistics.....	2-189
<b>Organization Forecasting</b> .....	2-189
Prerequisite Implementation Tasks.....	2-190
Defining a Project Status for Organization Forecasting.....	2-190
Updating Project Status Controls.....	2-191
Defining a Project Type for Organization Forecasting.....	2-191
Creating an Organization Project Template.....	2-191
Defining Forecasting Implementation Options.....	2-193
Defining Adjustment Reasons.....	2-194
Calculating Initial Forecast Amounts.....	2-194
<b>Utilization</b> .....	2-195
Defining Unassigned Time Options.....	2-195
Defining Utilization Categories.....	2-196
Defining Profile Options for Utilization.....	2-197
Setting Up Oracle Business Intelligence System Profile Options.....	2-197
Defining Organization Security Profiles.....	2-197
Defining Oracle Daily Business Intelligence for Projects Implementation Options.....	2-198
Updating Period and Organization Information.....	2-199
Summarizing Financial and Resource Data.....	2-199
Implementing Oracle Discoverer.....	2-199
<b>Oracle Sales Integration</b> .....	2-199
Mapping Organization Roles, Person Roles, and Probability Values.....	2-199
Setting Up Project Templates.....	2-201
Setting Up Product Hierarchy.....	2-202
<b>Oracle Product Lifecycle Management Integration</b> .....	2-202
Include the EGO_MANAGE_ITEM Function.....	2-202
Include Item Associations in Page Layouts.....	2-202
<b>Application Programming Interfaces</b> .....	2-203
Control Actions Window.....	2-203
Source Products Window.....	2-205

### 3 Implementing Oracle Project Costing

<b>Oracle Project Costing Implementation Checklists</b> .....	3-2
Oracle Project Costing Product Implementation Checklist.....	3-2
Oracle Project Costing Features Implementation Checklist.....	3-5
<b>Licensing Oracle Project Costing</b> .....	3-17
<b>Expenditure Definition</b> .....	3-17
Expenditure Classifications .....	3-18
Expenditure Categories.....	3-18

Revenue Categories.....	3-19
Units.....	3-20
Expenditure Types.....	3-21
Expenditure Type Classes.....	3-26
Transaction Sources.....	3-29
Transaction Control Extension.....	3-40
AutoApproval Extension.....	3-41
<b>Accounting for Costs.....</b>	<b>3-41</b>
Subledger Accounting for Costs.....	3-41
Custom Sources.....	3-42
Journal Line Types.....	3-42
Journal Entry Descriptions.....	3-43
Mapping Sets.....	3-43
Account Derivation Rules.....	3-44
Journal Lines Definitions.....	3-45
Application Accounting Definitions.....	3-45
Subledger Accounting Methods.....	3-46
Assign Application Accounting Definitions to a Subledger Accounting Method.....	3-46
Assign a Subledger Accounting Method to a Ledger.....	3-47
Post-Accounting Program Assignments.....	3-47
Cross-Entity Balancing Rules.....	3-48
AutoAccounting for Costs.....	3-48
<b>Non-Labor Costing Definitions.....</b>	<b>3-80</b>
Non-Labor Resources.....	3-80
<b>Labor Costing Definitions.....</b>	<b>3-85</b>
Labor Cost Multipliers.....	3-86
Labor Costing Rules.....	3-87
Cost Rate Schedules.....	3-89
Costing Rules and Rate Schedules.....	3-90
Labor Costing Overrides.....	3-92
<b>Implementing Overtime Processing.....</b>	<b>3-93</b>
<b>Capital Projects.....</b>	<b>3-114</b>
Implement Asset Extensions.....	3-115
Define Standard Unit Costs for Asset Cost Allocations.....	3-116
Enable Retirement Cost Processing.....	3-117
Define Proceeds of Sale Expenditure Types.....	3-117
<b>Capitalized Interest.....</b>	<b>3-117</b>
Capitalized Interest Rate Names.....	3-118
Capitalized Interest Rate Schedules.....	3-120
Specifying Capitalized Interest Rate Schedules for Project Types.....	3-121
Setting Project Status Controls for Capitalized Interest.....	3-122

Capitalized Interest Extension.....	3-122
<b>Allocations.....</b>	<b>3-122</b>
Defining Allocation Rules.....	3-122
Defining the Sources.....	3-127
Defining the Targets.....	3-130
Copying Allocation Rules.....	3-135
Finding and Viewing Allocation Rules.....	3-136
Deleting or Modifying Allocation Rules.....	3-136
Case Study: Incremental Allocations.....	3-137
<b>Setting up for AutoAllocations.....</b>	<b>3-142</b>
<b>Burden Costing Definitions.....</b>	<b>3-145</b>
View Burdened Costs Window.....	3-145
Cost Bases and Cost Base Types.....	3-146
Burden Cost Codes.....	3-147
Burden Structures.....	3-148
Burden Schedule Type Profile Option.....	3-151
Burden Schedules .....	3-152
Burden Costing Extension.....	3-159
Allowing Incremental Accounting for Burden Schedule Revisions.....	3-159
Report Separate Burden Transactions with Source Resources Profile Option.....	3-159
<b>Setting Up for Cross Charge Processing: Borrowed and Lent.....</b>	<b>3-160</b>
Define Transfer Price Rules.....	3-160
Define Transfer Price Schedules.....	3-160
Define Cross Charge Implementation Options.....	3-160
Defining Provider and Receiver Controls.....	3-161
Defining AutoAccounting Rules for Borrowed and Lent Transactions.....	3-161
Implement Cross Charge Extensions.....	3-162
<b>Setting Up for Cross Charge Processing: Intercompany Billing.....</b>	<b>3-162</b>
Global and Operating Unit Setup.....	3-162
Defining Transfer Price Rules.....	3-163
Defining Transfer Price Schedules.....	3-163
Defining Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types.....	3-163
Defining Internal Suppliers.....	3-163
Defining Internal Customers.....	3-163
Defining Supplier Sites for the Internal Supplier (Receiver).....	3-164
Defining Bill To and Ship To Sites for the Internal Customer (Provider).....	3-164
Defining Internal Billing Implementation Options (Each Operating Unit).....	3-165
Setting up Tax for Internal Oracle Receivables Invoices (Provider).....	3-165
Setting up Tax for Internal Oracle Payables Invoices (Receiver).....	3-165
Defining Tax Account Codes for Internal Oracle Receivables Invoices.....	3-165



Defining an Agreement for Intercompany Billing Projects.....	3-165
Define an Intercompany Project Type and Project Template.....	3-165
Defining Intercompany Billing Projects.....	3-165
Defining Provider and Receiver Controls.....	3-166
Defining the Supplier Invoice Charge Account Process for Internal Invoicing.....	3-166
Implementing the Payables Open Interface Workflow.....	3-166
Defining AutoAccounting for Intercompany Billing Transactions.....	3-166
Defining AutoAccounting Rules for Provider Cost Reclassifications.....	3-166
Defining Invoice Rounding Account for Intercompany Transactions.....	3-167
Implementing Cross Charge Extensions.....	3-167
<b>Shared Setup Details for Cross Charge Processing.....</b>	<b>3-167</b>
Define Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types for Cross Charge Processing.....	3-167
Defining Transaction Sources for Cross Charge Processing.....	3-168
Defining an Internal Supplier.....	3-168
Defining an Internal Customer.....	3-168
Defining Internal Billing Implementation Options.....	3-168
Setting Up Tax for Internal Oracle Receivables Invoices.....	3-169
Setting Up Tax for Internal Oracle Payables Invoices.....	3-169
Defining Tax Account Codes for Internal Oracle Receivables Invoices.....	3-169
Customizing the Payables Open Interface Workflow.....	3-169
Modifying the Supplier Invoice Charge Account Process.....	3-170
Defining Transfer Price Rules.....	3-170
Defining Transfer Price Schedules.....	3-172
Defining Provider and Receiver Controls.....	3-174
<b>Oracle Payables and Purchasing Integration.....</b>	<b>3-177</b>
Install and Implement Oracle Payables and Oracle Purchasing.....	3-177
Profile Options for Project-Related Documents.....	3-180
Setting the Discount Interface Start Date.....	3-181
Defining the Supplier Invoice Account Generator.....	3-181
Defining a Project-Related Purchasing Transactions Account Generator.....	3-181
Defining Project-Related Distribution Sets.....	3-181
Specify a Default Supplier Cost Credit Account.....	3-181
Defining Payables Descriptive Flexfields.....	3-182
Setting Descriptive Flexfield Profile Options.....	3-182
<b>Implementing Oracle Internet Expenses Integration.....</b>	<b>3-182</b>
Install and Implement Oracle Internet Expenses.....	3-182
Set Profile Options to Enable Project-Related Expense Report Entry.....	3-182
Set Expense Report Approval Profile Options.....	3-183
Define the Project Expense Report Account Generator.....	3-184
Define a Project-Related Expense Report Template in Oracle Payables.....	3-184

<b>Implementing Oracle Inventory for Projects Integration</b> .....	3-184
Install and Implement Oracle Inventory.....	3-184
Define Project-Related Transaction Types in Oracle Inventory.....	3-184
<b>Implementing Oracle Project Manufacturing</b> .....	3-185
Install and Implement Oracle Project Manufacturing.....	3-185
<b>Implementing Oracle Time &amp; Labor Integration</b> .....	3-185
Install and Implement Oracle Time & Labor.....	3-185
Set Profile Options for Project-Related Timecards.....	3-185
Implement Client Extensions to Route and Approve Timecards.....	3-186
<b>Implementing Supplier Payment Control</b> .....	3-186
Implementing Oracle Payables and Oracle Purchasing.....	3-186
Enabling the PA: Pay When Paid Profile Option .....	3-186
Creating a Purchase Order Document Style .....	3-187
Enabling Automatic Release of Pay When Paid Invoices .....	3-187
Implementing and Enabling AR Notification .....	3-188
Implementing Pay When Paid Client Extension .....	3-188

## 4 Implementing Oracle Project Billing

<b>Oracle Project Billing Implementation Checklists</b> .....	4-1
Oracle Project Billing Product Implementation Checklist.....	4-2
Oracle Project Billing Feature Implementation Checklist.....	4-8
<b>Licensing Oracle Project Billing</b> .....	4-12
<b>Revenue and Invoicing</b> .....	4-12
Defining Receivables System Options.....	4-12
Applying Tax to Project Invoices.....	4-13
Payment Terms.....	4-17
Defining Bill Rate Schedules.....	4-18
Invoice Formats.....	4-21
Determining Your Invoice Printing Method.....	4-26
Credit Types.....	4-36
Event Types.....	4-37
Defining and Assigning Billing Assignments.....	4-41
Define Percent Complete Revenue and Invoicing.....	4-41
Cost Accrual Calculation using Billing Extensions.....	4-42
Implementing Your Own Cost Accrual Procedures and Extensions.....	4-49
Profile Options and Client Extensions for Revenue and Invoicing.....	4-49
<b>Setting Up for Agreements and Funding</b> .....	4-50
Defining Agreement Types.....	4-50
Defining Agreement Templates.....	4-51
Defining Receivables Prepayment Activities.....	4-52

Client Extensions for Agreements and Funding.....	4-53
<b>Customers</b> .....	4-53
<b>Accounting for Revenue and Billing</b> .....	4-55
Subledger Accounting for Revenue and Billing.....	4-55
Custom Sources.....	4-56
Journal Line Types.....	4-56
Journal Entry Descriptions.....	4-58
Mapping Sets.....	4-58
Account Derivation Rules.....	4-58
Journal Lines Definitions.....	4-58
Application Accounting Definitions.....	4-58
Subledger Accounting Methods.....	4-58
Assign Application Accounting Definitions to a Subledger Accounting Method.....	4-58
Assign a Subledger Accounting Method to a Ledger.....	4-59
Post-Accounting Program Assignments.....	4-59
AutoAccounting for Revenue and Billing.....	4-59
Set Profile Option: Selective Flexfield Segment for AutoAccounting.....	4-59
Accounting for Labor Revenue.....	4-60
Accounting for Expense Report Revenue.....	4-62
Accounting for Usage Revenue.....	4-63
Accounting for Miscellaneous Revenue.....	4-66
Accounting for Burden Transaction Revenue.....	4-67
Accounting for Inventory Revenue.....	4-67
Accounting for Work in Progress Revenue.....	4-67
Accounting for Supplier Cost Revenue.....	4-68
Accounting for Event Revenue.....	4-69
Accounting for Unbilled Receivables, Unearned Revenue, and Receivables.....	4-71
Realized Gains Account.....	4-75
Realized Losses Account.....	4-76
Accounting for Inter-Project Transactions.....	4-77
Accounting for Invoice Rounding.....	4-77
Accounting for Invoice Write-Offs.....	4-85
<b>Setting Up for Inter-Project Billing</b> .....	4-86
Global Setup.....	4-86
Operating Unit Setup.....	4-86
<b>Customer Billing Retention</b> .....	4-89
Overview of Defining Customer Billing Retention.....	4-89
Define Billing Implementation Options for Customer Billing Retention.....	4-90
Define Invoice Formats for Customer Billing Retention.....	4-90
Accounting for Unbilled Retention.....	4-92
<b>Integration with Oracle Receivables</b> .....	4-93

Implementing Oracle Receivables for Oracle Projects Integration .....	4-93
Defining Transaction Types for Invoice Processing.....	4-94
Defining Automatic Accounting in Oracle Receivables .....	4-96
Salespersons and Credit Types.....	4-97
Reporting Credit Information in Oracle Projects.....	4-100
Implementing the Receivables Installation Override Extension.....	4-101

## 5 Implementing Oracle Project Resource Management

<b>Oracle Project Resource Management Implementation Checklists.....</b>	<b>5-1</b>
<b>Licensing Oracle Project Resource Management.....</b>	<b>5-4</b>
<b>Project Staffing.....</b>	<b>5-5</b>
Staffing Status Definitions.....	5-5
Setting the Staffing Status Profile Options.....	5-9
Implementing Advertisement Rules.....	5-10
Team Templates.....	5-12
Staffing Priority Codes.....	5-14
Implementing Staffing Workflow and Extensions.....	5-14
<b>Implementing Organization Forecasting for Resources.....</b>	<b>5-15</b>
Prerequisites for Organization Forecasting for Resources.....	5-15
Forecasting Implementation Options.....	5-17
Unassigned Time Implementation Options.....	5-18
<b>Implementing Reporting Functionality.....</b>	<b>5-18</b>
Implementing Discoverer Reporting.....	5-18
Oracle Discoverer Post-Installation Tasks.....	5-19

## 6 Implementing Oracle Project Management

<b>Oracle Project Management Implementation Checklists.....</b>	<b>6-1</b>
<b>Licensing Oracle Project Management.....</b>	<b>6-10</b>
<b>Workplan and Progress Management.....</b>	<b>6-10</b>
Enabling Workplan Structure and Workplan Versioning.....	6-10
Setting Up Progress Status Values.....	6-11
Defining Work Items.....	6-11
Defining Workplan Change Reasons.....	6-13
Setting the Task Managers Profile Option.....	6-13
Setting the Workplan Tasks Default View Profile Option.....	6-13
Workplan Workflow Extension.....	6-14
<b>Project Deliverables.....</b>	<b>6-14</b>
Enabling Deliverables on the Project Template.....	6-14
Defining a Deliverable Type.....	6-14
Defining a Deliverable Status.....	6-15

Supply Chain Integration Setup.....	6-16
Billing Integration Setup.....	6-17
<b>Budgeting and Forecasting</b> .....	6-17
Overview of Budget and Forecast Setup.....	6-17
Financial Plan Types.....	6-19
Period Profiles.....	6-21
Spread Curves.....	6-25
Planning Resources.....	6-28
Resource Breakdown Structures.....	6-28
Planning Rate Schedules.....	6-28
Budget Change Reasons.....	6-28
Implementing Integration with Microsoft Excel.....	6-29
Implementing Client Extensions and Workflow for Budgeting and Forecasting.....	6-31
Budget Types.....	6-32
Budget Entry Methods.....	6-33
Implementing Budgetary Controls.....	6-35
Implementing Budget Integration.....	6-41
Implementing Integration with the Budget Execution Module.....	6-45
<b>Issue and Change Management</b> .....	6-46
Overview of Issue and Change Management.....	6-46
Control Item Classifications.....	6-47
Control Item Statuses and Status Lists.....	6-48
Control Item Priorities, Levels of Effort, and Source Types.....	6-51
Control Item Types.....	6-52
Implementing Client Extensions for Issue and Change Management.....	6-55
<b>Microsoft Project Integration</b> .....	6-55
Customizing the Resource Rates View.....	6-56
Limiting Access to Features.....	6-57
<b>Project Performance Reporting</b> .....	6-58
Defining Global Business Intelligence Profile Options.....	6-59
Setting Default Reporting Options.....	6-60
Defining Project Performance Reporting Setup Parameters.....	6-61
Defining Custom Measures.....	6-64
Defining Page Layouts for Project Performance Reporting.....	6-66
Defining Row Sets.....	6-67
Creating Custom Reports.....	6-67
<b>Project Status Inquiry</b> .....	6-70
Project Status Inquiry Overview.....	6-70
Defining Derived Columns in PSI.....	6-75
Dynamic Formatting in PSI.....	6-78
Defining Display Columns in PSI.....	6-78

Commitments from External Systems.....	6-79
Implementing a Custom Reporting Strategy.....	6-84
Commitment Changes Extension.....	6-88
Project Status Inquiry Extension.....	6-88
Tips for Setting Up Project Status Inquiry.....	6-88
<b>Performance Exceptions Reporting.....</b>	<b>6-93</b>
Defining Performance Statuses.....	6-94
Defining Performance Rules and Exceptions.....	6-95
Defining Key Performance Areas and Scoring Rules.....	6-97
Configuring Automated Status Report Notifications.....	6-99
Generating Exceptions, Calculating Key Performance Area Scores and Statuses, and Sending Automated Status Reports.....	6-100
<b>Reporting Pack.....</b>	<b>6-101</b>
Setting Reporting Pack Address Options.....	6-103
Setting Reporting Pack Processing Option.....	6-103
Creating Additional Report Templates.....	6-103
Defining a Reporting Pack.....	6-104
Scheduling the Generation and Distribution of Reporting Packs .....	6-104
<b>Project Status Reporting .....</b>	<b>6-104</b>
Project Status Report Sections.....	6-105
Report Page Layouts.....	6-106
Report Types.....	6-106
Reported Statuses.....	6-107
Reporting Cycles.....	6-107
Project Status Report Reminder Rules.....	6-107
Project Status Report Workflow Extension.....	6-108

## 7 Implementing Oracle Project Portfolio Analysis

<b>Oracle Project Portfolio Analysis Implementation Checklist.....</b>	<b>7-1</b>
<b>Licensing Oracle Project Portfolio Analysis.....</b>	<b>7-3</b>
<b>Oracle Project Portfolio Analysis.....</b>	<b>7-3</b>
Define Portfolio Organization Hierarchy.....	7-3
Define Portfolio Analysis Calendars.....	7-4
Define Additional Period Types for Use in Portfolio Analysis Calendars.....	7-4
Define the Financial Plan Types for Cost and Benefit.....	7-4
Define the Investment Class Category for Oracle Project Portfolio Analysis.....	7-5
Define the Portfolio Selection Class Category.....	7-5
Define Investment Criteria.....	7-5
Configure Project Roles.....	7-6
Set Profile Options.....	7-7

Set the Profile Options PJP: Financial Plan Type for Project Benefit and PJP: Financial Plan Type for Project Cost.....	7-7
Set the Profile Option PJP: Portfolio Selection Class Category.....	7-8
Set the Profile Option PJP: Portfolio Organization Hierarchy.....	7-8
Set the Profile Option PJP: Nominate Risk from Investment Criteria.....	7-8
Set the Profile Option PJP: Default Discount Rate.....	7-9

## 8 Implementing Oracle Project Collaboration

Oracle Project Collaboration Implementation Checklist.....	8-1
Licensing Oracle Project Collaboration.....	8-2
Team Member Home Setup.....	8-3
Defining the Team Home Page.....	8-3
Team Member Home Page Layout Profile Option.....	8-4

## 9 Workflow Processes

Integrating with Oracle Workflow.....	9-1
Workflows in Oracle Projects.....	9-1
Customizing Workflow Messages .....	9-3
Oracle Project Costing Workflows.....	9-3
PA: Step Down Allocations Workflow.....	9-4
PA: Step Down Allocations Processes.....	9-5
PA Auto Allocation Process.....	9-6
PA Step Down Allocation Process.....	9-7
PA Allocation Process.....	9-9
PA Allocation Generation Process.....	9-10
PA Allocation Release Process.....	9-12
PA Customizable Allocation Process.....	9-14
PA Cost Process.....	9-15
PA Distribute Cost Process.....	9-16
PA Customizable Distribute Cost Process.....	9-18
PA Summarization Process.....	9-19
PA Update Projects Summary Process.....	9-20
PA Customizable Summarization Process.....	9-22
Send AR Notification Workflow.....	9-24
Oracle Project Foundation Workflows.....	9-25
PA: Mass Pipeline Projects Update Workflow.....	9-26
PA: Mass Pipeline Projects Update Processes.....	9-26
PA: Mass Pipeline Projects Update.....	9-26
PA: Oracle Projects Library Workflow.....	9-26
PA: Project Workflow.....	9-27

PA: Project Workflow Processes.....	9-28
Project Process.....	9-28
Project Approval Subprocess.....	9-30
<b>Oracle Project Management Workflows.....</b>	<b>9-33</b>
PA: Budget Workflow.....	9-34
PA: Budget Workflow Processes.....	9-35
Budget Process.....	9-35
Budget Approval Subprocess.....	9-37
PA: Budget Integration Workflow.....	9-39
PA: Budget Integration Workflow Processes.....	9-41
PA: Budget Integration Process.....	9-41
PA: Issue and Change Workflow.....	9-42
PA Issue and Change Workflow Processes.....	9-43
PA: Control Item Owner Change FYI.....	9-43
PA: Control Item Process Approval.....	9-44
PA: Issue and Change Action Workflow.....	9-45
PA: Issue and Change Action Workflow Processes.....	9-46
PA: Action Assignment with Signoff.....	9-46
PA: Action Assignment without Signoff.....	9-47
PA: Action Closed FYI.....	9-48
Project Budget Account Generation Workflow.....	9-49
PA: Project Execution Workflow.....	9-59
PA: Project Execution Workflow Processes.....	9-60
PA: Project Execution Process.....	9-60
PA: Performance Notification Workflow.....	9-61
PA: Performance Notification Workflow Processes.....	9-61
Performance Notification Process.....	9-61
PA: Status Report Workflow.....	9-62
PA: Status Report Workflow Processes.....	9-62
PA: Status Report Reminder.....	9-62
PA: Status Report Approval.....	9-63
Status Report Approval Subprocess.....	9-65
PA: Status Report Notification.....	9-67
PA: Missing Status Report Notification.....	9-69
PA: Workplan Workflow.....	9-69
PA: Workplan Workflow Processes.....	9-69
PA: Workplan Approval.....	9-70
PA: Workplan Approval Subprocess.....	9-71
PA: Workplan Errors.....	9-72
PA: Workplan Notification.....	9-73
<b>Oracle Project Portfolio Analysis Workflow.....</b>	<b>9-74</b>



Project Portfolio Analysis Workflow Processes.....	9-74
PJP Initiate Planning Cycle Process.....	9-74
PJP User Force Collection Process.....	9-76
PJP Close Planning Cycle Process.....	9-77
PJP Main Workflow Process.....	9-78
PJP Submit Plan Process.....	9-79
PJP Approve Plan Process.....	9-80
<b>Oracle Project Resource Management Workflows.....</b>	<b>9-82</b>
PA: Advertisements Workflow.....	9-83
PA: Advertisements Workflow Processes.....	9-83
PA: Advertisement Notification Process.....	9-83
PA: Remove Advertisement Notification Process.....	9-84
PA: Apply Team Template Workflow.....	9-85
Apply Team Template Workflow Processes.....	9-85
PA: Apply Team Template Process.....	9-85
PA: Candidate Notification Process.....	9-86
PA: Candidate Notification Workflow Processes.....	9-86
Candidate Declined Process.....	9-86
Candidate FYI Notification Process.....	9-87
Candidate Nominated Process.....	9-88
PA: CRM Workaround Workflow.....	9-89
PA: CRM Workaround Workflow Processes.....	9-89
Process to Perform CRM Workaround for Future Dated Resources.....	9-89
PA: HR Related Updates Workflow.....	9-90
PA: HR Related Updates Workflow Processes.....	9-91
Process to Perform Changes to Persons' Addresses.....	9-91
Process to Perform Assignment Changes.....	9-92
Process to Perform Changes to the Job Level.....	9-93
Process to Perform Full Name Changes of a Person.....	9-94
Process to Perform Job Billability Changes.....	9-95
Process to Perform Operating Unit Changes for an Organization.....	9-96
Process to Perform Project Organization Changes.....	9-97
Process to Perform Project Job Relationship Changes.....	9-98
PA: Mass Assignment Approval Workflow.....	9-99
PA: Mass Assignment Approval Workflow Processes.....	9-100
PA: Mass Transaction Error Process.....	9-100
PA: Mass Assignment Approval Resource Notification Process.....	9-102
PA: Mass Assignment Approval Submission Notification Process.....	9-102
PA: Mass Assignment Approval Submission Submitter Notification Process....	9-103
PA: Mass Assignment Creation Approval Notification Process.....	9-104
PA: Mass Assignment Creation Approval Submitter Notification Process.....	9-104

PA: Mass Assignment Update Approval Notification Process.....	9-105
PA: Mass Assignment Update Approval Submitter Notification Process.....	9-105
PA: Mass Process Approval Result Process.....	9-106
PA: Mass Assignment Transaction Workflow.....	9-107
PA: Mass Assignment Transaction Workflow Processes.....	9-107
PA Mass Asgmt Transaction Workflow Process.....	9-107
PA: Overcommitment Notification Process Workflow.....	9-111
PA: Overcommitment Notification Processes.....	9-111
Project Manager Missing Process.....	9-111
Project Manager Warning Process.....	9-112
Self Overcommitment Warning Process.....	9-112
PA: Project Assignments Workflow.....	9-113
PA: Project Assignments Workflow Processes.....	9-114
PA: Project Assignment Approval.....	9-115
PA Assignment Approval Notification.....	9-117
PA Assignment Approval Subprocess.....	9-118
PA Assignment Cancellation Notification.....	9-120
PA Assignment Rejection Notification.....	9-122
PA: Mass Assignment Approval Required Process.....	9-123

## **A Function Security**

Function Security in Oracle Projects.....	A-1
Functions in Oracle Projects.....	A-1

## **B Profile Options**

Profile Options and Profile Option Categories Overview.....	B-1
Specify Profile Options .....	B-9
Descriptions of Profile Option Categories and Profile Options.....	B-10
Shared Profile Options.....	B-61
Profile Options for Integration With Other Products.....	B-67
Federal Financials.....	B-69
Fremont Corporation: Setting Up Profile Options.....	B-69

## **C Implementation Options**

Implementation Options in Oracle Projects.....	C-1
System Implementation Options.....	C-2
Currency Implementation Options.....	C-5
Project Setup Implementation Options.....	C-7
Staffing Implementation Options.....	C-9
Expenditures/Costing Implementation Options.....	C-10

Billing Implementation Options.....	C-13
Cross Charge.....	C-18
Internal Billing.....	C-19
<b>D Menus and Responsibilities</b>	
<b>Predefined Menus and Responsibilities in Oracle Projects</b> .....	D-1
HTML Responsibilities.....	D-1
Forms Responsibilities and Functions.....	D-8
<b>E Descriptive Flexfields</b>	
<b>Descriptive Flexfields in Oracle Projects</b> .....	E-1
<b>F Lookups</b>	
<b>Oracle Projects Lookups</b> .....	F-1
Extensible and User Lookups in Oracle Projects.....	F-2
<b>G AutoAccounting, the Account Generator, and Subledger Accounting</b>	
<b>AutoAccounting in Oracle Projects</b> .....	G-1
Overview of AutoAccounting .....	G-2
Implementing AutoAccounting.....	G-4
Defining AutoAccounting Rules.....	G-5
Selecting an Intermediate Value Source.....	G-8
Selecting a Segment Value Source.....	G-10
AutoAccounting Rules Window Reference.....	G-11
Defining a Lookup Set.....	G-12
Assigning Rules to Transactions.....	G-14
Enabling AutoAccounting Transactions.....	G-15
Assign AutoAccounting Rules Window Reference.....	G-16
AutoAccounting Functions.....	G-17
AutoAccounting Sample Implementation: Fremont Corporation.....	G-18
<b>AutoAccounting and the Account Generator</b> .....	G-22
<b>AutoAccounting and Subledger Accounting</b> .....	G-52
Overview of Subledger Accounting.....	G-53
Comparing AutoAccounting and Oracle Subledger Accounting.....	G-54

## Index



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# Send Us Your Comments

## **Oracle Projects Implementation Guide, Release 12.1**

### **Part No. E13582-02**

Oracle welcomes customers' comments and suggestions on the quality and usefulness of this document. Your feedback is important, and helps us to best meet your needs as a user of our products. For example:

- Are the implementation steps correct and complete?
- Did you understand the context of the procedures?
- Did you find any errors in the information?
- Does the structure of the information help you with your tasks?
- Do you need different information or graphics? If so, where, and in what format?
- Are the examples correct? Do you need more examples?

If you find any errors or have any other suggestions for improvement, then please tell us your name, the name of the company who has licensed our products, the title and part number of the documentation and the chapter, section, and page number (if available).

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# Preface

## Intended Audience

Welcome to Release 12.1 of the *Oracle Projects Implementation Guide*.

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

## TTY Relay Access to Oracle Support Services

To reach AT&T Customer Assistants, dial 711 or 1.800.855.2880. An AT&T Customer Assistant will relay information between the customer and Oracle Support Services at 1.800.223.1711. Complete instructions for using the AT&T relay services are available at <http://www.consumer.att.com/relay/tty/standard2.html>. After the AT&T Customer Assistant contacts Oracle Support Services, an Oracle Support Services engineer will handle technical issues and provide customer support according to the Oracle service request process.

## Documentation Accessibility

Our goal is to make Oracle products, services, and supporting documentation accessible to all users, including users that are disabled. To that end, our documentation includes features that make information available to users of assistive technology. This documentation is available in HTML format, and contains markup to facilitate access by the disabled community. Accessibility standards will continue to evolve over time, and Oracle is actively engaged with other market-leading technology vendors to address technical obstacles so that our documentation can be accessible to all of our customers. For more information, visit the Oracle Accessibility Program Web site at <http://www.oracle.com/accessibility/>.

## Accessibility of Code Examples in Documentation

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

## Accessibility of Links to External Web Sites in Documentation

This documentation may contain links to Web sites of other companies or organizations that Oracle does not own or control. Oracle neither evaluates nor makes any representations regarding the accessibility of these Web sites.

## Structure

### **1 Overview of Implementing Oracle Projects**

This chapter contains an overview of the implementation process.

### **2 Implementing Oracle Project Foundation**

This chapter contains instructions for implementing Oracle Project Foundation.

### **3 Implementing Oracle Project Costing**

This chapter contains instructions for implementing Oracle Project Costing.

### **4 Implementing Oracle Project Billing**

This chapter contains instructions for implementing Oracle Project Billing.

### **5 Implementing Oracle Project Resource Management**

This chapter contains instructions for implementing Oracle Project Resource Management.

### **6 Implementing Oracle Project Management**

This chapter contains instructions for implementing Oracle Project Management.

### **7 Implementing Oracle Project Portfolio Analysis**

This chapter contains instructions for implementing Oracle Project Portfolio Analysis.

### **8 Implementing Oracle Project Collaboration**

This chapter contains instructions for implementing Oracle Project Collaboration.

### **9 Workflow Processes**

This chapter describes the Oracle Workflow processes that are used in the Oracle Projects solution.

### **A Function Security**

This appendix describes which Oracle Projects transactions and features are controlled by security functions.

### **B Profile Options**

This appendix describes profile options that affect the operation of your Oracle Projects application.

### **C Implementation Options**



This appendix describes implementation options that affect the operation of your Oracle Projects application.

#### **D Menus and Responsibilities**

This appendix provides information about the predefined menus and responsibilities in Oracle Projects.

#### **E Descriptive Flexfields**

This appendix shows the descriptive flexfields you can customize in Oracle Projects.

#### **F Lookups**

This appendix describes the lookups that are used in Oracle Projects.

#### **G AutoAccounting, the Account Generator, and Subledger Accounting**

This appendix describes the use of AutoAccounting, the Account Generator, and Oracle Subledger Accounting to determine accounting in Oracle Projects.

## **Related Information Sources**

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Projects.

## **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.

## **Online Documentation**

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

- **PDF** - PDF documentation is available for download from the Oracle Technology Network at <http://otn.oracle.com/documentation>.
- **Online Help** - Online help patches (HTML) are available on My Oracle Support.
- **About Documents and Release Notes** - Refer to the About Document or Release Notes for the mini-pack or family pack that you have installed to learn about new documentation or documentation patches that you can download. About Documents and Release Notes are available on My Oracle Support.

- **My Oracle Support Knowledge tab** - The My Oracle Support Knowledge tab lets you browse the knowledge base by technology, industry, integration, application, documentation, training, and services, to find all documents for a product area. Use the Knowledge Home to search for release-specific information, such as FAQs, recent patches, alerts, white papers, troubleshooting tips, and other archived documents.
- **Oracle eBusiness Suite Electronic Technical Reference Manuals** - Each Electronic Technical Reference Manual (eTRM) contains database diagrams and a detailed description of database tables, forms, reports, and programs for a specific Oracle Applications product. This information helps you convert data from your existing applications and integrate Oracle Applications data with non-Oracle applications, and write custom reports for Oracle Applications products. Oracle eTRM is available on My Oracle Support as part of Online Documentation.

## Guides Related to All Products

### Oracle Applications User's Guide

This guide explains how to enter data, query, run reports, and navigate using the graphical user interface (GUI) available with this release of Oracle Projects (and any other Oracle Applications products). This guide also includes information on setting user profiles, as well as running and reviewing reports and concurrent programs.

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

## Oracle Projects Documentation Set

### Oracle Projects Fundamentals

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

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

### Oracle Project Billing User Guide

This guide shows you how to use Oracle Project Billing to define revenue and invoicing rules for your projects, generate revenue, create invoices, and integrate with other Oracle Applications to process revenue and invoices, process client invoicing, and measure the profitability of your contract projects.

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

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

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

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

### **Oracle Project Portfolio Analysis User Guide**

This guide contains the information you need to understand and use Oracle Project Portfolio Analysis. It includes information about project portfolios, planning cycles, and metrics for ranking and selecting projects for a project portfolio.

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

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

### **Oracle Projects Glossary**

The Oracle Projects glossary provides definitions of terms that are shared by all Oracle Projects applications. If you are unsure of the meaning of a term you see in an Oracle Projects guide, please refer to the glossary for clarification. You can find the glossary in the online help for Oracle Projects, and in *Oracle Projects Fundamentals*.

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

### **Oracle Assets User Guide**

In Oracle Assets, you can post capital project costs to become depreciable fixed assets. Refer to this guide to learn how to query mass additions imported from Oracle Projects to Oracle Assets and to review asset information. Use this guide to understand the implementation steps required for application use, including defining depreciation books, depreciation method, and asset categories. It also contains information on setting up assets in the system, maintaining assets, retiring and reinstating assets, depreciation, group depreciation, accounting and tax accounting, budgeting and budgetary control, online inquiries, impairment processing, and Oracle Assets reporting. This guide also includes a comprehensive list of profile options that you can set to customize application behavior.

## **Oracle U.S. Federal Financials Implementation Guide**

This guide provides information on how to implement Oracle U.S. Federal Financials. Use this guide to learn about the steps required to set up account codes, Federal reporting, subledger accounting, and other features used by U.S. Federal agencies and businesses that work with U.S. Federal agencies.

## **Oracle U.S. Federal Financials User Guide**

This guide gives instructions for using Oracle U.S. Federal Financials. This product provides the basis for an integrated financial management solution for Federal agencies, providing features such as budgetary control, fund accounting, online funds checking, cost accumulation and allocation, United States Standard General Ledger (US SGL) accounts, Treasury cash accounts, regulatory and ad hoc reporting, multiple fund receivables accounting, and multiple organization capabilities.

## **Oracle Financials Implementation Guide**

This guide describes how to implement the Oracle Financials E-Business Suite. It takes you through the steps of setting up your organizations, including legal entities, and their accounting, using the Accounting Setup Manager. You can find information on intercompany accounting and sequencing of accounting entries with relevant examples.

## **Oracle General Ledger Implementation Guide**

This guide provides information on how to implement Oracle General Ledger. Use this guide to understand the implementation steps required for application use, including how to set up Accounting Flexfields, Accounts, and Calendars.

## **Oracle General Ledger User's Guide**

This guide provides you with information on how to use Oracle General Ledger. Use this guide to learn how to create and maintain ledgers, ledger currencies, budgets, and journal entries. This guide also includes information about running financial reports.

## **Oracle Grants Accounting User Guide**

This guide provides you with information about how to implement and use Oracle Grants Accounting. Use this guide to understand the implementation steps required for application use, including defining award types, award templates, allowed cost schedules, and burden set up. This guide also explains how to use Oracle Grants Accounting to track grants and funded projects from inception to final reporting.

## **Oracle HRMS Documentation Set**

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

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

- **Oracle HRMS Enterprise and Workforce Management Guide**

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

- **Oracle HRMS Workforce Sourcing, Deployment, and Talent Management Guide**

Use this guide to find out about setting up employees and managing your people resources.

### **Oracle Internet Expenses Implementation and Administration Guide**

This guide explains how to configure Oracle Internet Expenses and describes its integration with other applications in the E-Business Suite, such as Oracle Payables and Oracle Projects. It describes the implementation steps required for application use, including how to set up policy and rate schedules, credit card policies, audit automation, and the expenses spreadsheet. You can also learn about the client extensions that you can use to extend the Oracle Internet Expenses functionality.

### **Oracle Inventory User's Guide**

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

### **Oracle Payables Implementation Guide**

This guide provides you with information on how to implement Oracle Payables. Use this guide to understand the implementation steps required for how to set up suppliers, payments, accounting, and tax.

### **Oracle Payables User's Guide**

This guide describes how to use Oracle Payables to create invoices and make payments. In addition, it describes how to enter and manage suppliers, import invoices using the Payables open interface, manage purchase order and receipt matching, apply holds to invoices, and validate invoices. It contains information on managing expense reporting, procurement cards, and credit cards. This guide also explains the accounting for Payables transactions.

### **Oracle Payments Implementation Guide**

This guide describes how Oracle Payments, as the central payment engine for the Oracle E-Business Suite, processes transactions, such as invoice payments from Oracle Payables, bank account transfers from Oracle Cash Management, and settlements

against credit cards and bank accounts from Oracle Receivables. This guide also describes how Oracle Payments is integrated with financial institutions and payment systems for receipt and payment processing, known as funds capture and funds disbursement, respectively. Additionally, the guide explains to the implementer how to plan the implementation of Oracle Payments, how to configure it, set it up, test transactions, and how to use it with external payment systems.

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

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

### **Oracle Property Manager Implementation Guide**

Use this guide to learn how to implement Oracle Property Manager and perform basic setup steps such as setting system options and creating lookup codes, contacts, milestones, grouping rules, term templates, and a location hierarchy. This guide also describes the setup steps that you must complete in other Oracle applications before you can use Oracle Property Manager.

### **Oracle Property Manager User Guide**

Use this guide to learn how to use Oracle Property Manager to create and administer properties, space assignments, and lease agreements.

### **Oracle Public Sector Financials User Guide**

Oracle Public Sector Financials is an overlay of features that extend the existing functionality of Oracle Financials for the specific needs of the public sector. This guide provides information about setting up and using Oracle Public Sector Financials. These features include multi-fund accounts receivable, encumbrance reconciliation reports, Governmental Accounting Standards Board (GASB) 34/35 asset accounting, enhanced funds available inquiry, the Funds Available Detail report, and the Funds Check API.

### **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 Receivables User Guide**

This guide provides you with information on how to use Oracle Receivables. Use this

guide to learn how to create and maintain transactions and bills receivable, enter and apply receipts, enter customer information, and manage revenue. This guide also includes information about accounting in Receivables. Use the Standard Navigation Paths appendix to find out how to access each Receivables window.

### **Oracle Subledger Accounting Implementation Guide**

This guide provides setup information for Oracle Subledger Accounting features, including the Accounting Methods Builder. You can use the Accounting Methods Builder to create and modify the setup for subledger journal lines and application accounting definitions for Oracle subledger applications. This guide also discusses the reports available in Oracle Subledger Accounting and describes how to inquire on subledger journal entries.

### **Oracle Time & Labor Implementation and User Guide**

This guide describes how to capture work patterns such as shift hours so that this information can be used by other applications such as Oracle General Ledger and Oracle Projects.

## **Installation and System Administration**

### **Oracle Applications Concepts**

This book is intended for all those planning to deploy Oracle E-Business Suite Release 12, or contemplating significant changes to a configuration. After describing the Oracle Applications architecture and technology stack, it focuses on strategic topics, giving a broad outline of the actions needed to achieve a particular goal, plus the installation and configuration choices that may be available.

### **Oracle Applications Installation Guide: Using Rapid Install**

This book is intended for use by anyone who is responsible for installing or upgrading Oracle Applications. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle Applications Release 12, or as part of an upgrade from Release 11i to Release 12. The book also describes the steps needed to install the technology stack components only, for the special situations where this is applicable.

### **Oracle Applications Maintenance Utilities**

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

## **Oracle Applications System Administrator's Guide Documentation Set**

This documentation set provides planning and reference information for the Oracle Applications System Administrator. *Oracle Applications System Administrator's Guide - Configuration* contains information on system configuration steps, including defining concurrent programs and managers, enabling Oracle Applications Manager features, and setting up printers and online help. *Oracle Applications System Administrator's Guide - Maintenance* provides information for frequent tasks such as monitoring your system with Oracle Applications Manager, administering Oracle E-Business Suite Secure Enterprise Search, managing concurrent managers and reports, using diagnostic utilities including logging, managing profile options, and using alerts. *Oracle Applications System Administrator's Guide - Security* describes user management, data security, function security, auditing, and security configurations.

## **Oracle Alert User's Guide**

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

## **Oracle Applications Developer's Guide**

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards for Forms-Based Products*. It also provides information to help you build your custom Oracle Forms Developer forms so that they integrate with Oracle Applications. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.

## **Other Implementation Documentation**

### **Oracle Applications Multiple Organizations Implementation Guide**

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

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

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

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

This guide explains how to define new workflow business processes and customize



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

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

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

### **Oracle Applications Flexfields Guide**

This guide provides flexfields planning, setup and reference information for the Oracle Projects implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

### **Oracle Applications User Interface Standards for Forms-Based Products**

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and tells you how to apply this UI to the design of an application built by using Oracle Forms.

### **Oracle iSetup User Guide**

This guide describes how to use Oracle iSetup to migrate data between different instances of the Oracle E-Business Suite and generate reports. It also includes configuration information, instance mapping, and seeded templates used for data migration.

### **Oracle XML Publisher Administration and Developer's Guide**

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce outputs to meet a variety of business needs. Outputs include: PDF, HTML, Excel, RTF, and eText (for EDI and EFT transactions). Oracle XML Publisher can be used to generate reports based on existing Oracle Applications report data, or you can use Oracle XML Publisher's data extraction engine to build your own queries. Oracle XML Publisher also provides a robust set of APIs to manage delivery of your reports via e-mail, fax, secure FTP, printer, WebDav, and more. This guide describes how to set up and administer Oracle XML Publisher as well as how to use the Application Programming Interface to build custom solutions.

### **Oracle XML Publisher Report Designer's Guide**

Oracle XML Publisher is a template-based reporting solution that merges XML data with templates in RTF or PDF format to produce a variety of outputs to meet a variety of business needs. Using Microsoft Word or Adobe Acrobat as the design tool, you can create pixel-perfect reports from the Oracle E-Business Suite. Use this guide to design your report layouts.

## **Oracle E-Business Suite Diagnostics User's Guide**

This guide contains information on implementing, administering, and developing diagnostics tests in the Oracle E-Business Diagnostics framework.

## **Oracle E-Business Suite Integrated SOA Gateway User's Guide**

This guide describes how users can browse and view the integration interface definitions and services that reside in Oracle Integration Repository.

## **Oracle E-Business Suite Integrated SOA Gateway Implementation Guide**

This guide explains the details of how integration repository administrators can manage and administer the entire service enablement process based on the service-oriented architecture (SOA) for both native packaged public integration interfaces and composite services - BPEL type. It also describes how to invoke Web services from Oracle E-Business Suite by working with Oracle Workflow Business Event System, manage Web service security, and monitor SOAP messages.

## **Training and Support**

### **Training**

Oracle offers a complete set of training courses to help you and your staff master Oracle Projects and reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Oracle University at any of our many Education Centers, you can arrange for our trainers to teach at your facility, or you can use Oracle Learning Network (OLN), Oracle University's online education utility. In addition, Oracle training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization structure, terminology, and data as examples in a customized training session delivered at your own facility.

### **Support**

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Projects working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

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

Oracle **STRONGLY RECOMMENDS** that you never use SQL\*Plus, 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 of Implementing Oracle Projects

This chapter contains an overview of the implementation process.

This chapter covers the following topics:

- Planning Your Implementation
- Overview of Setting Up Oracle Projects
- Oracle Projects Implementation Checklist
- About Fremont Corporation: An Example of Setting Up Oracle Projects

## Planning Your Implementation

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

**Note:** If you plan to use reporting currencies with Oracle Projects, see information about reporting currencies in the *Oracle Financials Implementation Guide*, the *Oracle Subledger Accounting Implementation Guide*, and the *Oracle General Ledger User's Guide*.

## Your Implementation Team

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

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

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

## **Implementation Decisions**

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

### **Review Your Business Procedures**

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

### **Preparing Your Implementation Data**

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

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

### **Related Topics**

Overview of Setting Up Oracle Projects, page 1-5

## **Data Conversion**

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

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

## **Data Migration and Reporting Using iSetup**

After you implement Oracle Projects on an instance, you can use iSetup to extract this

implementation data from the source instance and load it to other new target instances. To do this, add the iSetup responsibility to the user logging into the Oracle application instance.

Create a selection set using the Projects Setup predefined selection set template and use this selection set to extract implementation data from the named source instance. Because Oracle Projects APIs are standalone APIs, you can select to run one or more APIs from the available set of APIs for the selection set that you create. Oracle Projects provides filters for extracting and transforming data using iSetup.

During the load, if an API is enabled for update, the load process overwrites the existing record in the target instance with the extracted record. If the API does not allow update of existing records in the target instance, Oracle iSetup displays an error message. In addition, if the API has dependencies and the corresponding data is not available in the target instance, the API does not create a new record in the target instance. In the case of Planning Resource List and Resource Breakdown Structure, if the dependency record is not available in the target instance, the API does not create any of the records in the load extract.

The following table lists the available APIs, their dependencies, and their update capabilities.

<b>API Name</b>	<b>Oracle Projects Dependencies</b>	<b>Support s Update</b>
Agreement Types	None	Yes
Expenditure Categories	None	Yes
Transaction Sources	None	Yes
Cost Bases	None	Yes
Event Types	None	No
Invoice Formats	None	No
Labor Costing Rules	Expenditure types - PA_PROJECT_EXPENDITURE_TYPES	No
Expenditure Types	Expenditure Categories - PA_EXPENDITURE_CATEGORIES	No
Burden Cost Codes	Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES	Yes

API Name	Oracle Projects Dependencies	Support s Update
Rate Schedules	Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES  Non Labor Resources - PA_NON_LABOR_RESOURCES	No
Non Labor Resources	Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES	No
Labor Costing Overrides - PA_LABOR_COSTING_OVERRIDES	Labor Costing Rules - PA_LABOR_COSTING_RULES  Rate Schedules - PA_RATE_SCHEDULES	No
Organization Labor Costing Rules - PA_ORGANIZATION_LABOR_COSTING_RULES	Labor Costing Rules - PA_LABOR_COSTING_RULES  Rate Schedules - PA_RATE_SCHEDULES  Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES	No
Burden Structures - PA_BURDEN_STRUCTURES	Cost bases - PA_COST_BASES  Cost Codes - PA_COST_CODES  Expenditure types - PA_PROJECT_EXPENDITURE_TYPES	No
Burden Schedules - PA_BURDEN_SCHEDULES	Burden Structures - PA_BURDEN_STRUCTURES  Cost Codes - PA_COST_CODES	No
Resource Breakdown Structures - PA_RESOURCE_BREAKDOWN_STRUCTURES	Non Labor Resources - PA_NON_LABOR_RESOURCES  Event Types - PA_EVENT_TYPES Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES  Expenditure categories - PA_EXPENDITURE_CATEGORIES	No



API Name	Oracle Projects Dependencies	Support s Update
Planning Resource Lists - PA_PLANNING_RESOURCE_LISTS	Non Labor Resources - PA_NON_LABOR_RESOURCES  Event Types - PA_EVENT_TYPES  Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES  Expenditure categories - PA_EXPENDITURE_CATEGORIES	No

You can reuse the extracts that you create to load multiple target instances or to produce reports. These reports can be standard reports for an extract or comparison reports between extracts. For more information on using iSetup, see the *Oracle iSetup User Guide*.

## User Training

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

## System Testing

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

## Overview of Setting Up Oracle Projects

To help you implement Oracle Projects, this book walks you through a sample implementation for Fremont Corporation, a fictitious engineering, construction, and consulting firm. For each implementation step, we explain how Fremont implements its own policy, practice, or procedure in Oracle Projects. By studying Fremont's implementation, you can learn more about how to implement your own policies, practices, and procedures using Oracle Projects. See: About Fremont Corporation: An Example of Setting Up Oracle Projects, page 1-10.

## Setting up Underlying Oracle Applications Technology

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

You need to complete several other setup steps, including:

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

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

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

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

## Oracle Projects Implementation Checklist

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

- Oracle Project Foundation, page 2-1
- Oracle Project Costing, page 3-2
- Oracle Project Billing, page 4-1
- Oracle Project Resource Management, page 5-1
- Oracle Project Management, page 6-1
- Oracle Project Portfolio Analysis, page 7-1
- Oracle Project Collaboration, page 8-1

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

## Overview of the Oracle Projects Implementation Checklist

Following are some guidelines for using the implementation checklist.

## **Perform Steps in Order**

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

## **Shared Data**

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

- Ledger
- Employees and Organizations
- Customers

## **Subledger Accounting**

Oracle Projects uses AutoAccounting to create default accounts for project costs that it sends to Oracle Subledger Accounting. Oracle Projects provides predefined setup in Oracle Subledger Accounting to accept the default accounts from Oracle Projects and transfer them to Oracle General Ledger without change. You have the option of defining your detailed accounting rules for Oracle Projects in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

If you set up your own rules in Oracle Subledger Accounting, you must still set up AutoAccounting so that Oracle Projects can determine valid default accounts. The AutoAccounting setup enables processes, such as processes that distribute costs and generate accounting events, to determine the default accounts that Oracle Projects sends to Oracle Subledger Accounting.

Oracle Subledger Accounting derives values for account combinations based on project information. You can use most of the implementation data that you define for Oracle Projects as sources in Oracle Subledger Accounting. Sources are pieces of information that the process PRC: Create Accounting uses to create journal entries. Oracle Projects provides over 300 sources that you can use to determine and describe accounting entries. Examples of predefined sources include expenditure category, project type, task service type, and project organization.

## **AutoAccounting**

As you determine your implementation data, you must keep AutoAccounting in mind. The AutoAccounting feature in Oracle Projects derives values for account combinations

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

## Implementation Listings

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

## Checklist Sections

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

### Product Setup Checklists

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

### Feature Setup Checklists

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

In addition, the Oracle Project Foundation checklists indicate, in the Required and Optional columns, the product or products for which the step is either required or optional, or *All* if all products in the Oracle Projects Suite are applicable.

## Steps for Integrating Oracle Projects with Other Oracle Applications

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

## How to Use the Implementation Checklist

When it comes to implementing Oracle Projects, each business has different needs. Just

as Oracle Projects lets you tailor project requirements to fit your business needs, the sections describing the setups of Oracle Projects are designed to be equally flexible. Here are some suggested ways to use these sections.

### **Use it as a Step-by-Step Implementation Guide**

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

Each step is numbered to indicate (1) the product, (2) whether the step is part of the product setup or feature setup, and (3) the step sequence. For example, step PJF-P1.1 is step 1.1 in the product setup for Oracle Project Foundation. Step PJB-F1.1 is step 1.1 in the feature setup for Oracle Project Billing.

### **Use It as a Tutorial**

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

### **Use it as a Springboard to Plan Your Implementation**

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

### **Effective Dates**

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

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

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

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

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

of values, and prevents you from entering this classification code after December 31, 2001.

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

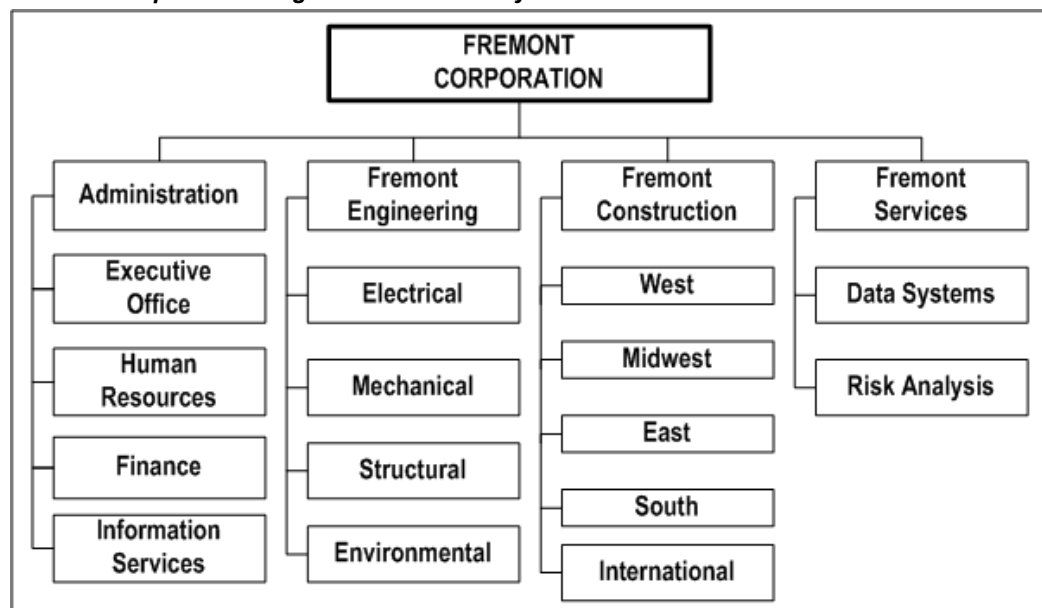
You can also use effective dates to record information that changes over time. For example, if you alter the bill rate for an employee on a specific date, you can enter the new bill rates and use the Effective Date fields to ensure that the old and the new bill rates are used as appropriate.

## ***About Fremont Corporation: An Example of Setting Up Oracle Projects***

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

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

***Fremont Corporation: Organization Hierarchy***



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

Fremont Corporation decides to implement Oracle Projects for each division and begins

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

Throughout this guide, whenever we discuss a particular aspect of implementation, we discuss how Fremont Corporation's implementation team chooses to implement Oracle Projects. Most of the examples are located at the end of an implementation step.

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





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# Implementing Oracle Project Foundation

This chapter contains instructions for implementing Oracle Project Foundation.

This chapter covers the following topics:

- Oracle Project Foundation Implementation Checklists
- Ledgers and Currencies
- Organizations
- Periods and Calendars
- Implementation Options
- Resources
- Rate Schedule Definition
- Roles
- Project and Organization Security
- Task Definition
- Project Definition
- System Administration and Maintenance
- Organization Forecasting
- Utilization
- Oracle Sales Integration
- Oracle Product Lifecycle Management Integration
- Application Programming Interfaces

## Oracle Project Foundation Implementation Checklists

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

Project Management and Project Collaboration).

For general information about the Oracle Projects implementation checklists, see Oracle Projects Implementation Checklist, page 1-6.

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

## Oracle Project Foundation Product Setup

The following checklist shows the steps required to implement Oracle Project Foundation. The product setup checklist is organized by area of functionality. The *Required/Optional* column indicates if the step is required or optional for use of the product.

To implement Oracle Project Foundation, complete the steps in the following order:

1. Ledgers and Currencies, page 2-3
2. Organization Definition, page 2-3
3. Period and Calendar Definition, page 2-4
4. Implementation Options, page 2-6
5. Resource Definition, page 2-7
6. Rate Schedule Definition, page 2-8
7. Role Definition, page 2-8
8. Project and Organization Security, page 2-9
9. Task Definition, page 2-10
10. Project Definition, page 2-10
11. System Administration and Maintenance, page 2-13

The following table shows the product abbreviations that are used in the Required/Optional indicators.

Product Abbreviation	Product
Required - All	Required for all products in Oracle Projects Suite

Product Abbreviation	Product
Optional - All	Optional for all products in Oracle Projects Suite
PJF	Project Foundation
PJC	Project Costing
PJB	Project Billing
PJP	Project Portfolio Analysis
PJR	Project Resource Management
PJT	Project Management
PJL	Project Collaboration

## 1. Ledgers and Currencies

The following table lists the steps required for ledgers and currencies:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P1.1	Define ledger	Required - All	Site	
PJF-P1.2	Set the profile option GL: Ledger	Required - All	OU (set at the responsibility level)	System Administrator
PJF-P1.3	Enable additional currencies you plan to use	Optional - All	Site	Projects Implementation Super User

**Note:** For details about the ledgers and currencies steps, see Ledgers and Currencies, page 2-18.

## 2. Organization Definition

The following table lists the steps required for organization definition:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P2.1	Define locations	Required - All	Business Group	Projects Implementation Super User
PJF-P2.2	Define organizations	Required - All	Business Group	Projects Implementation Super User
PJF-P2.3	Set the profile option HR: Cross Business Group	Optional - All	Site	System Administrator
PJF-P2.4	Enable Multiple Organization Architecture	Optional - All	Site	
PJF-P2.5	Define default operating unit for the project expenditure organizations	Required - PJR Optional - PJC	Site	Projects Implementation Super User
PJF-P2.6	Define organization hierarchies and/or global organization hierarchies	Required - All	Site	Projects Implementation Super User
PJF-P2.7	Assign a project burdening hierarchy for each business group	Optional - PJC, PJB	Site	Projects Implementation Super User

**Note:** For details about the organization definition steps, see Organizations, page 2-28.

### 3. Period and Calendar Definition

The following table lists the steps required for period and calendar:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P3.1	Set the profile option PA: Enable Enhanced Period Processing	Optional - PJC, PJB	Site	System Administrator
PJF-P3.2	Define GL and PA periods	Required - All	Ledger	Projects Implementation Super User
PJF-P3.3	Set the GL period status	Optional - PJC, PJB	Ledger	Projects Implementation Super User
PJF-P3.4	Define calendar types	Required - PJR, PJT Optional - PJC	Site	Projects Implementation Super User
PJF-P3.5	Define calendar shifts and shift patterns	Required - PJR, PJT Optional - PJC	Site	Projects Implementation Super User
PJF-P3.6	Define calendar exceptions	Optional - PJR, PJT, PJC	Site	Projects Implementation Super User
PJF-P3.7	Define calendars	Required - PJR, PJT Optional - PJC	Site	Projects Implementation Super User
PJF-P3.8	Assign calendar shifts	Required - PJR, PJT Optional - PJC	Site	Projects Implementation Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P3.9	Set the following profile options: PA: Default Calendar PA: Global Week Start Day PA: Availability/Overcommitment Calculation Period PA: Percentage of Resource's Capacity PA: Availability Duration	Required - PJR, PJT Optional - PJC	Site	System Administrator
PJF-P3.10	Define default calendar for the project expenditure organization	Required - PJR Optional - PJC, PJT	Site	Projects Implementation Super User
PJF-P3.11	Run the Generate Calendar Schedules process	Required - PJR Optional - PJC	Site	Projects Implementation Super User

**Note:** For details about the period and calendar definition steps, see Periods and Calendars, page 2-40.

#### 4. Implementation Options

The following table lists the step required for implementation options:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P4.1	Define implementation options (System, Currency, Project Setup, Expnd/Costing, Billing, and Cross Charge).	Required - All	OU	Projects Implementation Super User

**Note:** For details about the implementation options step, see Defining Implementation Options, page 2-48.

## 5. Resource Definition

The following table lists the steps required for resource definition:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P5.1	Define job groups	Required - PJR Optional - PJC, PJB	Business Group	Projects Implementation Super User
PJF-P5.2	Define job levels and job codes	Required - PJR	Site	Projects Implementation Super User
PJF-P5.3	Define jobs	Required - PJR Optional - PJC, PJB	Business Group	Projects Implementation Super User
PJF-P5.4	Define job mapping	Optional - PJR, PJC, PJB	Business Group	Projects Implementation Super User
PJF-P5.5	Set profile option PA Project Resource Job Group, or define the job group for the organization	Required - PJR	Site	System Administrator
PJF-P5.6	Define rating scales	Required - PJR	Business Group	Projects Implementation Super User
PJF-P5.7	Define competencies	Required - PJR	Business Group	Projects Implementation Super User
PJF-P5.8	Define people, including address, assignment, job, supervisor, and competencies	Required - PJR Optional - All	Business Group	Projects Implementation Super User
PJF-P5.9	Migrate resource data from other systems	Optional - All	Site	

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P5.10	Run PRC: Maintain Project Resources	Required - PJR  Optional - PJC (utilization)	Site	Projects Implementation Super User

**Note:** For details about the resource definition steps, see Resources, page 2-49.

## 6. Rate Schedule Definition

The following table lists the step required for rate schedule definition:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P6.1	Define rate schedules	Optional - PJC, PJB, PJT	OU	Projects Implementation Super User

**Note:** For details about the rate schedule definition step, see Rate Schedule Definition, page 2-8.

## 7. Role Definition

The following table lists the steps required for role definition:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P7.1	Define roles	Required - PJR, PJT, PJL  Optional - PJC, PJB	Business Group	Projects Implementation Super User
PJF-P7.2	Define role lists	Optional - All	Site	Project Super User



Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P7.3	Define project roles for organizations	Optional - All	Site	Project Super User

**Note:** For details about the role definition steps, see Roles, page 2-68.

## 8. Project and Organization Security

The following table lists the steps required for project and organization security:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P8.1	Implement responsibility-based security	Optional - All	Site	System Administrator
PJF-P8.2	Set the profile option PA: Cross-Project User - View	Optional - All	Site	System Administrator
PJF-P8.3	Set the profile option PA: Cross-Project User - Update	Optional - All	Site	System Administrator
PJF-P8.4	Set the profile option PA: View All Project Resources	Optional - All	Site	System Administrator
PJF-P8.5	Implement role-based security	Optional - PJR, PJT, PJL	Site	Projects Implementation Super User
PJF-P8.6	Implement organizational authority	Optional - PJC, PJR, PJT, PJL	Site	Projects Implementation Super User
PJF-P8.7	Implement project security extension	Optional - All	Site	
PJF-P8.8	Define security profiles and/or global security profiles	Optional - All	Business Group (need to be changed when adding new OU)	System Administrator

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P8.9	Set the profile option HR: Security Profile	Required - All	Site	System Administrator

**Note:** For details about the project and organization security steps, see Project and Organization Security, page 2-71.

## 9. Task Definition

The following table lists the steps required for task definition:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P9.1	Define additional task statuses	Optional - PJT	Site	Projects Implementation Super User
PJF-P9.2	Define additional task types	Optional - PJT	Site	Project Super User
PJF-P9.3	Define additional task priorities	Optional - PJT	Site	Projects Implementation Super User

**Note:** For details about the task definition steps, see Task Definition , page 2-82.

## 10. Project Definition

The following table lists the steps required for project definition:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P10.1	Define additional statuses	Optional - All	Site	Projects Implementation Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P10.2	Define additional classifications, class categories and class codes	Optional - All	Site	Projects Implementation Super User
PJF-P10.3	Define service types	Required - All	Site	Projects Implementation Super User
PJF-P10.4	Define project customer relationships	Required - PJB	Site	Projects Implementation Super User
PJF-P10.5	Define contact types	Required - PJB	Site	Projects Implementation Super User
PJF-P10.6	Define probability lists	Optional - All	Site	Projects Implementation Super User
PJF-P10.7	Define resource lists	Required - All	Business Group	Projects Implementation Super User
PJF-P10.8	Implement resource classes	Optional - PJT	Site	Project Super User
PJF-P10.9	Define planning resource lists	Optional - PJT	Business Group	Project Super User
PJF-P10.10	Define resource breakdown structures	Optional - PJT, PJC(allocations )	Business Group	Project Super User
PJF-P10.11	Define cycles	Required - PJB Optional - PJT	Site	Projects Implementation Super User
PJF-P10.12	Define work types	Required - PJR Optional - PJC, PJB	Site	Projects Implementation Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P10.13	Define project types  * This step should be revisited after you have defined your desired features across the suite	Required - All	OU	Projects Implementation Super User
PJF-P10.14	Define project lifecycles	Optional - All	Site	Project Super User
PJF-P10.15	Define user-defined attributes	Optional - All	Site	Project Super User
PJF-P10.16	Define project templates  * This step should be revisited after you have defined your desired features across the suite	Required - All	OU	Projects Implementation Super User , Project Super User
PJF-P10.17	Implement project verification extension	Optional - All	Site	
PJF-P10.18	Implement project workflow	Optional - All	Site	Workflow Builder
PJF-P10.19	Implement project workflow extension	Optional - All	Site	
PJF-P10.20	Implement the verify organization change extension	Optional - All	Site	
PJF-P10.21	Setup profile option PA: Home Page Highlights: Number of Weeks	Optional - All	Site	System Administrator
PJF-P10.22	Implement Project Search	Optional - All	Site	Projects Implementation Super User

**Note:** For details about the project definition steps, see Project Definition, page 2-87 .

## 11. System Administration and Maintenance

The following table lists the steps required for system administration and maintenance:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-P11.1	Define request groups for reporting and processes	Optional - All	Site	System Administrator
PJF-P11.2	Define responsibilities for users	Optional - All	Site/OU  You may want to create additional responsibilities	System Administrator
PJF-P11.3	Define additional users	Optional - All	Site	System Administrator
PJF-P11.4	Initiate Deferred Workflow processes	Required - PJR  Optional - PJF (utilization), PJT (budgetary controls)	Site	System Administrator
PJF-P11.5	Define frequently used folders	Optional - All	Site	Projects Implementation Super User
PJF-P11.6	Define descriptive flexfields	Optional - All	Site	System Administrator
PJF-P11.7	Define additional page layouts	Optional - All	Site	Projects Implementation Super User
PJF-P11.8	Set the profile option PA: Highlight Starting Tasks: Number of Days	Optional - All	Site	System Administrator
PJF-P11.9	Gather schema statistics	Optional - All	Site	System Administrator

**Note:** For details about the system administration and maintenance steps, see System Administration and Maintenance, page 2-152.

## Oracle Project Foundation Feature Setup

The following checklist shows the steps required to implement each Oracle Project Foundation feature. The list is organized by feature. The *Required/Optional* column indicates if the step is required or optional for use of each feature.

To implement Oracle Project Foundation features, complete the steps in the following order:

1. Organization Forecasting, page 2-15
2. Utilization, page 2-15
3. Oracle Sales Integration, page 2-17
4. Oracle Product Lifecycle Management Integration, page 2-17
5. Application Programming Interfaces (APIs), page 2-17

## Required and Optional Steps by Product

Each step includes indicators showing:

- the product or products for which the step is *required* to use the feature
- the product or products for which the step is *optional* to use the feature

The word *All* is displayed if all products in the Oracle Projects Suite are applicable.

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

Product Abbreviation	Product
Required - All	Required for all products in Oracle Projects Suite
Optional - All	Optional for all products in Oracle Projects Suite
PJF	Project Foundation
PJC	Project Costing
PJB	Project Billing
PJR	Project Resource Management

Product Abbreviation	Product
PJT	Project Management
PJL	Project Collaboration

## 1. Organization Forecasting

The following table lists the steps required for organization forecasting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-F1.1	Define an additional status for Organization Forecasting	Optional - PJC, PJR	Site	Projects Implementation Super User
PJF-F1.2	Update status controls to include project in Organization Forecasts	Required - PJC, PJR	Site	Projects Implementation Super User
PJF-F1.3	Define an organization project type	Required - PJC, PJR	OU	Projects Implementation Super User
PJF-F1.4	Define an organization project template	Required - PJC, PJR	OU	Projects Implementation Super User
PJF-F1.5	Define organization forecasting options	Required - PJC, PJR	OU	Projects Implementation Super User
PJF-F1.6	Define adjustment reasons	Required - PJC, PJR	Site	Projects Implementation Super User
PJF-F1.7	Calculate initial forecast amounts	Required - PJC, PJR	Site	Projects Implementation Super User

**Note:** For details about the organization forecasting steps, see Organization Forecasting, page 2-189.

## 2. Utilization

The following table lists the steps required for utilization:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-F2.1	Define unassigned time options	Required - PJC, PJR	OU	Projects Implementation Super User
PJF-F2.2	Define utilization categories	Required - PJC, PJR	Site	Projects Implementation Super User
PJF-F2.3	Set the following profile options for utilization:  PA: Require Work Type Entry for Expenditures  PA: Resource Utilization Calculation Method  PA: Resource Utilization Period Type  PA: Utilization Manager Default Calculation Method  PA: Utilization Manager Default Period Type	Required - PJC, PJR	Site	System Administrator
PJF-F2.4	Set up global profile options	Required - PJC, PJR	Site	Projects Implementation Super User
PJF-F2.5	Set up organization security profiles	Required - PJC, PJR	Site	Projects Implementation Super User
PJF-F2.6	Define Oracle Daily Business Intelligence for Projects implementation options	Required - PJC, PJR	Site	Project Super User
PJF-F2.7	Update period and organization information	Required - PJC, PJR	Site	Project Super User
PJF-F2.8	Summarize financial and resource data	Required - PJC, PJR	Site	Projects Implementation Super User
PJF-F2.9	Implement Oracle Discoverer	Required - PJC, PJR	Site	



**Note:** For details about the utilization steps, see Utilization, page 2-195.

### 3. Oracle Sales Integration

The following table lists the step required for Oracle Sales integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-F3.1	Implement Oracle Sales opportunities with Oracle Projects	Required - All	Site	Project Super User

**Note:** For details about the Oracle Sales Integration steps, see Oracle Sales Integration, page 2-199.

### 4. Oracle Product Lifecycle Management Integration

The following table lists the step required for Oracle Product Lifecycle Management integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-F4.1	Implement Oracle Product Lifecycle Management Integration	Required - All	Site	Defined in PLM

**Note:** For details about the Oracle Product Lifecycle Management Integration step, see Oracle Product Lifecycle Management Integration, page 2-202.

### 5. Application Programming Interfaces (APIs)

The following table lists the steps required for application programming interfaces:

Step	Description	Required /Optional	Setup Level	Responsibility
PJF-F5.1	Define control actions	Required - All	Site	Projects Implementation Super User
PJF-F5.2	Define source products	Required - All	Site	Projects Implementation Super User

**Note:** For details about the Application Programming Interface steps, see Application Programming Interfaces, page 2-203.

## Ledgers and Currencies

The following instructions give details about the Ledgers and Currencies steps, page 2-3 in the Oracle Project Foundation Product Implementation Checklist.

### Define an Oracle Applications Ledger

A ledger determines the currency, chart of accounts, accounting calendar, ledger processing options and subledger accounting method, if used, for a legal entity, group of legal entities, or some other business purpose that does not involve legal entities.

You define ledgers when you create accounting setups in Accounting Setup Manager. Each accounting setup requires a primary ledger and optionally one or more secondary ledgers and reporting currencies.

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

- **Define your chart of accounts.**
- **Define your calendar.**
- **Define a currency.**
- **Define a subledger accounting method.**
- **Define a ledger.**
- **Assign ledger to a responsibility.**

**Note:** Your ledger must have at least one legal entity associated with it so that it can be used for setting up Oracle Projects.

For more information, see General Ledger Setup Steps, *Oracle General Ledger Implementation Guide*. If you have already implemented a ledger while setting up a different Oracle Application, you can skip these steps.

**Tip:** For a description of Fremont Corporation's ledger, see: Fremont Corporation Ledger, page 2-22.

## Oracle Projects Considerations when Defining your Accounting Flexfield

Consider the following features when you define accounting flexfields:

### Dynamic Inserts

You can define your Accounting Flexfield structure with or without the *Allow Dynamic Inserts* options enabled. See: Defining Key Flexfield Structures, *Oracle Applications Flexfield Guide*.

### Segment Qualifiers

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

- Cost Center Segment
- Natural Account Segment
- Balancing Segment

## Ledger Name Profile Option

To indicate the ledger in use at the site, application, or responsibility level, you set the GL: Ledger Name profile option.

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

## Enabling Currencies You Want to Use

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

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

See: Defining Conversion Rate Types and Currency Rates Manager in the *Oracle General Ledger User's Guide*.

## Multi-Currency Processing

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

### Setting up Multi-Currency Transactions

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

- **Implementation Options**  
Use the Currency Implementation Options to control the default values for currency attributes at the operating unit level. Oracle Projects uses the currency attributes to calculate currency exchange rates. See: *Currency Implementation Options*, page C-5.
- **Currency**  
For each project for which you want to process multi-currency transactions, set up the Currency options in the project and task options window. This option enables you to enter default currency attributes for a project. See: *Currency, Oracle Projects Fundamentals*.
- **Cross Charge**  
You can use the Cross Charge Options to specify whether the project can accept charges from other operating units. See: *Cross Charge Setup, Oracle Projects Fundamentals*.
- **Task Currency and Cross Charge Options**  
You can use the Task Currency and Cross Charge Options to override the costing currency conversion attributes and cross charge options in a lowest task. See: *Currency, Oracle Projects Fundamentals* and *Cross Charge Setup, Oracle Projects Fundamentals*.
- **Transaction Entry and Transaction Import**  
During Transaction Entry and Transaction Import, you can override the project and task currency attributes. See: *Entering Expenditures, Oracle Project Billing User Guide* and *Currency Conversion Attributes for Imported Transactions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### Setting up Multi-Currency Billing

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

- **Enable Multi Currency Billing**

In the Billing tab of the Implementation Options window, check the box Enable Multi Currency Billing. This option enables you to enter agreements, rate schedules, and add billing assignments to the project type in any currency.

If you enable multi-currency billing, and later create a project template or project, you can disable the default setting in the Billing tab in the Currency window for the project template or project. See: Billing Currency, *Oracle Projects Fundamentals*.

**Note:** If you do not enable multi-currency billing at the operating unit level, you can enable it for an individual project template or project by overriding the default value during project template entry or project entry.

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

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

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

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

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

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

### **Reviewing Invoices**

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

functional, funding, invoice processing, and project currency.

## **Generating Invoices**

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

## ***Fremont Corporation Ledger***

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

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

## ***Fremont Corporation Period Types***

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

<b>Accounting Period Type</b>	<b>Number of Periods per Year</b>	<b>Year Type in Name</b>
Week	52	Calendar
Month	12	Calendar
Quarter	4	Fiscal
Year	1	Fiscal

## ***Fremont Corporation Calendar Periods***

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

## ***Fremont Corporation Ledger***

Fremont Corporation uses a ledger that specifies their calendar, functional currency, and account structure.

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

#### ***Fremont Corporation Chart of Accounts Structure***

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

*Company - Cost Center - Account*

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

#### ***Company Codes***

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

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

<b>Organization</b>	<b>Company</b>
Administration	01
Fremont Engineering	02
Fremont Construction	03
Fremont Services	04

#### ***Fremont Corporation Company and Cost Center Codes***

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

<b>Organization</b>	<b>Company</b>	<b>Cost Center</b>
Fremont Corporation		000
Administration	01	100
Executive Office	01	101
Human Resources	01	102
Finance	01	103
Information Services	01	104
Fremont Engineering	02	200
Electrical	02	201
Structural	02	202
Mechanical	02	203
Environmental	02	204



<b>Organization</b>	<b>Company</b>	<b>Cost Center</b>
Fremont Construction	03	300
West	03	301
Midwest	03	302
East	03	303
South	03	304
International	03	305
Fremont Services	04	400
Data Systems	04	401
Risk Analysis	04	402

#### ***Fremont Corporation Account Codes***

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

<b>Account</b>	<b>Description</b>	<b>Type</b>
1000	Cash	Asset
1100	Accounts Receivable	Asset
1101	Unbilled Receivables	Asset
1110	Unbilled Retention	Asset
1200	Inventory	Asset
1500	Intercompany	Asset

<b>Account</b>	<b>Description</b>	<b>Type</b>
1600	Prepayments - Employee Advances	Asset
2100	Unearned Revenue	Liability
2200	Accounts Payable, Employee	Liability
2300	Payroll Clearing	Liability
2400	Asset Usage Clearing	Liability
2500	Accounts Payable, Supplier Invoice	Liability
3100	Retained Earnings	Ownership
4100	Private Professional Fee Revenue	Revenue
4101	Public Professional Fee Revenue	Revenue
4102	Private Borrowed and Lent	Revenue
4103	Public Borrowed and Lent	Revenue
4200	Computer Fee Revenue	Revenue
4201	Vehicle and Equipment Revenue	Revenue
4202	Misc Asset Revenue	Revenue
4210	Usage Borrowed and Lent	Revenue
4300	Expense Report Revenue	Revenue
4400	Subcontractor Revenue	Revenue
4500	Bonus Revenue	Revenue

<b>Account</b>	<b>Description</b>	<b>Type</b>
4520	Realized Gains	Revenue
4600	Other Misc Revenue	Revenue
5100	Private, Billable Labor Cost	Expense
5101	Public, Billable Labor Cost	Expense
5102	Private, Non-Billable Labor Cost	Expense
5103	Public, Non-Billable Labor Cost	Expense
5150	Marketing Labor Cost	Expense
5151	Government Marketing Cost	Expense
5152	Research & Development Labor Cost	Expense
5153	Administration Labor Cost	Expense
5154	Bid an Proposal Labor Cost	Expense
5170	Holiday Time	Expense
5171	Sick Time	Expense
5172	Vacation Time	Expense
5173	Overtime Labor Cost	Expense
5199	Transfer Out to Inventory	Expense
5200	Travel & Lodging Expense	Expense
5201	Meals Expense	Expense
5202	Miscellaneous Expense	Expense

Account	Description	Type
5400	Computer Expense	Expense
5401	Vehicle and Equipment Expense	Expense
5402	Other Asset Expense	Expense
5500	Write-Offs	Expense
5500	Realized Losses	Expense
5600	Construction Subcontracting Expense	Expense
5610	Consulting Expense	Expense
5620	Miscellaneous Subcontract Expense	Expense
5630	Supplies	Expense

## Related Topics

Conversion Attributes, *Oracle Projects Fundamentals*

Billing Implementation Options, page C-13

Currency Implementation Options, page C-5

Customers and Contacts, *Oracle Projects Fundamentals*.

## Organizations

The following instructions give details about the Organization Definition steps, page 2-3 in the Oracle Project Foundation Product Implementation Checklist.

## Overview of Organizations

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

Organizations and employees are partitioned by business groups. Many enterprises

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

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

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

## Related Topics

Organizations in Oracle Projects, *Oracle Projects Fundamentals*

Representing Organizations, *Oracle HRMS Enterprise and Workforce Management Guide*

Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

## Organization Classifications

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

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

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

## Locations

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

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

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

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

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

### ***Fremont Corporation Locations***

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

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

The location details are shown in the following table:

<b>Name</b>	<b>Description</b>	<b>City</b>	<b>State</b>	<b>Country</b>
HQ	Corporate Headquarters	Bay Grove	CA	United States
East	Construction: east coast field office	Boston	MA	United States
International	Construction: is international field office	Marseilles		France

## Related Topics

Organizations, page 2-28

Site Locations, *Oracle HRMS Enterprise and Workforce Management Guide*

## Defining Organizations

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

Oracle Projects uses organizations for the following business purposes:

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

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

**Important:** When you define organizations, you need to assign Organization Classifications to each organization that you want to use in Oracle Projects. See: Organization Classifications, page 2-29.

### ***Fremont Corporation Organizations***

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

For all of Fremont Corporation's organizations, the following organization

classifications are enabled:

- Project/Expenditure/Event
- Project Invoice Collection

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



Organization Name	Location
West	HQ

## Related Topics

Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*

## Setting the Cross Business Group Profile Option

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

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

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

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

For more information, see: HR: Cross Business Group, page B-64.

## Enabling Multiple Organization Architecture

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

For details, please refer to:

- *Multiple Organizations in Oracle Applications*
- Operating Units and Multiple Organizations, *Oracle Projects Fundamentals*

## Defining a Default Operating Unit for Project Expenditure Organizations

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

- Enable the Project Expenditure/Event organization classification
- If you have installed Oracle Project Resource Management or Oracle Project

Management, define a default operating unit for the organization in the Additional Organization Information section.

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

- Creating an Organization, *Oracle HRMS Enterprise and Workforce Management Guide*
- Entering Organization Classifications, *Oracle HRMS Enterprise and Workforce Management Guide*
- Entering Additional Information, *Oracle HRMS Enterprise and Workforce Management Guide*

## Defining Organization Hierarchies

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

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

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

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

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

The following organization hierarchy versions are assigned in Oracle Projects:

- A Project/Task Owning Organization Hierarchy Version is assigned to each operating unit. See: Project/Task Owning Organization Hierarchy, page C-8.
- An Expenditure/Event Organization Hierarchy Version is assigned to each operating unit. See: Expenditure/Event Organization Hierarchy, page C-12.
- A Default Reporting Organization Hierarchy Version is assigned to each operating

unit. The hierarchy version can be overridden at reporting time. See: Default Reporting Organization Hierarchy, page C-4.

- A Project Burdening Hierarchy Version is assigned to each business group. See: Specifying a Project Burdening Hierarchy, page 2-38.

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

### ***Fremont Corporation Organization Hierarchy***

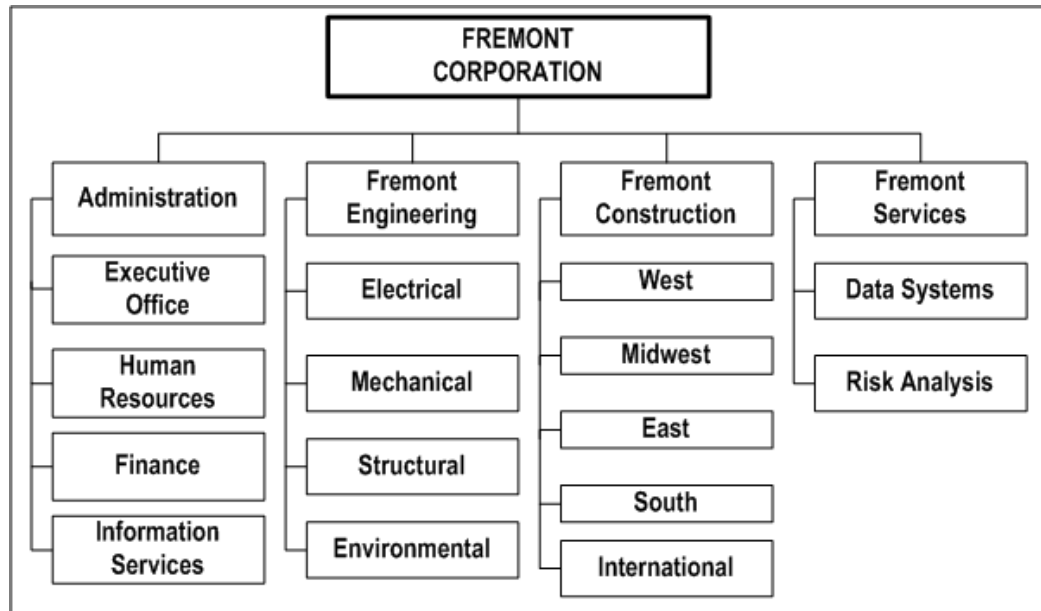
Fremont Corporation organizations include the following hierarchy of divisions and groups.

Fremont Corporation's four divisions are further divided into the following groups:

- Administration has four groups: the Executive Office, Human Resources, Finance, and Information Services.
- Fremont Engineering has four groups: Electrical, Mechanical, Structural and Environmental.
- Fremont Construction has five groups: West, Midwest, East, South and International.
- Fremont Services has two groups: Data Systems and Risk Analysis.

The following diagram shows the Fremont Corporation organization hierarchy:

**Fremont Corporation divisions and groups**



## Business Groups

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

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

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

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

Oracle Projects defaults the Project Burdening Organization Hierarchy to each burden schedule you define. The Organization Hierarchy/Version is used to determine the default burden multiplier when compiling a burden schedule. See: *Burden Schedules*, page 3-152

You must define the organization hierarchy before you associate it with a business group. See: *Organization Hierarchy*, page 2-34..

## Security Groups

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

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

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

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

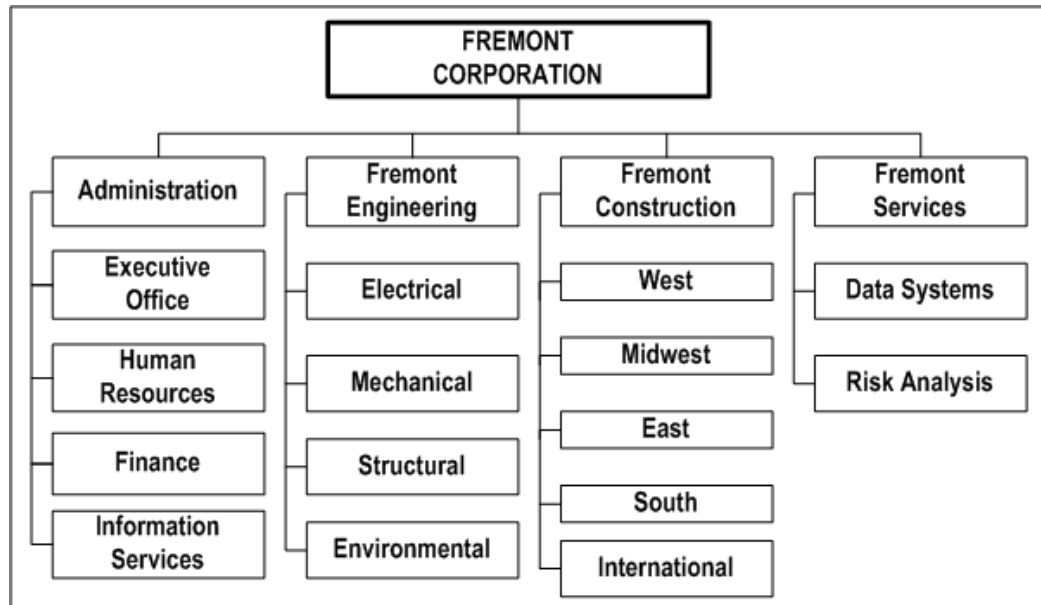
### ***Fremont Corporation Organization Hierarchy***

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

Fremont Corporation's four divisions are further divided into the following groups:

- Administration has four groups: the Executive Office, Human Resources, Finance, and Information Services.
- Fremont Engineering has four groups: Electrical, Mechanical, Structural and Environmental.
- Fremont Construction has five groups: West, Midwest, East, South and International.
- Fremont Services has two groups: Data Systems and Risk Analysis.

**Fremont Corporation Organization Hierarchy**



## Related Topics

Security Groups, page 2-37

Security Profiles, page 2-81

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

Organization Hierarchies, *Oracle HRMS Enterprise and Workforce Management Guide*

Organizations, *Oracle Projects Fundamentals*

## Assigning Project Burdening Hierarchies

### Prerequisites:

- Define organizations. See: Organizations, page 2-28.
- Define organization hierarchy. See: Organization Hierarchy, page 2-34.

### To specify project burdening hierarchies:

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

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

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

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

### If You Add a New Organization to the Project Burdening Hierarchy Version

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

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

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

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

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

### Related Topics

Organizations, page 2-28

## Periods and Calendars

The following instructions give details about the Period and Calendar Definition steps, page 2-4 in the Oracle Project Foundation Product Implementation Checklist.

### Enhanced Period Processing Profile Option

Set the profile option PA: Enable Enhanced Period Processing, page B-20.

### Defining GL and PA Periods

Project accounting periods (PA periods) track Oracle Projects data on a periodic basis. Your PA periods may be more frequent than your GL accounting periods. You can use PA periods for budgeting and forecasting, and for accounting for cost and revenue. You set a current PA reporting period for Oracle Projects to summarize project amounts and to track project status. See: Setting the PA Reporting Period, page 2-42.

### PA Periods and GL Periods Compared

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

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

### PA Period Effective Dates

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

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

### PA Period Open/Closed Status

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



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

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

## Defining Future PA Periods for Period-Phased Budgeting and Forecasting

If you plan to use period-phased budgeting and forecasting, you must define the future PA and GL periods in which you want to budget or forecast. The periods must first be defined in Oracle General Ledger in the calendar associated with your ledger and then copied using the Maintain PA Period Statuses window.

### Prerequisites:

- Define PA periods in Oracle General Ledger in the calendar associated with your ledger. PA periods are copied from GL calendar when you select the Copy From GL button in the PA Periods window. See: *Period Types and Adding Periods to a Calendar, Oracle General Ledger Implementation Guide*.
- Set up implementation options. See: *Implementation Options*, page 2-48.

#### To define PA periods:

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

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

#### ***Fremont Corporation PA Periods***

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

#### **Changing the Status of a PA Period**

To change the status of a PA period:

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

#### **Setting the PA Reporting Period**

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

#### **To set the PA Reporting Period:**

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

## Setting the PA Reporting Period to an Earlier Period

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

**Note:** Setting the PA reporting to a prior period may result in a large volume of additional processing if the change requires you to refresh the project summary amounts for most of your projects.

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

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

## PA Periods in a Multi-Organization Environment

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

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

## Setup Requirements for the Availability Calculation

The availability calculation looks for defined GL Periods and PA Periods, as well as defined Forecasting Options.

## Defining GL Periods and PA Periods for Availability Purposes

In order for the availability of a resource to be calculated, you must have both GL Periods and PA Periods defined for the availability duration. Because the availability of a resource is recalculated every time an assignment is added, this can be a moving target.

Therefore, a suggested formula for determining how far in advance to set up these periods is to double the value you have entered for the PA: Availability Duration profile option. For example, if you have defined this profile option with a value of 2 (for 2 years), then define GL and PA Periods for 4 years out.

If you have resources that have a start date prior to the system date, the system calculates resource availability one year prior to the current system date. This availability is used solely for timeline displays for the prior year. These displays are useful if you are converting and tracking assignments that started in the previous year. GL Periods and PA Periods must be established for the prior year. If these periods are not defined, then any resource with an HR assignment start date earlier than the current system date will not be considered a valid resource.

## Defining Forecast Options for Scheduling Purposes

The forecast options must be defined for each operating unit. These forecast options define your preferences on handling resource utilization and financial forecasting. Some of this information is also used for calculating resource availability. For more information, see: Forecasting Implementation Options, page 2-193.

## Related Topics

Date Processing in Oracle Projects, *Oracle Projects Fundamentals*

Summarization and Update Processes, *Oracle Projects Fundamentals*

Period Types, *Oracle General Ledger Implementation Guide*

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

## Setting the GL Period Status

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

- **Never Opened:** The initial status of a GL period. You can enter only forecast and budget items in Oracle Projects. You cannot enter or import actual cost transactions in Oracle Projects.
- **Future:** You can enter and import transactions in Oracle Projects and generate accounting events for the transactions.
- **Open:** You can enter and import transactions in Oracle Projects and generate accounting events for the transactions.
- **Closed:** You cannot enter or import transactions.

### To update the status of a GL period:

1. Navigate to the GL Periods for Projects window.
2. Select a period and click in the Period Status column to display a list of period statuses.

3. Select a status from the list.
4. Save your work.

## Defining Calendar Types

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

### To create a calendar type:

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

## Defining Calendar Shifts and Shift Patterns

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

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

### To create a shift:

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

### To create a shift pattern:

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

Only the total hours for the day are considered for Oracle Project Resource

Management. The time values do not have any effect.

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

## Defining Calendar Exceptions

Exceptions define holidays and are considered non-working days.

### To create a calendar exception:

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

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

## Defining Calendars

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

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

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

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

**To define a calendar:**

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

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

**Assigning Calendar Shifts and Exceptions**

To assign shifts and exceptions to a calendar:

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

**Changing the Calendar:**

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

Changes that have been made to the calendar are applied to the schedule work patterns by a concurrent program that you can schedule to run on a periodic basis. For more information about this program, see: *Processes in Oracle Projects, Oracle Projects Fundamentals*.

**Setting Calendar Profile Options**

Set the following profile options:

- PA: Default Calendar, page B-58
- PA: Global Week Start Day, page B-23
- PA: Availability/Overcommitment Calculation Period, page B-57
- PA: Percentage of Resource Capacity, page B-47
- PA: Availability Duration, page B-47

## Defining Default Calendars for Organizations

You can define default calendars at two levels:

- Site
- Project expenditure organization

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

You define the site level default calendar when you set the profile option PA: Default Calendar, page B-58.

**Note:** You must set up a site level default calendar if you plan to take advantage of project team and team role functionality. For more information, see Project Team Definition, *Oracle Projects Fundamentals*

### To define the default calendar for the project expenditure organization:

1. Navigate to the Define Organization window in the Additional Information section for the Project Expenditure/Event organization classification.
2. Select Resource Defaults.
3. Enter the default calendar for the project expenditure organization.

## Generating Calendar Schedules

After you create calendars, you must run the PRC: Generate Calendar Schedule for a Single Calendar process or the PRC: Generate Calendar Schedules for a Range of Calendars process before the calendars can be assigned to resources.

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

## Implementation Options

The following instructions give details about the Implementation Option steps in the Oracle Project Foundation Product Implementation Checklist.

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



## Prerequisites

- Define your ledger.
- Define a business group.
- Define organization hierarchies.

## To define implementation options:

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

For a complete list and descriptions of each implementation option, please refer to the following appendix: Implementation Options in Oracle Projects, *Oracle Projects Implementation Guide*.

## Resources

Resources are the labor, services, materials, equipment, and other items needed to track, complete, and account for project work. Oracle Projects shares organization, job, and employee information with Oracle Human Resources. For more information on Oracle Projects integration with Oracle Human Resources, see People Resources in the *Oracle Projects Fundamentals*.

Additional setup steps for resources are under the Project Definition section. See Project Definition, page 2-87 for more information.

## Job Groups

Job groups categorize the jobs into lines of business, such as Consulting, Accounting, Engineering, and Support. Job groups are also useful for reporting and utilization purposes.

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

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

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

- Job Groups enable you to group like jobs for specific purposes.
- When you create a resource list, you can specify a job group to associate with the resource list. The job group controls which jobs can be selected for the resource.
- Project Jobs are used for:
  - Billing Rates (for Revenue, Invoicing and Transfer Pricing amounts)
  - Costing Rates
  - Project Invoicing Line definitions
  - Resource List definition for Budgets
  - Resource summarization in PSI (Project Status Inquiry)
- Job Mapping enables you to map HR jobs to project jobs.

## Defining Job Groups

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

## Prerequisites

- Define business groups.
- Define job flexfield structures. See: *Key Flexfields, Implementing Oracle HRMS*.
- Define the default job group for standard HRMS jobs. Oracle HRMS requires that you create a default job group for each business group; you cannot create additional job groups until the default job group has been created. See: *Job Groups, Oracle Human Resources Management Systems Enterprise and Workforce Management Guide*.

## To define a job group:

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

6. Save your work.

## Related Topics

*Jobs, Oracle Projects Fundamentals*

*Define Jobs, Implementing Oracle HRMS*

## Job Levels and Job Codes

You can use job levels and job codes to identify and rank jobs. You can define job level, job code, billable flag, and utilizable flag only once for a job.

### Job Levels

Each job can be associated with one or more job levels. Job levels can be used for resource searching and resource reporting. For more information about performing resource searches using job levels as search criteria, see: *Minimum and Maximum Job Levels, Oracle Project Resource Management User Guide*.

#### To define job levels:

1. Navigate to the Oracle Projects Lookups window.
2. Query the PROJECT\_JOB\_LEVEL lookup type.
3. In the detail section of the Oracle Projects Lookups window, enter the Code and Meaning for the job level. The Job Level Code must be numeric. The system uses it to rank jobs.

**Note:** The Code referred to here is a separate entity from the job codes described below.

4. Save your work.

### Job Codes

You can optionally associate a job code with each job.

## Jobs

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

Oracle Projects uses project jobs to:

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

To define jobs, you must complete the following steps:

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

## Job Flexfield Value Sets

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

## Job Flexfield Segments

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

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

You must use the columns SEGMENT1 and SEGMENT2 to properly report Job Level and Job Discipline segments in implementation reports and invoice formats. If you do not use these two columns, these values will be blank in reports and invoice formats; however, the job will be displayed correctly regardless of which segments you use. The *level* segment specifies the rank of a job, using a job level description such as staff, senior, principal, and so on.

**Note:** The Job Level segment describes actual project job levels, which are numeric values the system uses to rank jobs on projects. For more information about project job levels, see: *Job Levels and Job Codes*, page 2-51.

The *discipline* segment describes the job's vocation, such as engineer, clerk, developer, and so on. For example, the Job Flexfield *Senior Consultant* tells you that holders of this job have a senior rank and do consulting work. However, you do not have to use two

segments for your Job Flexfield, or the two recommended segments.

### Job Flexfield Segment Values

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

### Job Titles

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

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

### Extra Information

The Extra Information window contains additional job information. You can enter only *one* set of data for the extra information types.

### Set Up Responsibility Access for Extra Information Types (EITs)

EITs do not appear automatically in any responsibility. You must set up responsibility-level access for EITs. Alternatively, use CustomForm security to add individual EITs to a specific taskflow window. This level of security is usually defined later in the implementation when you need to restrict user access.

**Note:** This security does not apply to EITs on organizations.

Use the Information Types Security window.

For more information, see: *Setting Up Extra Information Types against a Responsibility, Oracle HRMS Implementation Guide*.

### Job Level and Job Code

Use the Extra Information window to enter a job level and job code for the job. See: *Job Levels and Job Codes*, page 2-51.

### Schedulable Jobs

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

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

Implementing Utilization: *Oracle Projects Implementation Guide*.

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

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

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

## Related Topics

Job Groups, *Oracle Projects Implementation Guide*

Define Jobs, *Implementing Oracle HRMS*

Jobs and Positions, *Oracle HRMS Enterprise and Workforce Management Guide*

Defining Key Flexfields, *Oracle Applications Flexfields Guide*

Defining Segments, *Oracle Applications Flexfields Guide*

## Job Mapping

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

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

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

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

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

The prerequisites for defining job mapping are:

- Define job groups
- Define jobs

## Understanding Job Mapping

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

Step	Map From:	To:
1	JOB A	MASTER JOB B
2	MASTER JOB B	JOB C

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

Step	Map From:	To:
1	JOB C	MASTER JOB B
2	MASTER JOB B	JOB A

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

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

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

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

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

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

The following diagram illustrates these rules:

The diagram displays three different job groups: the HR job group, the Master job group, and the PA job group. The HR job group and PA job group are both non-master job groups.

The HR job group contains five jobs, listed by number from Job 1 through Job 5.

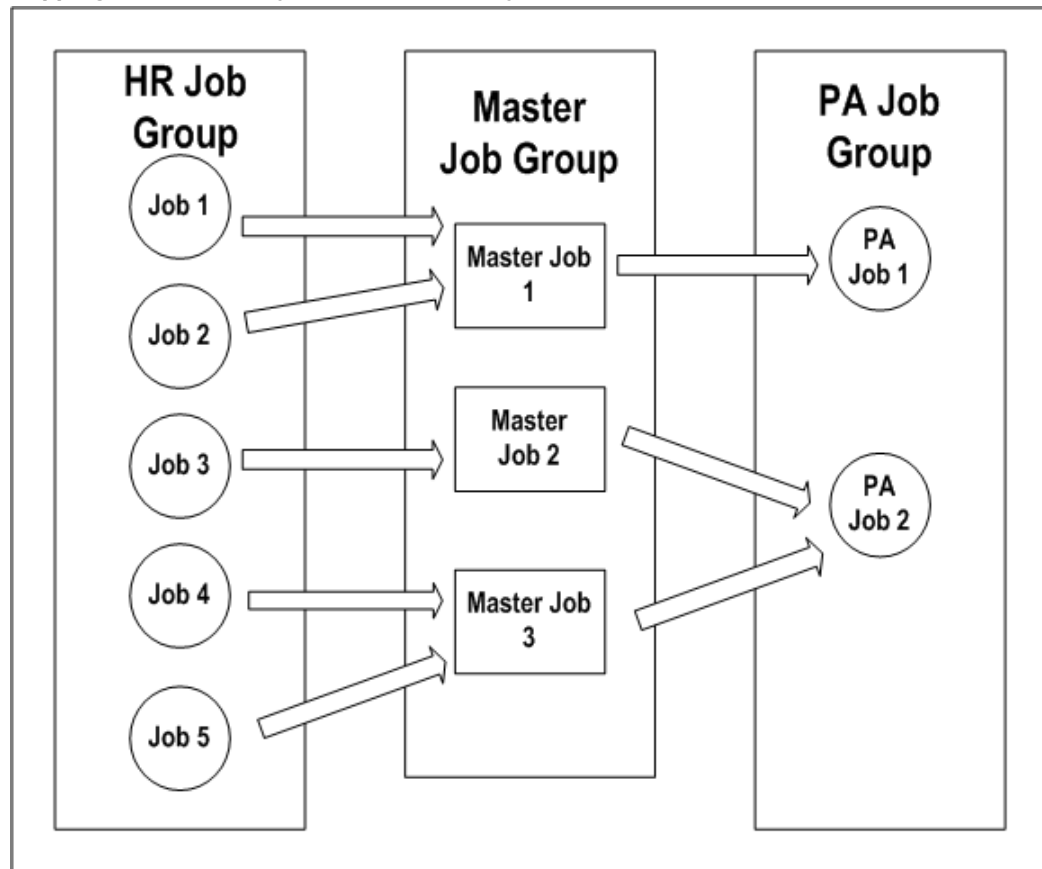
The Master job group contains three master jobs: Master Job 1, Master Job 2, and Master Job 3.

The PA job group contains two job groups: PA Job 1 and PA Job 2.

- In the HR Job group, Job 1 and Job 2 are mapped to Master Job 2. Job 3 is mapped to Master Job 2. Job 4 and Job 5 are mapped to Master Job 3.
- Master Job 1 is then mapped to PA Job 1. Master Job 2 and Master Job 3 are both mapped to PA Job 2.

The following illustration shows an example of job mapping.

***Mapping from a master job to a non-master job***



**To define job mapping:**

1. Navigate to the Job Mapping window.
2. In the Job Group region, select a *From* Job Group and a *To* Job Group.



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

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

3. In the Job Mappings region:

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

or, to map multiple jobs to a single job:

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

## Related Topics

Job Levels and Job Codes, page 2-51

Job Groups, page 2-49

## Project Resource Job Group Profile Option

Define the Project Resource Job Group Profile Option. See: PA:Project Resource Job Group, *Oracle Projects Implementation Guide*.

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

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

## Job Competencies

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

## Proficiency Levels

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

## Aliases

It is recommended that you define aliases for the competencies. Aliases appear in the competence listing for each resource and in Discoverer reports. Aliases should be

descriptive and concise. The following example competencies demonstrate meaningful aliases:

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

## Rating Scales

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

## Related Topics

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

Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

## Defining People

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

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

**Important:** If you have Oracle Human Resources installed, you cannot use Oracle Projects to define people information. Use an Oracle Human Resources responsibility to define your people.

### Use API to Load People Information

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

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

### Future-Dated People

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

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

### Future to Active Status

A future-dated person becomes active when the current date reaches their start date.

### Calendar for Future-Dated People

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

### Use and Restrictions of Future-Dated People

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

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

## Related Topics

*Oracle Project Resource Management User Guide*

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

*Integrating with Oracle Human Resources, Oracle Projects Fundamentals*

*Interface Expense Reports to Payables, Oracle Projects Fundamentals*

## Migrating Resource Data From Other Systems

Project Resource Management relies on the primary assignment of a resource for a number of internal processes. The primary assignment of the resource and the resource information is established in the Oracle HRMS data tables. Resources are created in Project Resource Management from these tables through one of the following methods:

- Running the concurrent program PRC: Maintain Project Resources. You run this program only during the implementation of Project Resource Management.
- A deferred workflow process called HR Related Update Workflow. This scheduled process synchronizes the HR tables with the Project Resource Management tables to maintain current resource data. This workflow process is launched when any update is made to the HR tables.

If you are using a different database instance or a different system from Oracle HRMS

to maintain your employee data, you must migrate that data into the HR tables within the same database instance that the Project Resource Management application is using.

As an alternative to entering people information manually, you can use an Application Programming Interface (API) if you have fully installed Oracle Human Resources. Oracle HRMS has several API programs you can use to create employee records in HRMS.

These API programs queue up the deferred workflow processes. If the workflow queue becomes too large, you may encounter process failures and errors. To avoid this situation, use the following recommended procedures for migrating your employee data for either a new instance or an existing instance.

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

**Note:** The migrating data pertains to People, Job, and Organizations, not to all types of resources.

### Migrating Data for a New Instance

If you are implementing Project Resource Management for the first time and have a large amount of employee data to migrate from Oracle HRMS, use the following steps to avoid overloading the workflow queue during data migration:

1. Disable workflow triggers (using the script par1th02.sql).
2. Migrate your employee data.
3. Run the PRC:Maintain Project Resources process. It is recommended to run this process multiple times with each process using different parameters. Avoid overlapping the parameters so that the same person is not accessed by multiple processes.
4. Enable workflow triggers (using the script par1th03.sql).

### Migrating Data for an Existing Instance

If you have implemented Project Resource Management and you migrate employee data into Oracle HRMS on a periodic basis, use the following the guidelines:

#### Small Implementation

Use the Oracle HRMS API programs to migrate data without disabling the triggers. You do not have to run the PRC: Maintain Project Resources process because the deferred workflow process activated from updates in HR tables will synchronize the data into Project Resource Management tables. However, make sure that the workflow

background process is running.

## Larger Implementation

To prevent the workflow process queue from becoming too large, separate the migration of new and existing employees. For new employees, complete the steps provided in the previous section, *Migrating Data for a New Instance*.

For migrating updates to existing employee information, use the Oracle HRMS API programs. The deferred workflow process will update the Project Resource Management tables. If you encounter problems with the workflow queue, perform the data migration more frequently.

## Maintaining Project Resources

The PRC: Maintain Project Resources process copies resources and their associated attributes from the Oracle HRMS tables to Oracle Project Resource Management data tables.

## Related Topics

Maintain Project Resources, *Oracle Projects Fundamentals*

## Rate Schedule Definition

The following instructions give details about the Rate Schedule Definition steps in the Oracle Project Foundation Product Implementation Checklist.

You can define four types of rate schedules in Oracle Projects. You specify one of the following schedule types for each rate schedule you define:

- **Employee** - Use this type of rate schedule to define standard hourly rates or percentage markups by employee.
- **Job** - Use this type of rate schedule to define standard hourly rates by job title. When you enter a job-based rate schedule, you enter a job group to indicate which jobs are used to determine rates.
- **Non-Labor** - Use this type of rate schedule to define rates or percentage markups by non-labor expenditure type or non-labor expenditure type and non-labor resource combination.
- **Resource Class** - Use this type rate schedule to define planning rates by resource class or by resource class and organization combination.

**Note:** In a multi-organization environment, you can share rate schedules across different operating units, or have different rates for

the same resource in different operating units.

You can use the different types of rate schedules for various purposes in Oracle Projects:

- **Costing:** Use cost rate schedules to maintain hourly cost rates for employees or jobs. You can use both the employee and job rate schedule types as cost rate schedules.
- **Billing:** Use bill rate schedules to maintain the rates and percentage markups over cost that you charge clients for your labor and non-labor expenditures. You can also use bill rate schedules in transfer price rules to determine how Oracle Projects calculates the transfer price for cross charged expenditures. You can use the employee, job, and non-labor rate schedule types as bill rate schedules.
- **Planning:** Use either actual rates or planning rate schedules to determine rates for workplan and financial planning. All four rate schedule types can be used as planning rate schedules.

You can define or copy rate schedules for your entire organization. You can also define or copy separate schedules for individual business units.

**Note:** Use a naming convention to distinguish between the different uses for rate schedules. No system attribute is available to distinguish among the uses.

**Note:** When you navigate between rate schedules using the Rates Schedule window, you can disable the Toggle Query Coordination check box if you do not want Oracle Projects to automatically retrieve and display the corresponding rates. When you disable the Toggle Query Coordination check box, you can navigate to the Rates block and run a query, with or without query criteria, to retrieve the rates.

For further information about rates in Oracle Projects, please see *Rates: Oracle Projects Fundamentals*.

## Defining Rate Schedules

You can define employee, job, non-labor, and resource class rate schedules.

### Prerequisites

- Define Organizations.
- Define Employees.

- Define Jobs. See: Define Jobs, *Implementing Oracle HRMS*.
- Define Implementation Options. See: Implementation Options, page 2-48.
- Define Expenditure Types. See: Expenditure Types, page 3-21.
- Define Non-Labor Resources. See: Non-Labor Resources, page 3-80.
- Define Resource Classes. See: Resource Classes, page 2-110.

#### To define a rate schedule:

1. Specify the operating unit to which your organization and rate schedule belong.  
When you have access to only one operating unit, that operating unit appears as a default value in this field.
2. Specify the organization that maintains the schedule.  
The organization you enter can be any organization from your organization hierarchy, regardless of whether the organization has the Expenditure Organization classification, and regardless of the start and end dates for the organization.
3. Enter a schedule name and a description of the schedule.
4. Specify a currency for the schedule.  
**Note:** You can specify a different currency for your Bill Rate Schedule if the Enable Multi Currency Billing option is enabled for the operating unit. See: Enable Multi Currency Billing, Billing Implementation Options, *Oracle Projects Implementation Guide*.
5. Check the Share Across Operating Units check box to allow other operating units to use this schedule.  
**Note:** To share bill rate schedules, you must also enable the Share Bill Rate Schedules Across Operating Units options in the Billing tab of the Implementation Options window. See: Share Bill Rate Schedule Across Operating Units, Billing Implementation Options, *Oracle Projects Implementation Guide*.
6. Select a schedule type.
7. Depending on the schedule type, specify rates or markups for employees, job titles, non-labor expenditure types, or resource classes.



8. Save your work.

**Important:** Retroactive changes to rates and markups do not automatically create adjustments. You need to adjust and recalculate revenue or costs for affected items manually.

**To define an employee rate schedule:**

You can use employee rate schedules as planning schedules, cost rate schedules, and bill rate schedules.

1. Specify the organization, name, description, and currency and indicate whether to share the schedule across operating units.
2. Select the Employee tab.
3. Enter an employee.

**Note:** If your system is set up for cross business group access, you can select an employee from any business group. If you are using single business group access, you can only select an employee from the business group associated with your current responsibility. See: *Setting the Cross Business Group Profile Option, Oracle Projects Implementation Guide.*

4. Enter either a rate or a markup percent for the employee.
5. Enter an effective from date for the schedule line. Optionally, enter an effective to date.

**To define a job rate schedule:**

You can use job schedules as planning rate schedules, cost rate schedules, and bill rate schedules.

1. Specify the organization, name, description, and currency and indicate whether to share the schedule across operating units.
2. Select the Job tab.
3. Select a job group
4. Enter a job. You can choose any active job associated with the job group you selected.
5. Enter a rate for the job.

6. Enter an effective from date for the schedule line. Optionally, enter an effective to date.

**Note:** When a project uses a job-based bill rate schedule, the job group on the schedule must match the project's billing job group. If you need to change to a different schedule, only those schedules that match the project's billing job group are allowed.

#### To define a non-labor rate schedule:

You can use non-labor rate schedules as planning rate schedules, cost rate schedules, and bill rate schedules. When using a non-labor rate schedule as a bill rate schedule, all expenditure types that you want to bill must be enabled. If you want to bill at cost, you must enter a 0% markup.

1. Specify the organization, name, description, and currency and indicate whether to share the schedule across operating units.
2. Select the Non-Labor tab.
3. Select an expenditure type. You can select any active expenditure type associated with a non-labor expenditure type class.
4. Optionally, enter a non-labor resource if the expenditure type is associated with the Usage expenditure type class.
5. If the expenditure type is defined with the rate required option enabled, then you can enter either a rate or a mark up percent. Otherwise, you must enter a markup percent.
6. Enter an effective from date for the schedule line. Optionally, enter an effective to date.

**Tip:** When you define bill rates for expenditure types that relate to inventory items, it is recommended that you use cost markups instead of rates. When you specify a bill rate for an expenditure type that relates to inventory items, the base unit of measure for inventory transactions reported under the expenditure type must be the same as the unit of measure for the expenditure type. If the base unit of measure for an inventory transaction differs from the unit of measure for the expenditure type, then the revenue distribution process reports an error and does not process the transaction.

#### To define a resource class rate schedule:

You can use resource class rate schedules only as planning rate schedules.

1. Specify the organization, name, description, and currency and indicate whether to share the schedule across operating units.
2. Select the Resource Class tab.
3. Select a resource class.
4. Optionally, enter an organization. The organization can be any active organization.

**Note:** If your system is set up for cross business group access, you can select an organization from any business group. If you are using single business group access, you can only select an organization from the business group associated with your current responsibility. See: Setting the Cross Business Group Profile Option, *Oracle Projects Implementation Guide*.

5. If necessary, specify a unit of measure. If the resource class is people or equipment, the system automatically sets the unit of measure to hours. Otherwise, you must specify the unit of measure.
6. Enter a rate and a markup percent as appropriate. You can enter both a rate and a markup percent for the same resource class and organization combination. If you enter both a rate and a markup percent, the system uses the markup percent if the unit of measure is currency. Otherwise, the system uses the rate. Minimally, you must enter either a rate or a markup percent. If you enter a markup percent, you must enter a value greater than zero.
7. Enter an effective from date for the schedule line. Optionally, enter an effective to date.

## Copying Rate Schedules

To minimize the effort of creating new rate schedules, you can copy existing rate schedules. You can then modify the newly copied schedules.

### To copy a rate schedule:

1. In the Rate Schedules window, query the rate schedule that you want to copy.
2. Click Copy Rate Schedule.
3. Enter the following details for the new rate schedule:
  - Organization: The default value is copied from the organization of the source rate schedule.

- Schedule
  - Description
  - Currency: The default value is copied from the source rate schedule.
  - Share Across Operating Units: Indicate whether you want to share this schedule across operating units. The default value is copied from the source rate schedule.
  - Rate Escalation %: Specify a numeric factor to increase or decrease the source rate schedule rates.
  - Markup Escalation %: Specify a numeric factor to increase or decrease the source rate schedule markup rates.
4. Click OK.

## Roles

The following instructions give details about the Role Definition steps, page 2-8 in the Oracle Project Foundation Product Implementation Checklist.

### Project Roles

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

- You use roles when you define project-based security.

You use project roles to define the relationship of users, who have been defined as project members, to projects. A project role provides a description of the user's relationship (for example, project manager) and grants view and/or update access to project information.

For more information on project-based security, please see: Security in Oracle Projects, *Oracle Projects Fundamentals*.
- In Project Resource Management, you use roles to define default information about a team member role on a project, such as competencies, job information, and security. You create project roles to represent the typical team member roles needed for projects in your organization.

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

## Defining Project Roles

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

### To define a project role:

1. Navigate to the Roles window.
2. Enter the information shown on the following table.

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

Field	Description
Role Lists	The role lists to which you want the role assigned
Access Menu	A security menu that the role can perform on a project
Default Competencies	All default competencies required for the role. These competencies are used for requirement definition.
Default Job and Job Group	<p>The default job and job group for the role.</p> <p>Calculations for costing, billing, and transfer pricing use the default job to forecast project resource requirements. The default job can be overridden by a Project Cost Job, Project Billing, and Project Transfer Price Job.</p> <p>If you are using Cross Business Group Access, you can use job mapping logic to map the default job of the role to the master job if they are in different job groups.</p>
Default Minimum and Maximum Job Levels	The minimum and maximum job levels for the role. The job levels of a requirement are compared to these levels when you perform resource searches.

Field	Description
Effective Dates	The date range the specified role is effective. In some cases, you may not know the ending effective date because it has not been determined. Therefore, only a start date is required.
Role Controls	You use role controls to define an additional dimension of security layering. Role controls determine how you (or other users) can use the role. You must assign the role control Allow as a Project Member.

## Role Controls

You can also assign role controls to a role. You use role controls to define an additional dimension of security layering.

You can assign as many role controls to roles as necessary. For example, the control Allow as Scheduled Member indicates that you can schedule any person assigned to the role as their availability permits. You assign this control to any role that should be available for scheduling resources on projects. Because role assignments occur at the project level, you must, at a minimum, assign the role control Allow as Project Member to each role.

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

## Related Topics

Project Roles Listing, *Oracle Projects Fundamentals*

## Role Lists

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

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

### To add, modify, or delete role lists:

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

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

## Implementing Project Organization Roles

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

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

### To create additional organization roles:

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

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

## Project and Organization Security

The following instructions give details about the Project and Organization Security steps, page 2-9 in the Oracle Project Foundation Product Implementation Checklist.

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

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

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

## Multiple Organization Access Control

The multiple organization access control (MOAC) feature enables users to enter and

process transactions in two or more operating units without switching responsibilities.

## Providing Multiple Organization Access

You must define a security profile in Oracle Human Resources and assign it to the profile option MO: Security Profile at the responsibility level to provide multiple operating unit access to a responsibility. While defining the security profile, you can use individual operating units and/or organization hierarchies with organizations classified as operating units. Users associated with responsibilities that have been set up in this manner can enter and process transactions in multiple operating units without changing their responsibility.

If the MO: Security Profile option grants a responsibility access to an operating unit that does not have Oracle Projects implemented, then that operating unit will not be displayed in the operating unit list of values on the Projects windows or pages. However, the operating unit list of values in the Implementation Options window will display all the operating units the user has access to and you can implement Oracle Projects for that operating unit here.

Whenever you make changes to the security profile in use – including the addition or deletion of operating units – you must subsequently run the Security List Maintenance process (PERSELM) in Oracle Human Resources.

## MO: Operating Unit and MO: Security Profile

The MO: Operating Unit or the MO: Security Profile profile options determine the list of operating units the user has access to for a responsibility.

When you have access to more than one operating unit based on the operating units assigned to the MO: Security Profile profile option, you can define the MO: Default Operating Unit profile option. This profile option determines the default operating unit that will be displayed in the Operating Unit field.

If the MO: Security Profile profile option is not defined, then the operating unit assigned to the MO: Operating Unit profile option is used as the default operating unit.

If the MO: Security Profile profile option is defined, and a responsibility has access to only one operating unit through this profile option, users with that responsibility will see that operating unit as the default operating unit.

**Note:** The MO: Operating Unit profile option was used in earlier versions of Oracle Projects that did not include Multiple Organization Access Control. When you set the MO: Security Profile option for a responsibility, it overrides the MO: Operating Unit value. But if you do not set any value for MO: Security Profile option, you still need to define MO: Operating Unit profile option.



## Responsibility-Based Security

In the responsibility-based security mechanism, a user's login responsibility determines which functions the user can perform. Each responsibility limits user access to information within the operating unit(s) with which it is associated by setting either the MO: Operating Unit profile option or the MO: Security Profile profile option. By setting the MO: Security Profile profile option, you can enter and process transactions in two or more operating units, without changing responsibilities. You assign functions to menus and the menus to responsibilities. Therefore, the responsibility of a user determines what functions the user can perform.

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

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

## Defining Additional User-Level Security for Responsibilities

With the following types of security access, users can be granted access to projects and resources without having a direct relationship with either of them:

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

**Note:** Users who are associated with a cross business group access security profile can view and update project and resource information across all business groups in your enterprise. For more information, see Security Profiles, page 2-81.

### View All Projects Access

Enables users to view all project information. It gives view-access to all projects across all the operating units.

**Note:** In Forms applications, it gives view access to projects in the operating units the responsibility has access to.

**Note:** Users associated with a cross business group access security profile can view projects across all business groups in your enterprise.

For more information, see Security Profiles, page 2-81.

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

By default the PA: Cross-Project User - View profile option value is set to *Yes* at the site level. For more information about this profile option, see PA: Cross-Project User - View, page B-52.

### Update All Projects Access

Enables users to update all project information. This applies only to the operating units the responsibility has access to through the MO: Operating Unit profile option or the MO: Security Profile profile option.

**Note:** Users associated with a cross business group access security profile can update projects across all business groups in your enterprise. For more information, see Security Profiles, page 2-81.

You can provide *update all projects* access by setting the PA: Cross-Project User - Update profile option to *Yes* at the responsibility or user levels. For more information about this profile option, see PA: Cross-Project User - Update, page B-52.

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

### View All Resources Access

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

**Note:** Users associated with a cross business group access security profile can update resource information across all business groups in your enterprise. For more information, see Security Profiles, page 2-81.

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

The default value for this profile option is *Yes* for the Project Super User responsibility. This profile option is generally reserved for super users who need cross-project and cross-organization access. For more information, see: PA: View All Project Resources, page B-53.

## **Predefined Responsibilities**

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

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

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

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

These responsibilities have the following high-level default functions:

### **Operations Manager (Business Manager)**

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

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

### **Project Manager**

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

- Creates and maintains projects

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

### **Project Administrator**

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

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

### **Resource Manager**

The resource manager is responsible for one or more resources.

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

### **Staffing Manager**

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

- Creates and maintains project team roles for a project manager

- Performs resource searches and nominates candidates
- Reviews resource schedules
- Searches for requirements
- Accesses notifications

#### **Team Member (Resource)**

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

- Views assigned projects, issue and change documents, and tasks, and takes action upon these items as required
- Enters own administrative assignments
- Searches for requirements and nominates self as candidate
- Views own resource details
- Accesses notifications

#### **Project Super User**

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

#### **Project Costing Super User**

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

#### **Project Billing Super User**

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

#### **Projects Implementation Super User**

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

#### **Project Manager (non-HTML architecture)**

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

within Oracle Projects.

## Role-Based Security

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

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

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

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

Oracle Projects provides a *guest role* at the project level. A guest role enables you to only view basic information. This role is applied to users who view projects that enable enterprise-wide access but who do not have roles on those projects. The Guest role is associated to the Project Guest Role menu.

In addition, Oracle Projects provides the following predefined roles that you can set at the project level:

- **Project Staffing Owner:**

This role is the default owner and primary contact for the advertised job requirements on the project. This role is listed on notifications and e-mails sent for advertisements. This role is different from a staffing manager. The staffing manager is the primary staffing contact for an entire organization, as opposed to a single project.

- **Project Manager:**

This role can access all functions for the project.

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

1. Navigate to the Roles window.
2. Enter the name of a role that you would like to include in your role-based security mechanism. You can enter the name of a predefined role or define a new role.
3. Select Enforce Role-Based Security for this role.

4. Assign a menu to a role. The menu determines the actions that a user with the role can perform on a project. A role with an assigned menu is considered a *secured* role.
5. In the Controls tab, assign the *Allow as Project Member* control to the role. This control enables you to use this role for project teams.

**Note:** You cannot change controls for roles that are in use.

For more information about the defining of roles, see Role Definition, page 2-68.

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

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

### Role-Based Security by Project Status

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

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

1. Create a role and prepare it to be used on a project team. See Role-Based Security, page 2-78.
2. In the Roles window, navigate to the Project Status tab.
3. Define individual menus for project status values. You must choose the level of project status security for which you want to define menus. You can choose between the system status level values or the user status level values.

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

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

**Note:** All financial amounts are displayed in the global currency defined for the project, and the system displays the currency code of the global currency.

The system secures the financial amounts that display in these columns with the Project List: View Summarization Columns function. This function is associated to the Project Manager Role Menu by default. The Project Manager Role Menu is attached to the

Project Manager role. Therefore, you can use the Project List: View Summarization Columns function to enforce role-based security for the financial amounts that can appear on the Project List page. For example, you can use the function to ensure that only project managers see financial amounts on the Project List page.

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

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

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

## **Organizational Authority**

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

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

Oracle Projects provides the following three organizational authorities:

- **Project Authority:**

This authority enables you to perform project manager functions on all projects in an organization, such as project definition, staffing, workplan creation, and financial planning.

- **Resource Authority:**



This authority enables you to view and update information for all resources in an organization. For example, with resource authority you can assign resources to any project in an organization.

- **Utilization Authority:**

This authority enables you to calculate and view utilization for all resources in an organization.

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

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

## Defining a Primary Contact

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

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

## Project Security Extension

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

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

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

For more information, see *Project Security Extension: Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Security Profiles

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

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

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

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

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

## HR Security Profile Option

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

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

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

## Task Definition

The following instructions give details about the Task Definition steps, page 2-10 in the Oracle Project Foundation Product Implementation Checklist.

## Task Statuses

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

### Defining Task Statuses

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

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

- Not Started
- In Progress

- Completed
- On Hold
- Canceled

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

For more information on using the Statuses window to define statuses, set next allowable statuses, and set up workflow based on statuses and status changes, see: *Defining Statuses and Status Profile Options*, page 2-87.

## Related Topics

*Defining Statuses and Status Profile Options*, page 2-87

*Integrating with Oracle Workflow*, page 9-1

## Task Types

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

Task types specify basic task attributes. For example:

- The task type determines the initial status of a task.
- The task type also controls how you can collect and measure progress for a task.

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

## Defining Work Items

If you plan to have tasks that measure task progress in terms of work quantity, then you need to select the work item that you are creating on the task. A work item is an exact definition of the work being done on a workplan task. You can assign work items to workplan tasks to plan and track the progress of the work.

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

## Defining Task Types

This section discusses the definition of task types.

## Prerequisites

- *Work Items:* If you are defining a task type that measures progress in terms of work quantity, then you must define work items.
- *Units of Measure:* If you are defining a task type that measures progress in terms of work quantity, then you must define units of measure.
- Define task statuses.

## To define a task type:

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

## Task Type Details Page Reference

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

**Workflow Item Type:** If you want to associate the task type with a workflow process, choose the workflow item type of the workflow process.

**Workflow Process:** Use this field to associate a workflow process with your task type. The set of workflow processes you can choose from is determined by the workflow item type that you have entered.

**Lead Days:** If you associate a workflow process with the task type, you can have the process begin one or more days before the start date of the task. Use this field to indicate the number of lead days for the workflow process.

For more information about task execution workflow for tasks, see Enabling Task Execution Workflow.

**Progress Entry Required:** Select this box to require progress entry for tasks associated with this task type. You can use task workflow to impose this condition on such tasks.

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

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

**Enable Actuals and ETC Collection:** Select this option to enable collection of actual, and estimate to complete for quantity and cost on tasks associated with this task type.

**Enable Work Quantity:** Select this box to enable planning in terms of work quantity for tasks associated with this task type. You can also measure progress based on the actual work quantity. Oracle Projects can derive the total percent complete by comparing the actual work quantity value with the planned work quantity value.

You must enable work quantity functionality at the workplan level before you can manage work quantity at the task level.

- **Work Item:** Identify the item that is created or processed for the tasks with which this task type is associated. The work item is the exact definition of the work being done on a workplan task. You can assign work items to workplan tasks to plan and track the progress of the work.
- **Unit of Measure:** Enter the unit of measure that will be used to measure the work item. For example, if your work item is Floor Tiles, then you might choose Square Feet as the unit of measure.
- **Actual Work Quantity Entry Method:** Identify how work quantity progress will be entered and displayed for tasks associated with this task type. You can choose to measure work quantity progress incrementally (by entering only the amount of work quantity progress made since the last time progress was collected) or cumulatively (by entering the total amount of work quantity progress made to date). For an example of the actual work quantity entry methods, see: *Selecting Progress Options for Tasks, Oracle Project Management User Guide*.

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

Oracle Project provides integration with third party scheduling tools, such as Microsoft Project. To send task-level progress information from a scheduling tool to Oracle Projects, you must enable the *Enable Percent Complete Collection* option for tasks types that you assign to tasks. See: *Overview of Microsoft Project Integration, Oracle Project Management User Guide*.

**Note:** When you use Microsoft Project Integration, if you specify a task type for a task, then Microsoft Project sends the specified task type to Oracle Projects. If you do not specify a task type for a task, then Oracle Projects assigns the task a predefined task type named *Upgraded Task Type*. The *Enable Percent Complete Collection* option is not enabled for this default task type. Therefore, if you want to send progress from Microsoft Project to Oracle Projects without specifying a task type for each task, then you must enable the *Enable Percent Complete Collection* option for the *Upgraded Task Type*.

- **Physical Percent Complete Derivation Method:** Select the method that Oracle

Projects will use to derive the physical percent complete values for tasks associated with this task type. Oracle Projects uses this derivation method to determine whether the cost or effort from assignments, deliverables, or work quantity associated with a task contributes to the physical percent complete of a task.

Physical percent complete collection must also be enabled at the workplan level in order for tasks within that workplan to take advantage of this functionality.

In the case of fully shared workplan and financial structures, you always collect actual quantity and cost in the financial transaction system. Oracle Projects allows you only to view these values on the workplan tasks. In all other structure types, you can control entry of actual quantity and cost directly for the workplan task using this functionality.

You always enter estimate to complete information on workplan tasks.

You must also enable the *Allow Actual Effort and Cost Collection* option at the workplan level in order for tasks within that workplan to take advantage of this functionality. See: *Selecting Progress Options for a Workplan Structure, Oracle Project Management User Guide*.

## Defining Task Priorities

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

### To define a task priority

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

For more information on defining and updating lookups in Oracle Projects, see: *Oracle Projects Lookups*, page F-1.

## Processing Structure Updates

When you change a workplan or financial structure by adding tasks, deleting tasks, or rearranging the task hierarchy, you invoke the Process Updates action to synchronize the update of plan and actual data against the latest structure. The process recalculates task weighting percentages and updates planning elements for budgeting and forecasting. It also rolls up plan data from linked projects to programs.

There are two profile options that enable you to set the rules that determine whether the system always processes structure updates online or if it processes them concurrently with the PRC: Process Structure Updates process when the number of tasks in the

structure exceeds a specific threshold. These profile options are:

- PA: Process Structure Updates
- PA: Process Structure Updates Threshold

You use the PA: Process Structure Updates profile to determine whether the system always processes structure updates online, or if it only processes them online when the number of tasks in a project is less than or equal to a threshold value that you set with the PA: Process Structure Updates Threshold profile option.

The Process Updates action can be invoked for more than one projects at a time. The PRC: Process Project Structure Updates process allows you to submit Process Updates for an Operating Unit or Project Range or a combination of both.

## Related Topics

Process Structure Updates, *Oracle Projects Fundamentals*

Process Project Structure Updates, *Oracle Projects Fundamentals*

PA: Process Structure Updates, *Oracle Projects Implementation Guide*

PA: Process Structure Updates Threshold, *Oracle Projects Implementation Guide*

## Project Definition

The following instructions give details about the Project Definition steps, page 2-10 in the Oracle Project Foundation Product Implementation Checklist.

## Defining Statuses and Status Profile Options

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

### Status Types in Oracle Projects

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

Statuses include the status types shown in the following table:

Status Type	Description
Project Status	Used to control processing at the various stages of a project.
Task Status	Used to control processing at the various stages of a task.

Status Type	Description
Progress Status	Used to control processing for projects and tasks as progress is made towards their completion.
Requirement Status	Used to control processing for requirements as they are opened, filled, or canceled.
Assignment Status	Used to control processing for work assignments as resources are assigned to them or they are canceled.
Candidate Status	Used to control processing for job candidates as they are considered for a work requirement.
Assignment Approval Status	Used by workflow processes to control processing for assignment approval requests.
Control Item Progress	The owner of an issue or change document owners can periodically update the progress towards resolving the issue while the issue is in Draft, Working, Submitted, Approved, or Rejected status.
Control Item Status	Control Item Statuses determine the visibility of an issue or change document, and whether you can update the issue or change. You cannot add control item statuses or make changes to the existing control item statuses.

For additional information, see: Predefined Assignment Approval Statuses, page 2-93.

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

However, for each existing user status, you must define the next allowable statuses. Defining the next allowable statuses determines the process flow for your objects. For example, you can specify that an assignment with the user status of Provisional can have its status changed to the user statuses of either Confirmed or Canceled. This example shows that you have just determined two possible process flows of a requirement:

- Provisional -> Confirmed
- Provisional -> Canceled

## Project Statuses

The project status can be used to control what processing is allowed at various stages of



a project. Every project must have a valid status.

Oracle Projects predefines the following project statuses:

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

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

## Defining statuses and status options

To define a status:

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

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

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

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

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

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

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

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

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

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

For more information about workflow in Oracle Projects, see: Integrating with Oracle Workflow, *Oracle Projects Implementation Guide*.

11. Save your work.

## Predefined Requirement Statuses and Status Controls

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

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

Three status controls are predefined for requirement statuses:

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

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

For information about defining statuses, see *Defining Statuses and Status Profile Options*, page 2-87.

### Predefined Assignment Statuses and Status Controls

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

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

Two status controls are predefined for requirement statuses:

- Include Assignment in Project Forecasts
- Allow Actual Transactions

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

For information about defining statuses, see *Defining Statuses and Status Profile Options*, page 2-87.

#### Predefined Candidate Statuses and Status Controls

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

User Status	System Status	Description	Suggested Next Allowable Statuses
Pending Review	Pending Review	The candidate is nominated for the requirement and is ready for review.	Under Review Suitable Declined Withdrawn Assigned
System Nominated	System Nominated	The candidate was nominated by the automated candidate search and nomination process. You cannot modify the attributes of this status nor create user statuses for it.	All statuses
Under Review	Under Review	The nomination of the candidate is under review.	Suitable Declined Withdrawn Assigned
Suitable	Suitable	The candidate is a suitable match for the requirement.	Under Review Declined Withdrawn Assigned

User Status	System Status	Description	Suggested Next Allowable Statuses
Assigned	Assigned	The candidate is assigned to fill the requirement. The status is used only by the workflow process once the candidate has been assigned to fill the requirement.	N/A
Declined	Declined	The candidate is unsuitable for the requirement. The default status control Requires Change Reason requires the user declining the candidate to enter a reason.	N/A
Withdrawn	Withdrawn	The candidate has withdrawn from consideration for the requirement.	Under Review

One status control is predefined for requirement statuses:

- Requires Change Reason

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

For information about defining statuses, see *Defining Statuses and Status Profile Options*, page 2-87.

### Predefined Assignment Approval Statuses

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

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

System Status	Description	Next Allowable Statuses
Working	The assignment is new and has not yet been submitted, or the assignment has been changed and is waiting to be resubmitted for approval.	Submitted
Submitted	The assignment is submitted for approval. Approval can be sought either manually or through an automated workflow process.	Approved (Workflow: Success) Rejected (Workflow: Failure)

System Status	Description	Next Allowable Statuses
Approved	The assignment is approved and the resource is confirmed.	Requires Resubmission
Canceled	The assignment is canceled.	N/A
Rejected	The assignment is rejected. The user can choose to modify the assignment and resubmit it for approval.	Requires Resubmission
Requires Resubmission	The assignment has been changed and requires a resubmission for approval.	Submitted

For information about defining statuses, see Defining Statuses and Status Profile Options, page 2-87.

### Assignment Schedule Statuses

Requirement and assignment statuses are also referred to as schedule statuses because they reflect the status of the schedule for particular days. The following table shows the default settings for assignment schedule statuses:

User Status	System Status	Success Status	Failure Status
Proposed	Provisional	Confirmed	Rejected
Provisional	Provisional	Confirmed	Rejected
Confirmed	Confirmed	None	None
Rejected	Canceled	None	None

With the default settings, when a provisional assignment is approved, the status on the assignment is changed to Confirmed. If the provisional assignment is rejected, then the status of the assignment is changed to Rejected.

Assignment schedule statuses do not launch the approval workflow and you cannot enable workflow processes on these statuses. However, you can change the default workflow success and failure statuses for each provisional assignment schedule status.

**Note:** You cannot define these settings for any canceled system statuses.

The schedules and timelines reflect all Confirmed and Provisional assignments. The

provisional assignment schedule status must be set to a confirmed status upon the completion of an approval process whether manual or automated through Oracle Workflow. Because all assignment schedule statuses are user-defined, you must specify the success and failure statuses for each user-defined status.

### Status Profile Options

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

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

### Defining Project Statuses

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

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

You use the Status Controls region of the Statuses window to define actions that are

allowed or restricted for each project status.

- **Create New Transactions.** New transactions include transfers, but not splits.
- **Change Workflow Statuses**
- **Allow Workflow**
- **Allow Workflow Item Type and Process**
- **Project Status Report Notifications**
- **Adjust Transactions**
- **Generate Revenue**
- **Generate Invoice**
- **Capitalize Assets**
- **Include in Status Reports.** Include in Project Status Inquiry and management reports that show summary project information.
- **Change Project Probability.** Used by Project Resource Management.
- **Allow Confirmed Assignments.** Used by Project Resource Management.
- **Allow Provisional Assignments.** Used by Project Resource Management.
- **Include Project in Organization Forecasts**
- **Capitalized Interest.** Permits calculation of capitalized interest.
- **Create Burden Transactions** This action is enabled for all project statuses except Purged, Partially Purged, and Pending Purge. For all other status controls, you can optionally enable or disable the Allow check box for this action.

For more information on defining statuses, setting next allowable statuses, and setting up workflow based on statuses and status changes, please see: Defining Statuses and Status Profile Options, page 2-87.

### Defining Status Lists

Status lists capture the business process that governs a project entity's transitions from one status to another. This process is often highly organization dependent and subject to changes due business needs. Having status lists as a bridge between project entities like a control item type and user-defined statuses allows for highly customized processes.

Project users will be exposed to only the relevant user-defined statuses and status



transitions. In addition, user-defined status lists are also reusable across many instances of the project entities. This eliminates redundant setup steps for the implementation team if a business process is applicable to many project entities.

For example, a simple approval process may be used in several types of change order and change request. In this case, a single status list that captures this process is sufficient.

Status list is defined for a particular status type, since user statuses are defined per status type. For each status list, a default starting status should be selected. This status should be defined as a starting status during creation.

As part of the standard user status functionality, the implementation team can select to define next allowable statuses for a given user status.

A historic log includes the details of the statuses, the person who makes the change, the timestamp, as well as an optional comment for the change.

A status can be associated with an approval workflow. In this case, the next allowable statuses for this status are restricted and defaulted to the success and failure statuses defined in the status. The workflow will be launched when the control item status is changed to this status. The workflow item key will be the same as the unique key for the status change history. When the workflow is running, user cannot set the control item to a different status. First, the workflow has to be stopped using the Abort Workflow button in the UI. When this happens, the control item status is reverted to the status immediately prior to the submission, according to the status change history. Workflow abortion is included in the status change history.

To define status lists:

1. Navigate to the Status Lists page, and click Create.
2. On the Create Status List page, enter a name, and optionally a description.
3. Select an effective from date, and optionally an effective to date.
4. In the Status table, for each system status:
  - Click on the Update icon
  - Select User Statuses. Check all applicable user statuses.
5. To save your work, click Apply. Repeat the above steps for other statuses.

**Note:** You do not need to select user statuses. Oracle has already established a default flow using these seven system statuses.

6. Click Apply to save your status list.

## Related Topics

Basic Project Information, *Oracle Projects Fundamentals*

Project Statuses Listing, *Oracle Projects Fundamentals*

## Project Classifications (Class Categories and Class Codes)

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

For example, if you want to know the market sector to which a project belongs, you can define a class category with a name such as `MarketSector`. You can define class codes for this category such as `WasteCleanup`, `Risk Analysis`, and `Environmental Engineering`.

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

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

### Defining class categories and class codes

To define class categories and class codes:

1. Navigate to the Class Categories and Codes window.
2. Enter a unique Class Category name and a Description.
3. Specify whether the class category is mandatory for every project you define.  
Enable if all projects must have a code assigned to this class category. Do not enable if this class category is optional. If you do not enable this option, you cannot use this class category in your AutoAccounting rules.
4. Specify whether you want to use the class category in your AutoAccounting rules.

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

**Important:** When you update the existing class code, the system does not mark expenditure items accounted prior to the change for

recalculation.

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

**Note:** Defining multiple class codes for one category for a project may affect reporting by class category. Defining multiple class codes may cause your numbers to be included more than once.

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

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

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

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

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

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

You can also enable the Mandatory option in the Project Types window. See: Project Types, page 2-126.

9. Save your work.

## **Fremont Corporation Project Classifications**

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

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

The following table shows the two class categories.

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

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

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

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

<b>Class Code Name</b>	<b>Class Category</b>	<b>Class Code Description</b>
Structural	Market Sector	Structural design and engineering
Mechanical	Market Sector	Mechanical design and engineering
Electrical	Market Sector	Electrical design and engineering
Impact	Market Sector	Environmental impact studies
Environmental	Market Sector	Environmental design and planning

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

## Service Types

You define service types to represent activities that you want to track for financial purposes. You assign a service type to each financial task. You can use service types in your AutoAccounting setup and to group tasks for custom reporting.

For example, a professional services enterprise could define the following service types to categorize financial tasks:

- Administration
- Business Development
- Client Services
- Maintenance

**Note:** You must assign a service type to each project type and financial task. The default service type for each top-level financial task comes from the project type that you assign to its project or project template. The default service type for each subtask comes from its parent task.

## Defining service types

To define a service type:

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

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups, page F-1.

### ***Fremont Corporation Service Types***

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

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

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

Service Type Name	Description
Field Work	Work in the field
Lab Work	Work in a corporate laboratory
Documentation	Preparing documentation
R & D	Indirect Research and Development
Administration	Administrative Work

Service Type Name	Description
Marketing	Indirect Marketing
B & P	Bid & Proposal work
Vacation	Vacation hours
Sick	Sick hours
Holiday	Holiday hours
Overtime	Overtime hours

## Related Topics

Effective Dates, page 1-9

Service Types Listing, *Oracle Projects Fundamentals*

## Project Customer Relationships and Contact Types

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

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

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

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

## Defining Project Customer Relationships

To define project customer relationships:

1. Navigate to the Project Customer Relationship Lookups window.

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

For information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups, page F-1.

#### ***Fremont Corporation Customer Relationships***

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

The following table shows Fremont's customer relationships.

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

#### **Related Topics**

Effective Dates, *Oracle Projects Fundamentals*

Project Contact Types Listing, *Oracle Projects Fundamentals*

Project Customer Relationships Listing, *Oracle Projects Fundamentals*

#### **Defining contact types**

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



Oracle Projects predefines two contact types:

- Billing
- Shipping

You can optionally define a billing contact for a contract project. Oracle Projects addresses invoices to the billing contact you specify when you define a project.

**To define contact types:**

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

For information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups, page F-1.

***Fremont Corporation Contact Types***

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

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

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

## Related Topics

Effective Dates, page 1-9

## Probability Lists

Define probability lists if you want to use the probability feature in Oracle Projects.

When you define a potential project, you can enter pipeline information such as the probability percentage of winning the project, the project value, and the expected approval date. This information is used for calculations such as determining the weighted (discounted) value of all projects in your pipeline. If a project has no defined probability percentage, then it is assumed to be 100% for all calculations performed on the project.

You have control over how percentage values are used on a project through the creation of Probability Lists. The probability list is a list of percentages with descriptions. For example, you can create a list called Quarters with the following percentages:

- 25% Talks Initiated
- 50% Negotiation
- 75% Contract Proposed
- 100% Approved

You can attach this list to any project type. When you create a project associated with the project type, these are the values available for selection in the Probability field.

If you use Oracle Sales Online, the win probability value is based on the value of the sales opportunity in Sales Online which is associated with your pipeline project. To share win probability values between Oracle Sales Online and Oracle Projects, you must map the probability values using the Probability Mapping page.

### To define probability lists:

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

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

## Resource Lists

You can define the resource list as a hierarchy of resources up to two levels. The top level is restricted to resource types, such as organization, expenditure category, and revenue category. You use the following resource types to define the second level of the hierarchy:

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

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

## Prerequisites

Oracle Projects setup for different resource elements, such as:

- People, Organizations, Jobs, and Job Groups (a part of the Oracle HRMS setup)
- Expenditure Types, Expenditure Categories, Revenue Categories, and Event Types (PJC and PJB)
- Supplier

### To define a resource list:

1. Navigate to the Resource Lists window.
2. You can create a new resource list or use Copy From to edit and use an existing resource list. For a new resource list, enter the **Resource List** name.
  - If your installation is in Cross Business Group Access mode, then resource list names must be unique across the system.
  - If your installation is in Single Business Group Access mode, then resource names must be unique within each business group.
3. If the resource list is job-based, then you must enter a job group to be used for summarization. The Resources region then displays jobs that belong to the job group you entered.
4. **Resource Group Region:** Choose how you want to group the resource list.

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

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

For each resource, select the resource type and resource, and override the alias and order, if necessary.
6. You can update a resource, add new resources, and remove a resource that you have not yet used for budgeting or forecasting.

**Note:** To ensure that a used resource is not used in the future, deselect the Enable check box.
7. Save your work.

### Assigning Resource Lists to Project Templates

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

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

When you create a project template, Oracle Projects automatically assigns a resource list

to the project template using the resource list specified on the project type for use in Status Reporting, and creates it as the default drilldown resource inquiry list to use in the Project Status windows.

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

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

***Fremont Corporation Resource Lists***

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

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

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

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

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

table:

Resource Type	Resource	Alias	Order
Organization	Risk Analysis	Risk Analysis	1
Organization	Data Systems	Data Systems	2
Organization	Mechanical	Mechanical	3
Organization	Midwest	Midwest	4
Organization	South	South	5
Organization	East	East	6
Organization	West	West	7
Organization	International	International	8
Organization	Environmental	Environmental	9
Organization	Structural	Structural	10
Organization	Human Resources	Human Resources	11
Organization	Finance	Finance	12
Organization	Information Services	Information Services	13

## Related Topics

Resource Lists, *Oracle Projects Fundamentals*

Project Status Inquiry, *Oracle Project Management User Guide*

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

Using Budgetary Controls, *Oracle Project Management User Guide*

Project Summary Amounts, *Oracle Project Management User Guide*

## Resource Classes

Oracle Projects has the following resource classes to group types of resources at a higher level:

- People
- Equipment
- Material Items
- Financial Elements

Although the resource classes are predefined, you define specific attributes that determine the default behavior of the resource classes when used for creating planning resource lists and resource breakdown structures. These attributes are available only at the enterprise level. You can either modify the attributes when creating a planning resource list and entering data for a task or override the enterprise levels for a planning resource.

### **Prerequisites**

- Inventory setup with Item Master defined, Category Sets and Cost Type (item master cannot be changed once used for creating resources)
- Expenditure Types setup (PJC)

### **To define resource class attributes:**

1. Navigate to the Resource Classes page.
2. Select a spread curve to define how the system allocates amounts across periods for planning resources that you select as planning elements in workplans, budgets, and forecasts. For more information, see: *Spread Curves*, page 6-25.
3. Select an ETC method to define how the system calculates ETC amounts for effort and cost for planning resources that you select as planning elements in forecasts. For more information, see: *Estimate to Complete under Managing Progress, Oracle Project Management*.
4. Select the expenditure type for burdening.
5. For the Material Items resource class, select values for Item Master and Item Category Set to control the list of eligible inventory items and item categories respectively.
6. Select a cost type to calculate estimated or forecasted costs for task assignments and financial planning for manufacturing and inventory resources.
7. Disable a resource class if not required in your business. For example, the consulting industry might not need to plan for the material items resource class.

8. Save your work.

## Related Topics

Planning Resource Lists, page 2-112

Resource Breakdown Structures, page 2-113

## Planning Resource Lists

You use planning resource lists for planning a project, task assignments, and financial planning. A planning resource list is composed of planning resource formats and planning resources.

To use a resource list as a planning resource list, run the UPG: Upgrade Resource Lists to Planning Resource Lists process.

**Note:** When you add or delete a resource from a resource list that has been converted to a planning resource list, the system adds or deletes that resource from the planning resource list as well. However, changes that you make to the planning resource list are not reflected by the system on the resource list from which it was converted.

## Prerequisites

- Resource Class setup (PJF)
- Inventory and BOM setup (BOM resources along with their rates and assigning them to departments) with complete definition of Items, Item Categories, and Costs.
- Oracle Projects setup for different resource elements, such as:
  - People, Organizations, Jobs, and Job Groups (a part of the Oracle HRMS setup)
  - Roles (PJF)
  - Expenditure Types, Expenditure Categories, Revenue Categories, and Event Types (PJC and PJB)
  - Non-Labor Resources
  - Suppliers

## Defining a Planning Resource List

To define a planning resource list:



1. Navigate to the Create Planning Resource List page.
2. Enter details for the planning resource list. You specify a job group to have any planning resources with jobs on that planning resource list.
3. Select the resource class and planning resource formats.
4. Select one or more planning resources for each selected planning resource format. You can add or delete planning resource formats. You can update, delete, or add planning resources.

**Note:** You cannot delete a planning resource that has been used in any project, deleting it will only disable the planning resource.

5. Select the Enable for Workplan check box to make the planning resource list available for attachment to a workplan.
6. Select the Centrally Controlled check box to create a centrally-controlled planning resource list.
7. Save your work.

## Related Topics

Resource Lists, *Oracle Projects Fundamentals*

Planning Resource Lists, *Oracle Projects Fundamentals*

Upgrade Resource Lists to Planning Resource Lists, *Oracle Projects Fundamentals*

## Resource Breakdown Structures

You build the resource breakdown structure based on the resource types and resources already defined in the system. For each level of the hierarchy, you select the resource type and specify the associated resource.

In addition, you can define your own groupings of resources with the use of the resource type called User Defined Resource. When you select this resource type, you can enter a free-form definition of the grouping, and then create levels below it in the hierarchy that link to actual resource types and resources.

### Example

The following table demonstrates how you can use a user-defined resource in a resource breakdown structure:

Outline Number	Resource Type	Resource
1	Organization	Consulting - East
1.1	User Defined Resource	Assembly
1.1.1	Inventory Item	Gear Assembly
1.1.2	Inventory Item	Motor Assembly
1.2	User Defined Resource	Maintenance Items
1.2.1	Inventory Item	Lubricants
1.2.2	Inventory Item	Fasteners

In this example, the planned and actual amounts of Gear Assembly and Motor Assembly will be rolled up under the user defined resource Assembly. Also, amounts for Lubricants and Fasteners will be rolled up under the user defined resource Maintenance Items.

You define the hierarchies of a resource breakdown structure as symmetric or asymmetric.

#### Example

The following table demonstrates a symmetric resource breakdown structure:

Outline Number	Resource Type	Resource
1	Organization	Consulting - East
1.1	Named Person	Amy Marlin
2	Organization	Consulting - West
2.1	Named Person	John Smith

#### Example

The following table demonstrates an asymmetric resource breakdown structure:

Outline Number	Resource Type	Resource
1	BOM - Labor	Painter
1.1	Expenditure Type	Computers
2	Organization	Healthcare
2.1	Named Person	John Smith

**Important:** You can define up to ten levels in a resource breakdown structure.

### Automated Level Expansion

You can specify resources at every level in the resource breakdown structure. You can also use the value Any Used Resource in the Resource field to capture all resources that fall under the selected resource type.

The following table demonstrates an example of the use of Any Used Resource:

Outline Number	Resource Type	Resource
1	Person Type	Employee
1.1	Named Person	John Smith
1.2	Job	Principal Consultant
2	Expenditure Category	Expenses
2.1	Projects Non-Labor Resource	Any Used Resource

In this example, all costs for John Smith are associated with level 1.1. If other people resources incur costs for the project, this resource breakdown structure will reflect those amounts at the top level, Employee (level 1), because the other individuals are not named. If you prefer to have the sums broken out by person automatically for you, then you could use Any Used Resource for the resource type Named Person instead of identifying the individuals explicitly, such as John Smith.

This example illustrates this concept at level 2.1 There may be several non-labor resources such as crane, telephone charges, and server utility. In place of identifying

each non-labor resource that could possibly be used on this project, the resource is simply defined as Any Used Resource. As a result, Oracle Projects automatically creates a level under the outline level 2 for each non-labor resource that incurs costs on the project.

Therefore, the resulting resource breakdown structure may look as illustrated in the following table:

Outline Number	Resource Type	Resource
1	Person Type	Employee
1.1	Named Person	John Smith
1.2	Job	Principal Consultant
2	Expenditure Category	Expenses
2.1	Projects Non-Labor Resource	Crane
2.2	Projects Non-Labor Resource	Telephone Charges
2.3	Projects Non-Labor Resource	Server Utility

## Prerequisites

- Resource Class setup (PJF)
- Inventory and BOM setup (assigning BOM resources to departments) with complete definition of Items, Item Categories, and Costs
- Oracle Projects setup for different resource elements, such as:
  - People, Organizations, Jobs, and Job Groups (a part of the Oracle HRMS setup)
  - Roles (PJF)
  - Expenditure Types, Expenditure Categories, Revenue Categories, and Event Types (PJC and PJB)
  - Non-Labor Resources
  - Suppliers

## Defining Resource Breakdown Structures

To define a resource breakdown structure:

1. Navigate to the Resource Breakdown Structures page.
2. Add a new row and enter the basic details for the new resource breakdown structure.
3. Enable Use For Allocations if you want to allocate costs with this resource breakdown structure.

**Note:** You cannot use user-defined resources if you are enabling the resource breakdown structure for allocations.

4. Save your work.
5. Update the working version to build the hierarchy. You view all the existing versions on the Versions page. The frozen versions can be used by projects and only the working versions can be updated. A working version is created every time a resource breakdown structure is created or a version is frozen.
6. Select the level and introduce new levels, remove levels, or redefine the resource elements.
7. Apply the changes before moving on to build the structure at a different level.

**Important:** You cannot delete a resource breakdown structure. However, to stop the summarization of data by an existing resource breakdown structure, you can specify an end date for it.

## Working with Versions

Versions provide a history of resource breakdown structures used for resource reporting. You use versions to make changes and control when to transmit these changes to associated projects. The resource breakdown structure version dates can neither overlap nor have gaps.

When you create a resource breakdown structure, a working version is automatically created. You can make changes to the working version until you freeze it. Only a frozen version can be associated with a project.

When you freeze a version, a new working version is created, which can be used to make further changes. The frozen version enabled for current reporting is used for reporting.

**Note:** At any point of time, you can have only one working version. In addition, although you can have multiple frozen versions, only one is used for current reporting at any given time.

You can change or modify only the working version of a resource breakdown structure. When a structure is enabled for allocations, you can modify only the resource breakdown structure elements that are not associated with amounts.

To modify a resource breakdown structure that has been associated with a project:

1. Update the hierarchy
2. Create a version of the resource breakdown structure
3. Freeze the modified version
4. To update projects with the latest resource breakdown structure version, run the PRC: Process Resource Breakdown Structure Updates process. This process affects only projects that reference this resource breakdown structure. The process updates the projects to use the frozen version, which has a system date between the start and end dates of the resource breakdown structure version.

## Related Topics

Resource Breakdown Structures, *Oracle Projects Fundamentals*

## Defining Cycles

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

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

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

### To define a cycle:

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

## Cycles Window Reference

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

**Type.** Select the cycle type that you want to associate with the billing cycle. You can choose any predefined cycle type. The cycle types are shown in the following table:

Billing Cycle Type	Description
Billing cycle days	The cycle is defined by the number of days that elapse between each automatic invoice generation date for a project. The entry you make under <i>Value</i> is the number of days in the cycle.
Date of the month	<p>The cycle starts and ends on the same day of each calendar month. You enter the date under <i>Value</i>.</p> <p>Dates 29 through 31 are valid in some months only. For the months in which the date is invalid, Oracle Projects uses the last day of the month.</p>
Last day of the month	The last day of each calendar month.
First day of the month	The first day of each calendar month.
15th and month end	The 15th day and last day of each month.
Last weekday of the month	The last of a particular weekday in each calendar month. You enter the weekday under <i>Value</i> .
First weekday of the month	The first of a particular weekday in each calendar month. You enter the weekday under <i>Value</i> .
Project Completion	Completion date of the project.
Weekday each week	On the same day of each week. You enter the weekday under <i>Value</i> .
User defined	This type is used to indicate that the logic to derive the date has been coded in a cycle extension. You must customize the cycle extension to calculate the cycle that you require.

**Value.** Enter the value that completes the information for the cycle type you entered. The following table shows the valid entries, depending on the cycle type:

Value	Description
Integer	For the Bill Cycle Days type, enter an integer greater than or equal to zero.
Range 1 through 31	For the Date of Month type, enter an integer in the range 1 through 31.
Monday through Sunday	For the Last Weekday of Month, First Weekday of Month, or Weekday Each Week type, select a weekday. Valid entries are Monday through Sunday.
User-Defined	<p>For a user-defined cycle type, the <i>Value</i> can be anything meaningful for the client extension. Oracle Projects is seeded with three validated values (two date values and one day in the week value). You can specify two additional non-validated values.</p> <p>Weekdays are stored in the database as integers 1 to 7 for Monday to Sunday.</p>

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

**Description.** Enter a description for the cycle.

## Related Topics

Billing Cycle Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

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

Creating a Project Template, *Oracle Projects Fundamentals*

Project Status Reporting, *Oracle Project Management User Guide*

Workplan and Progress Management, *Oracle Project Management User Guide*

## Defining Work Types

You define work types to represent a classification of work. You use work types to classify both actual and scheduled work. For example, a professional services enterprise could define the following work types:

- Analysis
- Design
- External Training
- Implementation
- Non-Worked Time



- Support

You can use work types to classify work for the following purposes:

- Determining the billability of expenditure items
- Classifying cross charge amounts into cost and revenue for cross-charged work
- Assigning attributes for utilization reporting

**Note:** Work types roll up to resource and organization utilization categories. You define this roll up when you define work types.

You assign work types when you define project types, project templates, projects, financial tasks, team roles, project requirements, and project assignments. You also assign a work type to expenditure items when you enter transactions.

**Note:** The default work type for a project or project template comes from its project type. The default work type for each top-level financial task comes from the project-level work type. The default work type for each subtask comes from its parent task. The work type that you assign to a lowest-level financial task is the default work type when you enter or import an expenditure item for that task. If you set the profile option PA: Require Work Type Entry for Expenditures to *Yes*, then work type is a required value for project types, project templates, projects, and financial tasks.

**Important:** You must define work types before you can create any of the following items in Oracle Projects:

- Team roles
- Project requirements
- Project assignments

If no work types exist, then you receive errors when you attempt to create these items.

A work type is distinct from an expenditure type. Expenditure types classify the type of *cost* incurred on a transaction, whereas a work type classifies the type of *work* to be performed or actually performed. For example, you can enter an expenditure item for a task with an expenditure type of *Clerical Labor* to represent the type of cost incurred, and assign the expenditure item a work type such as *Analysis* to identify the type of work performed.

## Profile Options for Work Types

Set the following two profile options for work types:

- PA: Transaction Billability Derived from Work Type  
Specify whether Oracle Projects determines the billability of transactions based on the assigned work type.
- PA: Require Work Type Entry for Expenditures  
Specify whether work types are required for all expenditure items.

## Billability of Project Work

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

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

**Note:** To use work types to determine whether an expenditure item is billable you must set the profile option PA: Transaction Billability Derived from Work Type to *Yes*.

## Cross Charge Classification

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

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

## Utilization Attributes

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

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

period.

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

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

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

The following utilization attributes are considered when defining work types:

### **Unassigned Time**

Unassigned time is the net hours for a given period for which a resource does not have any scheduled assignments (capacity hours minus schedule hours). Oracle Project Resource Management automatically generates totals for unassigned time for all resources who have jobs that are flagged Include in Utilization.

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

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

### **Training**

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

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

### **Non-Capacity Work Types**

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

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

## Utilization Categories

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

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

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

## Weighting Work Types for Utilization

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

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

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

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

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

## To define work types:

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

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

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

The following tables show examples of work types:

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

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

<b>Name</b>	<b>Training Flag</b>	<b>Reduces Capacity</b>	<b>Resource Utilization Category</b>	<b>Resource Weighting Percentage</b>	<b>Organization Utilization Category</b>	<b>Organization Weighting Percentage</b>
Analysis	No	No	External	80	External	80
Implementation	No	No	External	80	External	80
Internal Support	No	No	Internal	80	Internal	60
Rework	No	No	External	80	External	0
Apprentice	Yes	No	External	50	External	50
Billable - Training	Yes	No	External	80	External	80
Unbillable - Training	Yes	Yes	Internal	0	Internal	0

## Project Types

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

The following table summarizes the implementation information that you enter for all project types:

Window Region	Information to set up
General information, page 2-128	Operating Unit, name, description, class of project (indirect, capital, or contract), and effective dates
Budget Option, page 2-130	Budget entry and resource for status reporting
Budgetary Control, page 2-131	Budget integration information and budgetary controls
Classifications, page 2-128	Make class categories mandatory
Costing, page 2-129	Burden cost accounting schedule, if any
Details, page 2-128	Service type, probability list, and identify whether this project type will be used for administrative and/or intercompany billing projects
Project Status, Workflow, page 2-132	Starting status for new projects and workflows to be used for status changes

For capital project types, you enter the information shown in the following table:

Window Region	Information to set up
Capitalization Information, page 2-132	Cost type definition, control for complete asset definition, control to allow override of asset assignment, asset cost allocation method, event processing method, asset grouping method, supplier invoice grouping and interface options, capitalized interest rate schedule, and override control option

For contract project types, you enter the information shown in the following table:

Window Region	Information to set up
Billing Information, page 2-134	Defaults for billing cycle, schedules, and invoice formats
Billing Assignments, page 2-136	Billing extension assignments
Distribution Rules, page 2-136	Distribution rules for revenue and billing

For additional information, see: Project Types Window Reference, page 2-128.

## Project Types in a Multi-Organization Environment

In a multi-organization environment, you must set up project types for each operating unit. It is possible to have the same project type names in multiple operating units. However, each project type has its own attributes to control project processing by operating unit.

## Project Types Window Reference

This section describes the regions of the Project Types window.

### (All project types) General Information

**Name:** The name of the project type.

**Class:** The project type class (Indirect, Capital, or Contract) for the project type. See: Project Types, *Oracle Projects Fundamentals*.

**Note:** You can define contract projects only if you have installed Oracle Project Billing.

**Effective:** The date range within which the project is valid.

### (All project types) Class Categories

**Category:** Select a class category. See: Project Classifications, page 2-98.

**Note:** Only categories that you have defined as valid for this project type on the Class Categories and Codes window are displayed in the Category list.

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

You can also enable the Mandatory option in the Class Categories and Codes window.

**Note:** You cannot select Mandatory for class categories that are already associated with one or more projects of the project type.

### (All project types) Details

**Service Type:** A service type is a custom reporting attribute that you assign to each financial task to represent activities that you want to track for financial purposes. You can use service types to group tasks for custom reporting. You can also use service types in your AutoAccounting setup. The default service type for each top-level financial task comes from the project type that you assign to its project or project template. The default service type for each subtask comes from its parent task.



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

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

**Work Type:** You define work types to represent a classification of work. You use work types to classify both actual and scheduled work. The default work type for a project or project template comes from its project type. See: *Defining Work Types*, page 2-120.

**Probability List:** (optional) Enter a probability list. The probability list you enter provides the list of values for the Probability field for projects.

**Administrative:** Use this box to identify administrative indirect projects on which that you can create administrative assignments in Oracle Project Resource Management.

**Unassigned Time:** Enable this option if you want to track available resource time in utilization reporting.

**Intercompany Billing:** Choose this box if you want to use this project type for intercompany billing projects.

**Organization Planning:** You must define a unique project type to identify the organization projects that are used in organization forecasting. Define the project type for organization forecasting projects with a class of indirect and then enable the Organization Planning check box.

**Sponsored:** Enable this check box if you want to fund projects with awards in Oracle Grants Accounting. For additional information, see the *Oracle Grants Accounting User Guide*.

**Contingent Worker Enabled:** Enable this check box to include all purchase orders associated with contingent worker enabled projects available for selection when a contingent worker enters a timecard. If you do not enable this, only purchase orders associated with the project that the contingent worker entered on the timecard, are available for selection.

#### **(All project types) Costing Information**

**Burdened:** Indicates whether to burden raw costs charged to projects using this project type for internal costing purposes.

**Schedule:** The burden schedule to use as the default cost burden schedule. You enter a schedule only if the project type is burdened. If the project type is burdened, this field is required.

**Allow Schedule Override:** Indicates whether you can override the default cost burden schedule when entering and maintaining projects and tasks. Deselect the check box if you want to ensure that all projects of a project type use the same schedule for internal costing. Check the box to allow updates to the cost burden schedule on the projects and

tasks. You can enter this only if you enabled the Burdened check box.

**Burdening Options:** If you select the Burdened check box, additional fields are displayed:

- **Burden cost on same expenditure item:** Select if you want to store burden amount in the same expenditure item.
  - **Account for Burden Cost components:** Select this option to store the burden amount in the same expenditure item, and additionally to show the burden cost on separate, summarized expenditures on a separate project. Select a project and (optional) task that accounts for the expenditure item.

**Note:** This option works best if used with indirect projects. With other project types, the system may post duplicate amounts.

- **Burden Cost as separate expenditure item:** Select this option if you want to account for burden amounts as a separate expenditure item.
- **Enable Accounting for Total Burdened Cost:** Select if you want to generate accounting for the total burdened cost.

You can use the Project Status Inquiry Burdening Commitments Extension to override the setup for displaying burden costs of commitments. For more information, use the Integration SOA Gateway responsibility to access the Oracle Integration Repository and navigate to the Projects Suite to find Project Status Inquiry Burdening Commitments Extension.

#### **(All project types) Budget Option**

**Allow Cost Budget Entry:** Indicates if you allow entry of cost budget types.

- **Entry Method:** The default budget entry method for cost budgets.
- **Resource List:** The default resource list for cost budgets.

**Allow Revenue Budget Entry:** Indicates if you allow entry of revenue budget types. For contract projects, you must enter a revenue budget for a contract project before it can accrue revenue and be billed. For indirect and capital projects, you can choose to not allow entry of revenue budgets.

- **Entry Method:** The default budget entry method for revenue budgets.
- **Resource List:** The default resource list for revenue budgets.

**Resource List for Status Reporting:** The default resource list to use for summarizing project amounts for status reporting. You must enter a value to ensure that you can view information in the Project Status windows and project status reports, even when

you have not baselined a budget for the project. You typically select the same resource list as one of the resource lists you use for budgeting. When you create a new project template from scratch, Oracle Projects automatically creates a resource list assignment using this resource list.

**(All project types) Budgetary Control**

Enter values in this tabbed region if you want to set up budgetary controls and/or budget integration for the project type.

**Allow Override at Project Level.** Check this check box if you want to allow users to modify the default budgetary control settings that you enter for the project type.

The budgetary control settings for the project type are used when a project template or project is created. If this check box is not checked, the user cannot change the values at the project template or project level.

**Budget Type.**

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

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

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

- **For Bottom-Up Budget Integration:** Select Budget.
- **For Top-Down Budget Integration:** Select Encumbrance.
- **For No Integration (Independent Budgetary Controls):** Leave field blank.

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

- **For Bottom-Up Budget Integration:** Select a General Ledger budget from the list of values. The list of values displays budgets with a status of Open or Current.
- **For Top-Down Budget Integration:** Select the General Ledger Funding Budget from the list of values.
- **For No Integration (Independent Budgetary Controls):** Leave field blank.

**Levels.** Select a default control level for each budget level:

- **Project**

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

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

- **Amount Type.** Select an Amount Type to determine the beginning budget period.
- **Boundary Code.** Select a Boundary Code to determine the ending budget period.

For more information about these settings, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

#### **(All project types) Project Status, Workflow**

**Starting Project Status:** Enter a starting project status for each project type you create. The starting project status used as the default when:

- A project template is created.
- A project is created by copying an existing project or project template. The project status of the new project is the same as the current status of the existing project or project template, *unless* that starting project status is invalid for the project type. In that case, the starting project status set in the Starting Project Status field for the project type.

**Use Workflow for Project Status changes:** Select to initiate Workflow for all workflow-eligible project statuses in projects with this project type. See: Project Statuses, page 2-87.

**Use Workflow for Budget Status changes:** Select to initiate Workflow for all eligible project budgets in projects with this project type. See: Budget Types, page 6-32.

#### **(Capital project types) Capitalization Information**

**Cost Type:** For the project type, specifies whether to capitalize costs at their burdened or raw cost amount.

**Require Complete Asset Definition:** Specifies whether an asset definition in Oracle Projects must be complete before you can interface costs to Oracle Assets. If you select this option, you do not need to enter information for the imported asset line in the Prepare Mass Additions window in Oracle Assets. The Asset Interface process places asset lines with complete definitions directly into the Post queue in Oracle Assets.

**Override Asset Assignment:** This field interacts with the assignment status of the asset to either call or disregard the Asset Assignment client extension, as shown in the following table:

Is Override Asset Assignment selected?	Asset assignment of asset lines is...	Does the system call the client extension?
No	Unassigned	Yes
No	Assigned	No
Yes	Unassigned	Yes
Yes	Assigned	Yes

You can set up the Asset Assignment extension to assign any unassigned asset lines that result from the Generate Asset Lines process, or (as described above) to override the current asset assignment for specified lines. See: Asset Assignment Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

**Asset Cost Allocation Method:** You can select one of several predefined allocation methods to automatically distribute indirect and common costs across multiple assets. See: Allocating Asset Costs, *Oracle Project Costing User Guide*.

**Event Processing Method:** You can specify a capital event processing method to control how assets and costs are grouped over time. You can choose to use either periodic or manual events. See: Creating Capital Events, *Oracle Project Costing User Guide*.

**Grouping Method:** Specify how to summarize asset lines. You can choose from the following options:

- All (highest level of summarization)
- CIP Grouped by Client Extension
- Expenditure Category
- Expenditure Category, Nonlabor Resource
- Expenditure Type
- Expenditure Type, Nonlabor Resource

**Group Supplier Invoices:** Select to consolidate the expenditure items on a supplier invoice into one asset line according to the method specified in the Grouping Method field. Deselect to interface the lines to Oracle Assets as separate mass addition lines:

- **As New Mass Additions:** Interfaces each expenditure item on a supplier invoice line to Oracle Assets as a separate Mass Addition line. Each line has the status NEW.

- **As Merged Mass Additions:** Interfaces each supplier invoice line to Oracle Assets as a separate Mass Addition line with the status MERGED.

**Note:** After lines are interfaced to Oracle Assets, you can use the Prepare Mass Additions window in Oracle Assets to split, merge, or unmerge the lines manually.

**Capitalized Interest Default Schedule:** Use this field to specify a default interest rate schedule for capitalized interest. See: Defining Capitalized Interest Rate Schedules, *Oracle Project Costing User Guide*.

**Capitalized Interest Allow Override:** Select this check box to allow override of the default capitalized interest rate schedule at the project level.

**(All project types) Billing Information**

**Funding Level:** The level at which you allow funding for contract projects of this project type. You can choose from the values of Project, Top Task, or Both.

**Billing Job Group:** Enter a default job group for billing purposes. The job group you enter serves as the default Billing Job Group when you define a contract project with this project type.

**Date-Effective Funds Consumption:** Select this option to instruct the system to use the agreement billing sequence and effective dates when it processes expenditure items and events. When you enable this option, Oracle Project Billing bills Expenditure items and events are billed against the agreement with the lowest sequence and expiration date that has funding available greater than or equal to the amount of the expenditure item or event. If you enable this option, then you do not specify contribution percentages for the customers.

You can modify this field at any time. The check box is disabled if Intercompany Billing is selected.

**AR Receipt Notification:** Select this check box to receive workflow notifications on payment receipts applied in Oracle Receivables to invoices for projects created from this project type that are enabled for supplier payment control. For more information, see Send AR Notification Workflow, *Oracle Projects Implementation Guide*. See also, Revenue and Billing Information, *Oracle Projects Fundamentals*.

**Automatic Release of Pay When Paid Invoices:** Select this check box to ensure that the Release Pay When Paid Holds concurrent program considers all supplier invoices linked to customer invoices of all projects created from this project type. For more information, see Release Pay When Paid Holds, *Oracle Projects Fundamentals*.

Leave this check box deselected, if you would like to manually review and release pay when paid holds on supplier invoices for projects created from this project type. For example, if you receive 90% of the payment due on a customer invoice from a customer with a good payment record, you, as the project manager, can review the linked supplier invoices on the Supplier Summary page for your project and manually release

all linked supplier invoices for payment. For more information on releasing holds, see Payment Control, *Oracle Project Costing User Guide*.

**Bill Rate Schedules:**

**Labor:** Select *Bill Rate Schedule* or *Burden Schedule* for labor billing.

When calculating labor revenue and invoicing, the system looks first for the employee-based bill rate schedule. If no employee-based rate is specified, or if none is available, the system uses the job-based bill rate.

- **Employee:** Select the employee-based bill rate schedule to be used to calculate labor revenue and invoicing.
- **Job:** Select the job-based bill rate schedule to be used to calculate labor revenue and invoicing.

**Non-Labor:** Select *Bill Rate Schedule* or *Burden Schedule* for non-labor billing.

- **Organization:** Select the default organization that owns the labor and non-labor bill rate schedules.
- **Schedule:** The default burden schedule for non-labor revenue and invoicing.

The list of values for labor and non-labor schedules are restricted as follows:

- If the operating unit does not have multi-currency enabled, then only schedules with the same currency as the project functional currency are listed.
- If the operating unit does not allow rate schedules to be shared across operating units, then schedules from other operating units are not included.
- If the operating unit of the organization allows rate schedules to be shared across operating units, schedules from other operating units that do not allow other operating units to use the schedule, are excluded.

**Invoice Formats**

**Labor:** Select the default labor invoice format.

**Non-Labor:** Select the default non-labor invoice format.

**Billing Cycle**

**Billing Cycle:** The default billing cycle for projects of this type. See: *Defining Cycles*, page 2-118.

**First Bill Offset Days:** The default number of days that elapse between the project start date and the date of the project's first invoice.

**Funding**

**Baseline Funding without Budget:** Check this box if you want to automatically create a revenue budget when you baseline your funding.

**Revalue Funding:** Check this box if you want to revalue funding for the project type. This option cannot be unchecked if the Revalue Funding option is enabled at the

Project level.

**Funding Revaluation includes Gains and Losses:** This option can be enabled only if the Funding Revaluation includes Gains and Losses option is enabled in the Implementation Options window and Revaluate Funding is enabled for the project type. Check this box if you want funding revaluation to include gains and losses. If you enable this functionality you should define the project revenue realized gains and losses event types for account reclassifications.

If this functionality is not enabled, the revaluation process only considers the funding backlog amount.

**Realized Gains and Losses Event Types:** If the Funding Revaluation Includes Gains and Losses functionality is enabled at the Project Types level, define new gains and losses event types. These event types record the realized gains and losses events while processing funding revaluation.

#### **(Contract project types) Billing Assignments**

**Name:** Select billing extensions to be used in revenue accrual or invoicing, or both.

**Amount and Percentage:** Enter an amount or percentage to used in the billing extension calculation.

**Active:** Deselect to disable the billing assignment.

#### **(Contract project types) Distribution Rules**

**Name:** You select the distribution rules that can be allowed for any project of this project type. You can choose any predefined distribution rule:

<b>Cost/Cost</b>	Accrue revenue and bill using the ratio of actual cost to budgeted cost (percent spent)
<b>Cost/Event</b>	Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), bill based on events
<b>Cost/Work</b>	Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), bill as work occurs
<b>Event/Event</b>	Accrue revenue and bill based on events
<b>Event/Work</b>	Accrue revenue based on events, bill as work occurs
<b>Work/Event</b>	Accrue revenue as work occurs, bill based on events
<b>Work/Work</b>	Accrue revenue and bill as work occurs

**Default:** Check the box if you want to use the distribution rule as the default value for projects of this project type. You can only have one default distribution rule for each project type.



## Defining Project Types

### Prerequisites

- Define Implementation Options. See: Implementation Options, page 2-48.
- Define service types.
- Define job groups and jobs (if you are using a billing job group other than the HR job group for billing).
- Define burden schedules (if you are using burdening). See: Burden Schedules, page 3-152.
- Define bill rate schedules (for contract project types). See: Rate Schedule Definition, page 2-62.
- Define invoice formats. See: Invoice Formats, page 4-21.
- Define budget entry methods. See: Budget Entry Methods, page 6-33.
- Define resource lists. See: Resources and Resource Lists, page 2-107.

### To define a new project type:

1. Open the Project Types window.
2. Enter the project type information, including any options appropriate for the project type class. See: Project Types Window Reference, page 2-128.
3. Save your work.

### ***Project Types for Fremont Corporation (Example Setup)***

Fremont Corporation uses Oracle Projects to manage indirect, capital, and contract projects.

#### ***Fremont Corporation: Indirect Project Types***

Fremont Corporation's implementation team defines these indirect project types:

- **Overhead:** Fremont uses overhead projects to record overhead costs that may or may not be associated with a particular project. For example, Fremont records its word processing and editorial costs in an overhead project. This project type is not burdened.

Details for the Overhead Costs project type are shown in the following table:

See also: Fremont Corporation: Using an Indirect Project to Track Indirect Costs,

Window /Page Region:	Project Type Attribute	Value
Header	Name	Overhead
Header	Class	Indirect
Header	Service Type	Administration
Header	Description	Store overhead charges for the organization that manages the project
Budget Option	Allow Cost Budget Entry	Yes
Budget Option	(Cost) Entry Method	Project by GL Period
Budget Option	(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type
Budget Option	Allow Revenue Budget Entry	No
Budget Option	Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type

- **Bid & Proposal:** This is an indirect project type because costs incurred are not billed back to the client. Fremont uses Bid and Proposal projects to record the costs associated with bidding for a prospective contract. This project type is not burdened.

Details for the Bid & Proposal project type are shown in the following table:

Window /Page Region:	Project Type Attribute	Bid & Proposal Project Type:
Header	Name	Bid & Proposal
Header	Class	Indirect
Header	Service Type	B & P

Window /Page Region:	Project Type Attribute	Bid & Proposal Project Type:
Header	Description	Collect bid and proposal costs
Budget Option	Allow Cost Budget Entry	Yes
Budget Option	(Cost) Entry Method	Project by GL Period
Budget Option	(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type
Budget Option	Allow Revenue Budget Entry	No
Budget Option	Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type

- **R & D:** This project type is used for research and development projects. This project type is burdened.

Details for the R & D project type are shown in the following table:

Window /Page Region:	Project Type Attribute	R&D Project Type:
Header	Name	R & D
Header	Class	Indirect
Header	Service Type	R & D
Header	Description	Projects for research and development
Costing Information	Burdened	Yes
Costing Information	Schedule	Labor Burden Only
Costing Information	Allow Schedule Override	Yes

Window /Page Region:	Project Type Attribute	R&D Project Type:
Budget Option	Allow Cost Budget Entry	Yes
Budget Option	(Cost) Entry Method	Project by GL Period
Budget Option	(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type
Budget Option	Allow Revenue Budget Entry	No
Budget Option	Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type

### ***Fremont Corporation: Capital Project Types***

Fremont Corporation's implementation team defines these capital project types:

- **Product Development:** Fremont summarizes all CIP costs by expenditure category for capitalization in Oracle Assets, and requires that all asset information be specified in Oracle Projects before interfacing costs to Oracle Assets. Fremont defines this project type for product development. In this project type, burdened costs for the project work are capitalized.
- **Infrastructure:** Fremont defines a project type for infrastructure improvements, which involve work on their buildings. This project type capitalizes the raw costs of infrastructure projects.

The capital project types are shown in the following table:

Project Type Attributes:	Product Development	Infrastructure
Name	Product Development	Infrastructure
Class	Capital	Capital
Service Type	Lab Work	Field Work
Description	Product development projects for which costs are burdened and later capitalized	Capital improvements to infrastructure

<b>Project Type Attributes:</b>	<b>Product Development</b>	<b>Infrastructure</b>
<u>Costing Information:</u> Burdened	NA	Yes
Schedule	Internal Costing	Labor Burden Only
Allow Schedule Override	Yes	No
<u>Budget Option:</u> Allow Cost Budget Entry	Yes	Yes
(Cost) Entry Method	Top Task by PA Period	Top Task by PA Period
(Cost) Resource List	Labor by Job, Non-Labor by Expenditure Type	Labor by Job, Non-Labor by Key Supplier
Allow Revenue Budget Entry	No	No
Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type	Labor by Job, Non-Labor by Expenditure Type
<u>Capitalization Information:</u> CIP Cost Type	Burdened	Raw
Require Complete Asset Definition	Yes	Yes
Override Asset Assignment	No	No
CIP Grouping Method	Expenditure Category	Expenditure Category
Group Supplier Invoices	Yes	Yes

#### ***Fremont Corporation: Contract Project Types***

Fremont Corporation's implementation team defines these contract project types:

- **Time and Materials:** Fremont has many time and materials projects which charge clients for the time spent performing the work and the cost of materials and expenses used in completing the project.
- **Fixed Price:** Fremont's fixed price projects do not depend on the time spent to complete a project or the cost of the resources used to complete the project. These projects use the Cost/Event distribution rule.

- **Cost Plus:** Fremont's cost plus projects use a burden schedule for internal costing, a burden schedule for labor items, and a standard bill rate schedule for non-labor items. Fremont also specifies a billing extension for Fee to calculate fee for every cost plus project.

The contract project types are shown in the following table:

<b>Project Type Attributes:</b>	<b>Time and Materials</b>	<b>Fixed Price</b>	<b>Cost Plus</b>
Name	Time and Materials	Fixed Price	Cost Plus
Class	Contract	Contract	Contract
Service Type	Field Work	Field Work	Field Work
Description	Project is billed on a time and materials basis	Project is completed for a fixed price	Project uses cost plus processing
<u>Costing Information:</u> Burdened	Yes	Yes	Yes
Schedule	Internal Costing	Internal Costing	Internal Costing
Allow Schedule Override	No	No	No
<u>Budget Option:</u> Allow Cost Budget Entry	Yes	Yes	Yes
(Cost) Entry Method	Top Task by PA Period	Top Task by PA Period	Top Task by PA Period
(Cost) Resource List	Labor by Job	Labor by Job	Labor by Job
Allow Revenue Budget Entry	Yes	Yes	Yes
(Revenue) Entry Method	Project Level by Category	Project Level by Category	Project Level by Category
(Revenue) Resource List	Types by Revenue Categories	Types by Revenue Categories	Types by Revenue Categories
Resource List for Status Reporting	Labor by Job, Non-Labor by Expenditure Type	Labor by Job, Non-Labor by Expenditure Type	Labor by Job

<b>Project Type Attributes:</b>	<b>Time and Materials</b>	<b>Fixed Price</b>	<b>Cost Plus</b>
<u>Billing Information:</u> Funding Level	Both	Both	Both
Labor Schedule Type	Bill Rate Schedule	Bill Rate Schedule	Burden Schedule
Organization	Fremont Corporation	Fremont Corporation	
Schedule	Standard	Standard	Revenue Schedule: Cost Plus Billing,  Invoice Schedule: Cost Plus Billing
Non-Labor Schedule Type	Bill Rate Schedule	Bill Rate Schedule	Bill Rate Schedule
Organization	Fremont Corporation	Fremont Corporation	Fremont Corporation
Schedule	Standard Non-Labor	Standard Non-Labor	Standard Non-Labor
Labor Invoice Format	Job	Job	Employee
Non-Labor Invoice Format	Expenditure Type	Expenditure Type	Expenditure Type
Billing Assignments	none	none	Fee (default = Yes)
<u>Distribution Rules:</u> Cost/Event	No	Yes	No
Cost/Work	Yes	No	Yes
Work/Event	Yes	No	No
Work/Work	Yes (default = Yes)	No	Yes (default = Yes)

### **Fremont Corporation: Using an Indirect Project to Track Indirect Costs**

You can use Oracle Projects to track all costs your business incurs, including work that is not directly associated with project work. You define as many indirect projects as you need to record various indirect costs.

**Tip:** Use multiple tasks to organize distinct subcategories of an indirect

cost source. For example, if you record employee time off costs in one project, you can define tasks such as Sick Hours, Vacation, and Paid Holidays.

When your employees fill out their weekly timecards, they specify, as applicable, the project and task that corresponds to the appropriate indirect cost.

For example, if an employee takes a sick day during the expenditure week, that employee's timecard displays the indirect project and task your business uses for time off hours, along with one or more additional projects and tasks on which the employee has worked.

The following examples illustrate how Fremont Corporation defines indirect projects for cost collection:

- Tracking Administrative Labor Costs, page 2-144
- Tracking Employee Time Off Costs, page 2-145
- Implementing Overtime Costs, page 3-93

**Note:** In a multi-organization environment, projects are owned by an operating unit. You can define as many indirect projects as you need in each operating unit to record indirect costs.

### ***Tracking Administrative Labor Costs***

Fremont Corporation records all labor hours its employees spend on general administrative work in an indirect project.

Fremont generally consolidates a variety of administrative labor hours in one indirect project; occasionally, however, Fremont creates a distinct administrative work project to record hours spent on specific efforts. For example, Fremont created an indirect project to record hours spent on implementing Oracle Applications.

Members of Fremont's administrative support staff submit weekly timecards showing hours to be charged to the indirect project for administrative work. In addition, project managers periodically charge hours to this project for the time they spend writing semiannual performance reviews and performing other administrative tasks.

Fremont uses the resulting project information, together with a summary of other expenses such as rent, insurance, and cost of capital, to periodically review its bill rates and markups to ensure that the company is recovering the cost of labor.

Fremont defines the following administrative work project:

- Project Number: *Admin*
- Name: *Administrative Work*



- Description: *This project is used to record general administrative work. All costs are charged to the cost center of the employee performing the work.*
- Organization: *Finance*
- Status: *Permanent*
- Type: *Overhead*

### **Define Administration Tasks**

Since Fremont consolidates all administrative labor hours, the Administrative Work project needs only one task:

- Task Number: *Admin*
- Task Name: *Administrative Work*
- Description: *This task holds general administrative labor*
- Organization: *Finance*
- Service Type: *Administration*

Fremont implemented AutoAccounting to use the Administration service type to charge administrative labor to the appropriate expense account.

### **Tracking Employee Time Off Costs**

Fremont Corporation records time off hours in an indirect project. These hours represent one source of Fremont's overhead costs since Fremont cannot charge the hours directly to a paying customer's project and, therefore, earns no revenue for them.

When a Fremont employee uses sick, vacation, or holiday benefits, the employee fills out a timecard as usual, but indicates the time off project rather than a direct project on which the employee may also work. Fremont uses different project tasks to distinguish between hours employees record as sick time, vacation time, or holiday time.

Fremont defines the following time off project:

- Project Number: *Time Off*
- Name: *Time Off*
- Description: *This project is a holding area for all time off hours of Fremont Corporation*
- Organization: *Human Resources*
- Status: *Permanent*

- Public Sector: *No*
- Type: *Overhead*

### Define Time Off Tasks

Fremont defines three tasks for the Time Off project to distinguish between sick hours, vacation hours, and holiday hours. Fremont assigns each task a different service type and implements AutoAccounting to use the service type on each task to distribute time off costs to the appropriate expense accounts. See: *Service Types*, page 2-101.

The time off tasks are shown in the following table:

Task Number	Task Name	Description	Organization	Service Type
Sick	Sick Hours	This task holds all sick hours for Fremont Corporation	Human Resources	Sick
Vacation	Vacation Hours	This task holds all vacation hours for Fremont Corporation	Human Resources	Vacation
Holiday	Holiday Hours	This task holds all holiday hours for Fremont Corporation	Human Resources	Holiday

## Implementing Project Lifecycles

You can use lifecycles to control the transition of a project through various phases and to aid reporting of progress and transition. For details about lifecycles, see: *Project Lifecycles, Oracle Projects Fundamentals*

To define lifecycles, you must first define phases.

### Defining Phases

You use the Statuses window to enter phases. When you define phases, you must follow these rules:

- Do not use the Workflow field
- Do not use the Next Allowable Status field
- There are no status controls for phases

See: *Defining Statuses and Status Profile Options*, page 2-87.

### Deleting Phases

You cannot delete a phase if either of the following is true:

- The phase is used in a lifecycle
- The phase is in use by the Collaborative Development product

For more information about using phases, refer to the *Oracle Product Lifecycle Management User's Guide*.

## Defining Lifecycles

To define a lifecycle, navigate to the Lifecycles page. When you define lifecycles you must follow these rules:

### Lifecycle Details

When you define lifecycle details for a lifecycle that will be used with Oracle Projects, you must follow these rules:

- When you define a lifecycle, you must enable the lifecycle for at least one purpose. When you define a lifecycle for use with projects or items, you must enable the lifecycle for Projects and/or Items.
- The sequence numbers of phases in a lifecycle must be unique, and there must be no gaps in the sequence numbers.
- The phases short names must be unique within each lifecycle.
- You cannot delete a lifecycle phase if it is used on a task.

Further instructions for using lifecycles are given in the Collaborative Development product documentation.

### Deleting Lifecycles

You cannot delete a lifecycle if it is in use by a project or item.

### Related Topics

Project Lifecycles, *Oracle Projects Fundamentals*

## Setting Up User-Defined Attributes

Oracle Projects enables you to define unique attributes for projects and tasks that fit the unique needs of your enterprise. These attributes appear in separate page regions that users can access through the Project Setup page (for project-level attributes) and the Task Details page (for task-level attributes).

**Note:** You can also configure page layouts to display user-defined attribute information. You can add page regions for project-level

user-defined attributes to the Project Overview, Project Home, and Project Status report pages. You can add page regions for task-level user-defined attributes to the Task Overview and Task Progress Additional Information pages. For more information about adding page regions to project layouts, see *User Defined Attribute Sections*, page 2-169.

The steps for creating user-defined attributes are listed below:

1. Evaluate your need for additional attributes and decide what groups of attributes you want to create. For example, if your company manufactures aircraft, you could create project level attribute groups for Engine Prototypes and Engine Specifications.
2. Create attributes and add them to the attribute groups that you created. For example, for an Engine Specifications attribute group you could create attributes like Speed, Size, Weight, and Type.
3. Use attribute contexts to associate your attribute groups with specific projects and tasks.
4. For each user-defined attribute, you can optionally define a value set with data type and validation rules that the system applies when users enter data. You can reuse the value sets you create for different attributes. It is recommended that you create value sets before you define attribute groups.
5. You can also optionally create user-defined actions, which you use to associate custom functions with each attribute group. The actions execute the functions at runtime. The actions use function parameters that are mapped to specific attributes in the attribute group or primary keys of specific projects or tasks.

For more information about the creation of attribute groups, attributes, value sets, actions, and functions, please see the *Product Lifecycle Management* online help describing the setup of attributes, functions, and value sets.

The following sections discuss the setup of attribute contexts, which you use to associate user-defined attributes with projects and tasks.

## Defining Attribute Contexts

When you define attribute contexts, you start by setting up their context type. Then you associate attribute groups to them and create page regions for them.

### To define a new attribute context

1. From the Project Super User responsibility, select the Attribute Contexts link.
2. Select Add Context to create a new attribute context and add it to the list of

currently available attribute contexts.

3. On the Add Attribute Context page, select a Context Type and Name. For more information, see *Defining Context Types*, page 2-149.
4. On the Add Attribute Groups page, select one or more attribute groups for the attribute context and define the data level for the attribute group(s). For more information, see *Associating Attribute Groups with Attribute Contexts*, page 2-149.
5. To associate the attribute context with a page region, navigate back to the Attribute Context page and select Page Regions for the attribute context.
6. On the Page Regions page, select a page region and select Apply (or select Add to create a new page region). For more information, see *Adding Page Regions to Attribute Contexts*, page 2-150.

### **Defining Context Types**

Oracle Projects uses attribute contexts to associate one or more user-defined attribute groups with projects or tasks. Attribute contexts are defined by their context types. There are four context types: Class Category, Class Code, Project Type, and Task Type.

The context type identifies the projects or tasks with which an attribute context is associated. When you create an attribute context, you select and define a context type for it. For example, you could associate a Class Code context type with an Engine Specifications attribute group, and define the context type as *Commercial and Government*. Thereafter, the system associates the Engine Specifications attribute group with projects and/or tasks using a Class Code of *Commercial and Government*.

### **Associating Attribute Groups with Attribute Contexts**

After you define the context type of an attribute context, you can associate attribute groups with it. You can associate multiple attribute groups with a single attribute context.

You can associate attribute groups with projects at either the project or task level. You identify this data level when you associate attribute groups to attribute contexts.

You can use the Class Category, Class Code, and Project Type context types to associate attribute groups with projects or tasks. Attribute contexts associated with a Task Type context type can contain only groups of task attributes.

### **Adding Page Regions to Attribute Contexts**

You must also add one or more page regions to each attribute context. Page regions are the containers that display the attribute groups associated with the attribute context. For example, you could have a page region called Engine Information that displays two attribute groups: Engine Specifications and Engine Prototypes. For more information about creating page regions, see the *Product Lifecycle Management* online help.

## Changing Attribute Contexts

When you set up user-defined attributes for a project and then change the project or task attribute to which the attribute context is linked, the values that have been entered for those attributes are deleted by the system and you must enter a new set of user-defined attributes.

For example, say you have a project with a set of user-defined attributes that are associated with a Project Type attribute context. As the project gets under way, you enter values for those attributes. Time passes, and you end up having to change the project type of the project. When you do this, all of the values that you entered for the project's user-defined attributes are lost, because they were linked to the old project type. You have to reenter a new set of values for the new project type.

## Related Topics

Page Layouts, page 2-156

User-Defined Project Attributes, *Oracle Projects Fundamentals*

User-Defined Task Attributes, *Oracle Projects Fundamentals*

Enabling User-Defined Attributes in Project Templates, *Oracle Projects Fundamentals*

## Defining Project Templates

You can create a project template by either of the following methods:

- Enter project options for a new project template

For more information on project options, see: Entering Project and Task Options, *Oracle Projects Fundamentals*.

- Copy a project definition from an existing project or template

### To create a project template:

1. Navigate to the Projects, Templates window or the Projects page.
2. Enter criteria for a new project template or copy an existing project template.

## Updating a Project Template

You can update a project template at any time. All changes to a project template affect projects that are created from the template after the changes are made. The following changes affect projects that were created from the template before the changes were made:

- Project Option Controls

If you change the project option controls of a template, then the Projects, Templates window for existing projects created from the template displays the new set of options.

- Quick Entry Fields

If you change quick entry fields for a template, the new set of quick entry fields are displayed when you create a new project by copying a project which was created from the template.

## Disabling a Project Template

You can disable a project template by changing the template effective dates. You may want to disable a template if your company policies have changed and you need to replace the existing templates.

You can reinstate a disabled project template at any time by changing the effective dates.

Any projects or templates previously created from a template that is now disabled continue to use the Quick Entry fields and project options as defined in the project template.

## Related Topics

Project Templates, *Oracle Projects Fundamentals*

## Implementing Client Extensions and Workflows for Project Processing

To extend the functionality of projects you set up, you can implement the following client extensions and workflows.

Name of Extension or Workflow	Use This Extension / Workflow to:
Project Verification Extension	Control whether an organization change is allowed for a Project/Task Owning Organization.
Project Status Change Workflow	Route project status changes to one or more destinations for approval
Project Workflow Extension	Control how the system identifies the approver for a project status change
Verify Organization Change Extension	Control how the system identifies the approver for a project status change

For details about each client extension, see Client Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

For information about the Project Status Change Workflow, see: Project Status Change Workflow, page 9-27.

## Setting the Home Page Highlights Profile Option

Set the profile option PA: Home Page Highlights: Number of Weeks. This profile option controls the range of project assignments that are displayed in the Team Highlights table on the Project Home page.

For more information, see; PA: Home Page Highlights: Number of Weeks, page B-54.

## Project Search

The Project Keyword Search enables you to search for projects based on the project name, project number, project long name, or a text string in the project name, number, or long name. The Project Keyword Search is available on the Project List Search page. When you find a project using Project Keyword Search, you can then drill down to the project workbench.

The following procedures enable you to use Project Keyword Search.

### Rebuild the Project Search Intermedia Index

For all projects to be available to Project Keyword Search, you must run the process PRC: Rebuild the Project Search Intermedia Index. Run this process on a regular and frequent basis so that keyword searches are based on the most current project information.

For more information, see: Rebuild the Project Search Intermedia Index, *Oracle Projects Fundamentals*.

### Optimize the Project Search Intermedia Index

After you have run the Rebuild the Project Search Intermedia Index process numerous times, the base table index can become fragmented. The Optimize Project Search Intermedia Index process repairs fragmentation of the table.

For more information, see: Optimize the Project Search Intermedia Index, *Oracle Projects Fundamentals*.

## System Administration and Maintenance

The following instructions give details about the System Administration and Maintenance steps, page 2-13 in the Oracle Project Foundation Product Implementation Checklist.



## Request Groups

A request group is a collection of reports or concurrent programs. Request groups enable you to control user access to reports and concurrent programs. You can use request groups to control access in two ways:

- Assign a request group to a responsibility to specify the reports and concurrent programs that can be selected from the Submit Requests window.
- Assign a code to a request group to specify the reports and concurrent programs that can be selected from a customized Submit Request window belong to the request group.

For instructions for creating request groups, see: *Organizing Programs into Request Groups, Oracle Applications System Administrator's Guide*.

For more information, see: *Defining a Request Security Group, Oracle Applications System Administrator's Guide*.

## User Responsibilities

A responsibility is a level of authority in Oracle Applications that lets users access only those Oracle Applications functions and data appropriate to their roles in an organization.

When you define an application user, you assign to the user one or more responsibilities. When a user logs in, one of two things occurs:

- If the user is assigned only one responsibility, the user immediately enters an application.
- If the user is assigned two or more responsibilities, the user sees a window listing available responsibilities.

All Oracle Applications products are installed with predefined responsibilities. You can also define additional responsibilities as part of your security strategy.

For instructions and information regarding defining user responsibilities, see: *Defining a Responsibility, Oracle Applications System Administrator's Guide*.

## Additional Users

An application user is an authorized user of Oracle Applications and/or Oracle Self-Service Applications who is uniquely identified by an application username. An application user can sign on to Oracle Applications and access data through Oracle Applications windows.

Every user of the software should have their own user account. For information on defining users, see: *Users Window in the Managing Oracle Applications Security*

chapter, *Oracle Applications System Administrator's Guide*.

## Deferred Workflow Processes

Oracle Projects uses many deferred workflow process that are not immediately obvious to users. Therefore, you must be sure to set up Workflow. Additionally, you should set up background Workflow Engines to control the load and throughput of the primary Workflow Engine on your system. You can specify the cost threshold level of your primary and background engines to determine the activities an engine processes and the activities an engine defers.

For information, see: Setting Up Background Workflow Engines, *Oracle Workflow Administrator's Guide*.

## Frequently Used Folders

Some windows in Oracle Applications are created as folder blocks, or folder forms, whose field and record layout you can customize. The following characteristics distinguish a folder form:

- An Open Folder button in the upper left corner
- An enabled Folder Tools button on the toolbar
- An enabled Folder menu in the main menu bar

You can customize a folder block to retrieve a subset of records and display those records in a different layout. You can save your customizations as a folder which defines the layout of your fields and the query criteria used to retrieve your subset of records.

For information about defining folders, see: Customizing the Presentation of Data in a Folder, *Oracle Applications User's Guide*.

## Folder Form Windows

The following list shows some of the windows that are folder forms:

- Basis Details
- Event Entry and Inquiry Windows
- Find Project Expenditure Items
- Expenditure Items
- Find Expenditure Items
- Find Project Expenditure Items

- Invoice Summary
- Missing Amounts
- Project Expenditure Items
- Project Status Inquiry
- Projects, Templates Summary
- Review Allocation Runs
- Review Transactions
- Sources
- Source Details
- Targets
- Transactions

## Descriptive Flexfields

Use Descriptive Flexfields to customize your application to fit your unique business needs. For example, you may want to:

- Record the reason for adding new funding lines to a project
- Record the location of work performed on a task by latitude and longitude

You can also create context-sensitive Descriptive Flexfields that let you enter information based on the value you entered in another field. For example, you may want to:

- Enter the country name for those projects where the type is International
- Enter the purpose of the meal for each meal's expense report item

## Related Topics

Descriptive Flexfields in Oracle Projects, page E-1

AR: Transaction Flexfield QuickPick Attribute, page B-68

Defining Descriptive Flexfields *Oracle Applications Flexfields Guide*

## Page Layouts

Page layouts display and highlight different views of project information. For example, as project owners, project managers are responsible for project progress. They need information that enables them to evaluate the health of their projects. Task managers are responsible for work execution and change management. They need access to workplan and task information. Page layouts contain predefined sections that you can add, remove, or configure for different views. See *Sections*, page 2-165.

For each page layout you define the following attributes:

- **Type:** The type of page layout. See *Page Layout Types*, page 2-172.
- **Name:** A unique identifier of the page layout.
- **Sections:** Each page layout consists of ordered Sections. Some sections have been predefined for your use. You can also configure sections to show selected information. See *Configuring Sections*, page 2-168.
- **Links:** Links can be displayed on each page. Links provide easy access to related project information. Links are available on all pages except the Status Report page. See *Enabling Project Shortcut Links*, page 2-184.

## Defining Page Layouts

Oracle Projects provides predefined page layouts containing predefined sections for some pages. You can use these layouts to display information for these pages. For example, project managers can configure a page to provide a higher level of direction and focus to their team members. Team members see only the information they need, organized in order of importance.

You can also personalize layouts for some of the pages using the Oracle Applications personalization framework. Personalization provides a set of additional predefined sections.

You can configure layouts for the following pages:

- Project Home
- Project Overview
- Project Status Reports
- Task Overview
- Team Member Home
- Task Progress Additional Information

In addition, you can configure the page layouts for the following project performance reporting pages:

- Performance Overview
- PTD Analysis
- PTD Summary
- Resource Analysis
- Resource Summary
- Task Analysis
- Task Summary
- Period Analysis
- Period Summary

**Note:** To configure page layouts for project performance reporting pages (overview, summary, and analysis), you must use the Oracle Applications personalization framework. If you enable the Page Layout setup option for reporting on the Project Template Setup page, project managers can associate additional project performance reporting page layouts to their projects.

You can also use the Oracle Applications personalization framework to configure the Team Member Home and Project Home pages.

You can use the OA personalization framework to add predefined tabs on the following pages:

- Project Home
- Team Member Home
- Task Summary
- Resource Summary
- Task Analysis
- Resource Analysis

Tabs group related information on one page. This enables project managers and team members to view similar information on one page. Project members and team members can personalize the sections for their own views in the Full List page.

**Caution:** The system does not prevent you from associating a task section to a performance tab on the Project Home page. Therefore, make sure you associate a section to a tab in a meaningful way.

When you personalize the Project Home and Team Home pages, you can rename a tab; choose sections you want to display under a tab, and hide a particular tab. See, *OA Framework Personalization and Extensibility Guide*.

**Caution:** The same section cannot be displayed under two tabs.

You can use the following pre-defined tabs to configure the pages:

- Project Home page
  - General
  - Tasks and Deliverables
  - Resources
  - Change Control
  - Performance
- Task Home page
  - General
  - Tasks and Deliverables
  - Actions
  - Issues and Changes
- Task Summary page
  - Cost
  - Profitability
  - Effort
  - Cost and Effort
  - Earned Value
  - Other Measures

- Task Analysis page
  - Cost
  - Profitability
  - Effort
  - Cost and Effort
- Resource Summary and Analysis pages
  - Cost
  - Profitability
  - Effort
  - Cost and Effort
- Periodic Summary and Analysis pages
  - Cost
  - Profitability
- Period To Date Summary and Analysis pages
  - Cost
  - Profitability

For information on using OA personalization framework, see *OA Framework Personalization and Extensibility Guide*.

## Predefined Page Layouts

Oracle Projects provides several predefined page layouts. You cannot change the predefined page layouts.

The following table lists the predefined page layouts and their sections:

<b>Predefined Page Layout Names</b>	<b>Sections</b>
Default Project Home Page Layout	Open Notifications Phases Cost Tasks Estimated to Finish Late
Default Project Home Personalization	Key Performance Area Summary Worklist Phases Open Notifications Tasks Estimated to Finish Late Deliverable Due In Trouble Issues High Priority Change Orders Cumulative Planned Value, Earned Value and Actual Cost Cost Financial Performance
Default Project Home Page Layout for Resource Management	Open Notifications Open Resource Requirements Upcoming Resource Changes
Default Project Overview Page Layout	Customer Details Directory
Default Project Status Report Page Layout	Project Information General Progress Document Attachments Phases In Trouble Issues



<b>Predefined Page Layout Names</b>	<b>Sections</b>
Default Task Overview Page Layout	General Current Schedule Current Progress
Default Task Progress Additional Information Page Layout	General Information
Default Team Home Personalization	Assigned Actions Owned Work Open Notifications Task Assignments Deliverables Due In Trouble and At Risk Tasks Open Issues Open Change Documents
Default Team Member Home Page Layout	Open Actions Open Issues Open Change Documents Open and Upcoming Tasks Open Notifications

Predefined Page Layout Names	Sections
Default Performance Overview Page Layout	<p>Cost</p> <p>Earned Value</p> <p>Effort</p> <p>additionally for contract projects:</p> <p>Financial Performance</p> <p>Revenue</p> <p>Billing and Collection</p> <p>Backlog</p> <p>Billability</p> <p>additionally for capital projects:</p> <p>Capital Cost</p>
Default Task Summary Page Layout	<p>Cost</p> <p>Earned Value</p> <p>additionally for contract projects:</p> <p>Profitability</p> <p><b>Note:</b> Data is displayed by tasks in the work breakdown structure.</p>
Default Resource Summary Page Layout	<p>Cost</p> <p>additionally for contract projects:</p> <p>Profitability</p> <p><b>Note:</b> Data is displayed by resources in the resource breakdown structure.</p>

Predefined Page Layout Names	Sections
Default Periodic Summary Page Layout	<p>Cost</p> <p>additionally for contract projects:</p> <p>Profitability</p> <p><b>Note:</b> Data is displayed by the period type given in the period filter.</p>
Default Period-to-Date Summary Page Layout	<p>Cost</p> <p>additionally for contract projects:</p> <p>Profitability</p> <p><b>Note:</b> The end date or to date is taken from the current reporting period set for the selected calendar.</p>

**Note:** The Profitability section applies only to the summary and analysis page layouts of contract projects.

## Configuring the Page Layout

The page is divided into sections. You can choose the sections and specify the order in which they are displayed. For some page layouts, you can also select links and project shortcuts. For more information, see *Enabling Project Shortcut Links*, page 2-184.

### To create a page layout:

1. From the Project Super User responsibility, select Page Layout.
2. Select one of the page layout types from the Create Page selection list.
3. Select the Setup Method of Page Layouts and Click Go
4. On the Create Page Layout page, enter the information for the new layout.
5. Optionally, add page sections.
6. Optionally, and if applicable to the type of page layout, add links.

You can create multiple configurations of each page layout type. However, you can only use one configuration per project (or, in the case of Team Home page, one per

person).

#### To create a page layout using the OA Personalization Framework

1. From the Project Super User responsibility, select Page Layout.
2. Select any project performance reporting page layout (Performance Overview, PTD Analysis etc.), Team Member Home, or Project Home from the Create Page selection list.
3. Select the personalization Setup Method and click Go.
4. On the Choose Personalization Context page, select Page as a scope of the personalization and a function level. Leave all other fields blank.

**Note:** When you create a Team Member Home page, ensure that the function for personalization has the object type as Team Member Home. To ensure that the personalization is available to all users who access the page, you must attach the function to the Projects Page Layout Functions global menu. See: Appendix D, Menus and Responsibilities.

5. On the Personalization Context page, add, remove, or rearrange the sections according to your requirements.
6. Optionally, click the Manage Levels to activate, deactivate, or delete a page configuration.

**Note:** You cannot add links to a page you have personalized using the OA framework. You cannot deactivate pages configured and provided by Oracle.

7. If applicable, provide a shortcut for the page by clicking on the Update Shortcut icon on the Page Layouts List.
8. To use page layouts that you create for a project, either attach them to the project template or enable them for attachment to the project by the project manager.

For information on using OA personalization framework, see *OA Framework Personalization and Extensibility Guide*.

#### Specifying the Project Header Section

The project header section contains the basic information that appears on the various project pages. Two predefined header sections are provided:

Header Section Name	Information Displayed
Default Project Header	Organization, project manager, project type, status, start date, and completion date
Project Header with Customer and Project Value	All information in the Default Project Header, plus the customer and project value

For each project, the project manager can select the header information for the project pages and the project home page layout through the Page Layout page.

## Sections

Sections determine the contents of a page layout. Sections display the following types of information:

- Project
- Workplan
- Tasks
- Issues
- Change Document
- Financial
- Resource
- Performance
- Exceptions

Some sections are predefined and can be selected for use in page layouts. Additionally, you can configure sections to fit the customized needs of your organization. For more details, see: [Configuring Sections](#), page 2-168.

## Project Information

Project information pertains to the project as a whole. Display of project information outside the project context is not possible. In addition to the predefined sections, you can configure User-Defined Attribute sections to display specialized project information. See [User-Defined Attribute Sections](#), page 2-169.

## Workplan Information

Workplan information pertains to a set of tasks. Information can be rolled up from a group of tasks, or it can be a list of tasks that have something in common. In addition to the predefined sections provided, you can configure the following two types of sections to display different views for workplan information. See *Configuring Sections*, page 2-168.

- Tasks Lists
- Gantt Charts

## Task Information

Task information pertains to a single task. You can include task information sections in only task-related page layouts. In addition to the predefined sections provided, you can configure User-Defined Attribute sections to display specialized task information.

## Issues Information

Sections containing issue information display a number of issues that may meet specified criteria such as priority or status. In addition to the predefined sections, you can configure sections to display different views of issue information according to the needs of your organization, in List format. See *Personalized List Sections*, page 2-168.

## Change Document Information

Sections containing change document information display a number of change documents that have something in common. In addition to the predefined sections, you can configure sections to display different views of change document information according to the needs of your organization, in List format. See *Personalize List Sections*, page 2-168.

## Financial Information

Financial information is displayed in predefined Summary sections that display the cost, labor hours, and profitability of the project in summary format. Financial Information sections cannot be configured.

The Financial Summary region displays information for the Approved budget plan type in all scenarios, including when forecasts are being viewed. The Financial Summary region will be displayed on the following pages:

- View Plan page: displays consolidated baseline versions, change orders, and adjustments for the Approved budget plan types.

**Note:** Amounts from the Approved budget plan type will be displayed in addition to the plan type that is being viewed.

The Previously Included Change Documents and Change Documents Included in this Version row displays partial amounts from partial implementation of the approved revenue, or separate implementation of cost and revenue.

- Include Change Document page: displays the plan summary table identical to the View Plan page.
- View Included Change Documents page: enables users to cross-reference change documents impacting each planning element. The page consists of a table containing the change documents that have impacted by the planning element, and a financial summary region that breaks down the financial summary of the planning element.
- Review page: the Summary region has been enhanced to account for equipment Hours.

### **Resource Information**

The two resource information sections display resource information for open resource requirements and any future resource changes. Resource information sections cannot be configured.

### **Performance Information**

Sections containing performance information display performance amounts based on the page you are in. For example, performance amounts can be for the project, for each task in the work breakdown structure, each resource in the resource breakdown structure, and for time periods.

Performance information in an analysis page is different from the data in a summary page. A summary page displays performance by a single dimension of tasks, resources, or time whereas an analysis page displays performance by any two dimensions. For example, a task analysis displays performance for the task by resources or time.

You can configure add or remove sections from a page or configure different views of a section per the needs of the business and the organization.

### **Exceptions Information**

Sections containing exception information include performance statuses for key performance areas and the status of exceptions in performance found for measures. A project manager can view project performance by area and exceptions where applicable.

On the Exceptions page, the Project Home page, and in the E-mail notification sent on exceptions to project stakeholders, you can view:

- The overall performance status of the project
- A summary of performance statuses and scores by key performance area

- A list of exceptions in a key performance area by measure and performance rule

You can also configure Status Reports and the Project Overview pages to include all of the sections above. On the Project List page, you can include exceptions by measure and performance status by key performance area.

## Configuring Sections

In addition to the predefined sections available, you can configure the following types of sections for your organization needs:

- Personalized Lists of tasks, issues, and change documents
- User-Defined Attributes sections
- Task Gantt sections

## Personalized List Sections

Using standard personalization features, you can, as a system administrator define List sections for use in page layouts. List sections comprise of lists of issues, change documents, or tasks which have something in common. These sections can contain information from one project or across multiple projects.

### Single and Cross Project Views

In project specific views, list views are always in context of that project.

In cross project views, task, issue, and change document lists are displayed in the context of a user's ownership. These views are only displayed on Team Home page layouts.

Personalized List sections that you define can be included in page layouts. See *Defining Page Layouts*, page 2-156.

In addition, you can personalize all the regions (tables and graphs) on performance reporting pages using the same method. To personalize a region in a particular reporting page, navigate to it and click the Personalize Region link in the region. You can set personalization levels for the context of the view you are creating. While creating views for project performance reports, you can also select sets of rows for a table.

### To create a Personalized List section

1. Ensure that the "Create Seeded Personalizations" and "Personalize Self-Service Definition" profile options are enabled.
2. Select a project or create a new project.
3. Select the Personalize Table link under the Task table, Issues tables, Change Request, Change Order, or Change Document tables.



**Note:** In sections containing information from one project, change requests are displayed separately from change orders. In cross-projects views, change requests and change orders are displayed collectively as Change Documents.

4. Select a Personalization Level of User to create a public view.
5. Select Create View from the Personal Views page.
6. In the Create View page, enter the information for the new view.
7. Select Apply.

**Note:** You can use views that you create from the Team Member Home page in only Team Member Home page layouts. You cannot use single-project views in Team Member Home page layouts.

#### User-Defined Attribute Sections

User-defined attributes enable you to define, enter, and maintain information unique for your organization at the project and task level. For example, as an aircraft manufacturer you can use this functionality to create a set of attributes that associate aircraft specifications with specific manufacturing projects.

The attributes are grouped together to form attribute groups. For example, you can have attribute group of Engine Specifications containing attributes of weight, length, size and color of the engine. The attribute groups are linked to project and tasks by attribute contexts.

User-defined attributes groups are associated with attribute contexts. The association can be either at the project level or task level *not* both. Attribute contexts are defined by their context type. The context type identifies the projects or tasks with which an attribute context is associated. For information on setting attribute contexts and associating attribute contexts with projects and tasks, see *Setting Up User-Defined Attributes, Oracle Projects Implementation Guide*. For information on creating attribute groups, attributes, and attribute functions, see the online help for *Product Lifecycle Management*.

There are four context types: Project Type, Task Type, Class Category, and Class Code. For example, you can have the following context types associated with attribute groups of Engine Specifications and Engine Prototypes:

- Project Type: Time and Materials
- Task Type: Design
- Class Category: Aircraft Engines

- Class Code: Commercial and Government

You create and maintain page regions for an attribute context. The page regions display the attribute groups associated with the attribute context. For example, you can create a page region called Engine Information that displays the attribute groups of Engine Specification and Engine Prototype.

When you define page layouts, you can add the available user-defined attribute page regions to your page layouts. Project level user-defined attribute page regions are available for Project Overview, Project Home, and Project Status Report page layouts. Task level user-defined attribute page regions are available for Task Overview, and Task Progress Additional Information page layouts.

**Note:** Like the pre-defined page layout sections, User-Defined page regions can also be displayed as sections or links.

Attribute contexts for user-defined page region determine whether the page region can be displayed as a section for a page layout. For example, you have a Project Type attribute context of Time and Materials added to a page region (A), and a Project Type attribute context of Fixed Cost added to a page region (B). If you create a page region (A) and associate it with a page layout, you can only display the page layout for a project with a Project Type Time and Materials. You cannot display the page layout for a project type Fixed Cost.

**Note:** You can control the display of user-defined attribute information for each project at the project template level using a new project setup option called Project Attributes. See Project Definition and Information, *Oracle Projects Fundamentals*.

## Gantt Sections

Gantt charts show graphical representations of data. They display the task schedule, progress, resource, and comparison between date sets. When you define page layouts you can add Gantt regions as sections.

Gantt views can only be created for a group of tasks in a single project and therefore cannot be used on the Team Member Home page. Gantt sections are only applicable for Project Home, Project Overview, and Project Status Report page layouts.

In addition to the predefined Gantt sections provided, you can create new sections for use in page layouts.

### To create Gantt sections:

1. From the Project Super User responsibility, select the Gantt sections link.
2. From the Gantt Sections page choose a Section Name and select a Style, Tasks, Scale, and Rows for each section created.

**Note:** Although the section definition provides a default selection of task, view, and scale attributes, users can access detailed controls from each Gantt to configure it for different views from each predefined section. See *Gantt Charts*, *Oracle Projects Fundamentals*.

3. Select Apply.

**Configurable Section Types Summary**

The following table summarizes the page layouts where you can configure the various section types. It also shows the product license required to view each page layout.

Configurable Section Type	Page Layout Type	Required License
Personalized List	Team Home	Oracle Project Management
- Cross Project: Tasks		
- Cross Project: Issues		
- Cross Project: Change Documents		
Personalized List	Project Home	Oracle Project Management
- Inside Project: Task	Status Report	
- Inside Project: Issues	Project Overview	
- Inside Project: Change Request		
- Inside Project: Change Order		
User-Defined Attributes Page Region: Project	Project Home	Oracle Project Foundation
	Status Report	
	Project Overview	
User-Defined Attributes Page Region: Task	Task Overview	Oracle Project Foundation
	Task Progress Additional Information	
Gantt Sections	Project Home	Oracle Project Management
	Project Overview	
	Task Overview	

## Page Layout Types

The predefined sections available for selection in a page layout differ depending on the Page Layout type. The following page layout types are available:

- Project Home
- Project Overview
- Project Status Report
- Task Overview
- Task Progress Additional Information
- Team Member Home
- Performance Overview
- PTD Analysis
- PTD Summary
- Resource Analysis
- Resource Summary
- Task Analysis
- Task Summary
- Period Analysis
- Period Summary

### Project Home

This page layout type displays information to all project stakeholders when they access a specific project.

The following table lists the predefined sections available for the Project Home page layout type:

Section	Information Displayed
Open Notifications	Open notifications for the user

Section	Information Displayed
All Tasks	All tasks for the project
Critical Tasks	All tasks that fall on the critical path for the project
Tasks Estimated to Finish Late	All tasks that are estimated to finish late
Tasks Scheduled to Finish	All tasks that are scheduled to complete in the next user specified time period that are either <i>At Risk</i> or <i>In Trouble</i>
Milestones	Used for workplan approval and publishing purposes. Contains previous scheduled finish date, new scheduled finish date, and variance. Also, highlights the difference with a published workplan version.
Phases	The Product Lifecycle Management (PLM) phases table
Gantt	The Gantt chart
Compare to Estimated Gantt	Compares the current scheduled date to the estimated date of the workplan
Compare to Baseline Version Gantt	Compares the current scheduled date to the baseline version date of the workplan
Compare to Latest Published Version Gantt	Compares the current scheduled date the latest published date of the workplan
Compare to Prior Published Version Gantt	Compares the current scheduled date to the prior published date of the workplan
Milestones Gantt	Milestones of the project in Gantt chart
High Priority Issues	High priority issues that are currently open
In Trouble Issues	Issues that have the progress status <i>In Trouble</i>
All Draft and Open Issues	All draft and open issues in a project
Overdue Open Issues	All overdue open issues in a project
High Priority Change Requests	All open high priority change requests
High Priority Change Orders	All open high priority change orders

Section	Information Displayed
In Trouble Change Requests	All change requests that have the progress status <i>In Trouble</i>
In Trouble Change Orders	All change orders that have the progress status <i>In Trouble</i>
All Draft and Open Change Requests	All draft and open change requests in a project
All Draft and Open Change Orders	All draft and open change orders in a project
Overdue Open Change Requests	All overdue open change requests in a project
Overdue Open Change Orders	All overdue open change orders in a project
Cost (PSI)	PSI summary cost data for the project showing actual, committed, budgeted, and forecasted data
Labor Hours (PSI)	PSI summary labor hours data for the project showing actual, committed, budgeted, and forecasted data
Profitability (PSI)	PSI summary revenue data for the project showing actual, committed, budgeted, and forecasted data
Open Resource Requirements	All open requirements on the project
Upcoming Resource Requirements	All resource assignments starting, ending, and pending approval in the next two weeks
Worklist	Consolidated list of unfinished project related business objects like tasks, issues, change requests, change orders, and deliverables.

**Note:** You can also include performance sections on this page. For information on performance sections see Performance Overview, page 2-181.

## Project Overview

This page layout type displays an overview of the project and includes project information needed by all project team members and interested parties. The information on this page can also be accessible to people outside the project team.

The following table lists the predefined sections for the Project Overview page layout type:

Section	Information Displayed
Customer Details	Customer details for a project
Directory	Team members of a project
All Tasks	All tasks for the project
Critical Tasks	All tasks that fall on the critical path for the project.
Milestones	Used for workplan approval and publishing purposes. Contains previous scheduled finish date, new scheduled finish date, and variance. Also, highlights the difference with a published workplan version.
Tasks Estimated To Finish Late	Tasks that are estimated to finish late
Tasks Scheduled To Finish	All tasks that are scheduled to complete in the next user specified time period that are either <i>At Risk</i> or <i>In Trouble</i>
Phases	The Product Lifecycle Management (PLM) phases table
Gantt	The Gantt chart
Compare to Estimated Gantt	Compares the current scheduled date to the estimated date of the workplan
Compare to Baseline Version Gantt	Compares the current scheduled date to the baseline version date of the workplan
Compare to Latest Published Version Gantt	Compares the current scheduled date to the latest published date of the workplan
Compare to Prior Published Version Gantt	Compares the current scheduled date to the prior published date of the workplan
Milestones Gantt	Milestones of the project in Gantt chart
High Priority Issues	High priority issues that are currently open
In Trouble Issues	Issues that have the progress status <i>In Trouble</i>
All Draft and Open Issues	All draft and open issues in a project
Overdue Open Issues	All overdue open issues in a project

Section	Information Displayed
High Priority Change Requests	All open high priority change requests
High Priority Change Orders	All open high priority change orders
In Trouble Change Requests	All change requests that have the progress status <i>In Trouble</i>
In Trouble Change Orders	All change orders that have the progress status <i>In Trouble</i>
All Draft and Open Change Requests	All draft and open change requests in a project
All Draft and Open Change Orders	All draft and open change orders in a project
Overdue Open Change Requests	All open overdue change requests in a project
Overdue Open Change Orders	All open overdue change orders in a project

**Note:** You can use page personalization to include performance sections on this page. For information on performance sections see Performance Overview, page 2-181.

## Project Status Report

This page layout type determines information to be displayed on the status report for a project. Multiple status report types can be associated with each project, allowing different recipients to receive different status report information depending on the page layout associated with the status report.

Sections in the Project Status Report page layout type are displayed as follows:

- All sections except the overview and user-defined attribute sections have a Comments field. A user creating the report can modify these comments before submitting the report for approval, or publishing it. The published report displays the comments of the user as read-only alongside each section.
- When the report is initially created, it displays current information. Data is refreshed each time the user accesses the page during the creation of the report.

**Note:** An object selected for display in a section will change to reflect the state of the object in the system. For example, if a high priority issue which is displayed when the report is initially created changes to a



medium priority issue, the issue will no longer be displayed in the high priority issues section the next time the report is updated. During the creation of the report, information is refreshed to display the current information in the system until the report is published, at which point the status report and its contents are frozen.

The following table lists the predefined sections for the Project Status Report page layout type:

Section	Information Displayed
Project Information	Project information for status report and workplan layouts
General Progress	Allows entry of general progress information for status reporting
Document Attachments	Allows attaching of documents for status reporting
All Tasks	All tasks for the project
Critical Tasks	All tasks that fall on the critical path for the project.
Milestones	Used for workplan approval and publishing purposes. Contains previous scheduled finish date, new scheduled finish date, and variance. Also, highlights the difference with a published workplan version.
Tasks Estimated To Finish Late	Tasks that are estimated to finish late
Tasks Scheduled To Finish	All tasks that are scheduled to complete in the next user specified time period that are either <i>At Risk</i> or <i>In Trouble</i>
Phases	The Project Lifecycle Management phases table
Gantt	The Gantt chart
Compare to Estimated Gantt	Compares the current scheduled date to the estimated date of the workplan
Compare to Baseline Version Gantt	Compares the current scheduled date to the baseline version date of the workplan
Compare to Latest Published Version Gantt	Compares the current scheduled date the latest published date of the workplan

Section	Information Displayed
Compare to Prior Published Version Gantt	Compares the current scheduled date to the prior published date of the workplan
Milestones Gantt	Milestones of the project in Gantt chart
High Priority Issues	High priority issues that are currently open
In Trouble Issues	Issues that have the progress status <i>In Trouble</i>
All Draft and Open Issues	All draft and open issues in a project
Overdue Open Issues	All overdue open issues in a project
High Priority Change Requests	All open high priority change requests
High Priority Change Orders	All open high priority change orders
In Trouble Change Requests	All change requests that have the progress status <i>In Trouble</i>
In Trouble Change Orders	All change orders that have the progress status <i>In Trouble</i>
All Draft and Open Change Requests	All draft and open change requests in a project
All Draft and Open Change Orders	All draft and open change orders in a project
Overdue Open Change Requests	All overdue open change requests in a project
Overdue Open Change Orders	All overdue open change orders in a project
Cost (PSI)	PSI summary cost data for the project showing actual, committed, budgeted, and forecasted data
Labor Hours (PSI)	PSI summary labor hours data for the project showing actual, committed, budgeted, and forecasted data
Profitability (PSI)	PSI revenue summary data for the project showing actual, committed, budgeted, and forecasted data

**Note:** You can use page personalization to include performance

sections on this page. For information on performance sections see Performance Overview, page 2-181.

### **Task Overview**

This page layout type displays an overview of the task information that is available to all project team members and interested parties. The information on this page can also be accessible to people outside the project team.

The following table lists the predefined sections for the Task Overview page layout type:

<b>Section</b>	<b>Information Displayed</b>
Financial Information	Financial information about the task
Dates	Task dates
Work Quantity	Work quantity information
General	General information about the task. This section is required for all Task Overview page layouts.
Current Schedule	Current schedule of the task
Schedule Change History	Schedule change history of the task
Current Progress	Current progress of the task
Progress History	Progress history of the task
Progress Options	Progress options of the task
Financial Setup	The financial setup of the task
Attachments	The attachments attached to the task

### **Task Progress Additional Information**

This page layout type displays information used by task managers in reporting task progress. A different format of the displayed information can be selected for each unpublished task in a project.

The following table lists the predefined sections for the Task Progress Additional

Information page layout type:

Section	Information Displayed
General Information	General information about the task and project

### Team Member Home

This page layout type displays information for use by individual team members. Using Team Member Home, team members can easily access information for they are part of, such as issues, tasks, and change documents. The information displayed is across projects, and the information contained in each page is personalized for individual use. The format of the Team Home page can be different for each site, user, or responsibility, and is set by a profile option called PA: Team Home Page Layout.

The following table lists the predefined sections for the Team Member Home page layout type:

Section	Information Displayed
Open Notifications	Open notifications for a user
Open and Upcoming Tasks	All tasks whose status is not Canceled, Closed, or On Hold. Also, all tasks whose start date is fewer than 7 days in the future, or less than a user-defined value.
Open and Upcoming Tasks	All tasks whose status is not Canceled, Closed, or On Hold. It also displays all tasks whose start date is less than 7 days, or less than a user-defined value.
All Tasks	All tasks for the task manager
In Trouble and At Risk Tasks	All tasks for the task manager that have the progress status <i>In Trouble</i> or <i>At Risk</i>
Open Issues	All open issues for the user
Overdue Open Issues	All overdue and open issues
High Priority Issues	High priority open issues
In Trouble Issues	All issues that have the progress status <i>In Trouble</i>

Section	Information Displayed
Open and Draft Issues	Open and draft issues for a user
Open Change Documents	Open change documents for the user
High Priority Change Documents	High priority open change documents
In Trouble Change Documents	All change documents that have the progress status <i>In Trouble</i>
Open and Draft Change Documents	All open and draft change documents for a user
Overdue Open Change Documents	Overdue open change documents for a user
Open Actions	Open actions for a user
Closed Actions	Closed actions for a user
Cancelled Actions	Cancelled actions for a user
All Actions	All actions for a user
Owned Work	Consolidated list of unfinished project related business objects like tasks, issues, change requests, change orders, and deliverables owned by team member
Assigned Actions	Consolidated list of unfinished actions assigned to the team member for any of the issues, change requests, change orders, and deliverables.

### Performance Overview

This page layout type displays information used by project managers to manage project performance.

The following table lists the predefined sections for the Performance Overview page layout type.

Section	Information Displayed
Cost	Displays to-date cost information including variances, and commitments for the duration of the project and the reporting period.

Section	Information Displayed
Capital Cost	Displays to-date capital and non-capital costs incurred separately and as a percentage of the total cost incurred for the duration of the project and the reporting period.
Earned Value	Displays metric for earned value including schedule and cost variances for the duration of the project till date.
Effort	Displays to-date effort or labor for the duration of the project and the reporting period.
Financial Performance	Displays at-completion and to-date revenue, cost, margin, and margin percent for the reporting period and for the duration of the project.
Revenue	<p>Displays to-date revenue information including variances and change orders for the reporting period and for the duration of the project. Also displays forecast revenue for the project to date.</p> <p><b>Note:</b> Only displays revenue amounts for which you have generated revenue accounting events.</p>
Billing and Collection	Displays billing and invoice data for the project to date.
Backlog	Displays backlog information and revenue at risk for the project to date.
Billability	Displays to-date cost and effort or labor for the reporting period and for the duration of the project.

**Note:** You can use page personalization to include performance sections on the Project Home, Project Overview, and Project Status Report pages.

### Task or Resource Summary

This page layout type uses the hierarchy of tasks in the work breakdown structure or the hierarchy of resources in the resource breakdown structure associated with the project to display performance information by tasks or by resources.

The following table lists the predefined sections for the Task Summary and Resource Summary page layout types.

Section	Information Displayed
Cost	Displays and compares to-date cost and effort by task or resource for the reporting period and for the duration of the project.
Profitability	Displays and compares to-date revenue and margin by task or resource for the reporting period and for the duration of the project.
Earned Value	Displays metric for earned value including schedule and cost variances for the duration of the project till date.
<b>Note:</b> This section only applies to the Task Summary page layout.	

#### Periodic Summary and Periodic Analysis

The periodic summary page layout type displays performance information for the project by period whereas the periodic analysis page layout type reports performance for a task or resource by period.

The following table lists the predefined sections for the Periodic Summary and Periodic Analysis page layout types.

Section	Information Displayed
Cost	Displays budgeted, burdened, and committed cost by period.
Profitability	Displays cost and revenue including budgeted and forecast revenue and margin by period.

#### Period-To-Date Summary and Period-To-Date Analysis

The period-to-date summary page layout type displays performance information for the project by prior period, period-to-date, quarter-to-date, year-to-date and from the start of the project till date. The period-to-date analysis page layout type reports performance for the same periods but for a selected task or resource

The following table lists the predefined sections for the Period-to-Date Summary and Period-to-Date Analysis page layout types.

Section	Information Displayed
Cost	Displays period-to-date commitments and cost (budgeted, actual, ETC, and EAC).
Profitability	Displays period-to-date revenue, cost, and margin and compares budgeted revenue with actual revenue.

### Task or Resource Analysis

The task or resource analysis page layout type displays performance information for a task by the resources working on the task or for a resource by the tasks marked against the resource.

The following table lists the predefined sections for the Task or Resource Analysis page layout types.

Section	Information Displayed
Cost	Displays and compares period-to-date and inception-to-date cost and effort.
Profitability	Displays and compares period-to-date and inception-to-date revenue and margin.

**Note:** The Profitability section applies only to the summary and analysis page layouts of contract projects.

### Enabling Project Shortcut Links

Using standard menu functionality in the System Administrator responsibility, you can define a variety of shortcut menus using the Menus window. By tying together submenus, you can create a hierarchical shortcut menu with a maximum of three levels. The lowest level menu is always the shortcut link.

**Note:** For detailed information about the operation of the Menus window, see the *Oracle Applications System Administrator's Guide*.

Shortcut links are composed of user functions and are therefore subject to role-based security. This enables you to control link access based on the role of a user on a project. For example, you can make the Add Team Members link visible only to project managers and other users whose role includes the ability to perform this function. In addition, certain links are subject to product licensing.



**Note:** You cannot associate a section both as a link and as a section on the same page.

### Project Home Shortcut Links and Menus

Oracle Projects provides predefined shortcuts for quick access to information under the following five tabs: Project, Resources, Workplan, Control, and Financial. Oracle Projects also delivers the following two predefined shortcut menus:

- **Project Home Library of Shortcuts:** This menu contains all available shortcuts.
- **Default Project Shortcut Menu:** This menu contains a default set of shortcuts for the Project Home page. This set of links is a subset of the total set of links available in the Project Home Library of Shortcuts menu.

The following tables show the predefined shortcuts for Oracle Projects.

The following table shows the predefined shortcuts to *project information*:

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Add Team Members	Add Team Members	Add Team Members	Projects: Options: Key Members	Yes
Add to Project Set	Add to Project Set	Add to Project Set	Projects: Project Sets: Create and Delete	Yes

The following table shows the predefined shortcuts to *resource information*:

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Add Requirements	Add Requirements	Add Requirements	Projects: Assignment: Create and Delete	Yes
Add Assignments	Add Assignments	Add Assignments	Projects: Assignment: Create and Delete	Yes
Apply Team Template	Apply Team Template	Apply Team Template	Projects: Assignment: Create and Delete	Yes

The following table shows the predefined shortcuts to *workplan information*:

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Update Work Breakdown Structure	Update Work Breakdown Structure Handler	Update Work Breakdown Structure	Projects: Options: Workplan: Workplan Structure	Yes
Update Tasks	Update Tasks Page Handler	Update Tasks	Projects: Options: Workplan: Workplan Structure	Yes
Delete Tasks	Delete Tasks Page Handler	Delete Tasks	Projects: Options: Workplan: Workplan Structure	No

The following table shows the predefined shortcuts to *control information*:

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Create Issue	Create Issue Page Handler	Create Issue	Projects: Control Items: Issues: View	Yes
Create Change Request	Create Change Request Page Handler	Create Change Request	Projects: Control Items: Change Requests: View	Yes
Create Change Order	Create Change Request Page Handler	Create Change Order	Projects: Control Items: Change Orders: View	Yes

The following table shows the predefined shortcuts to *financial information*:

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Edit Cost Budget	Edit Cost Budget Page Handler	Edit Cost Budget	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Cost Versions	Yes

<b>Shortcut Name/Menu Prompt</b>	<b>Menu Function</b>	<b>Target Page Name</b>	<b>Security Function</b>	<b>Included in Default Shortcut Menu</b>
Edit Revenue Budget	Edit Revenue Page Handler	Edit Revenue Budget	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Revenue Versions	Yes
Edit Cost Budget in Excel	Edit Cost Budget Page Handler	Edit Cost Budget in Excel	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Cost Versions	Yes
Edit Revenue Budget in Excel	Edit Revenue Budget Page Handler	Edit Revenue Budget in Excel	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Revenue Versions	Yes
Edit Cost Forecast	Edit Cost Forecast Page Handler	Edit Cost Forecast	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Cost Versions	No
Edit Revenue Forecast	Edit Revenue Forecast Page Handler	Edit Revenue Forecast	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Revenue Versions	No

Shortcut Name/Menu Prompt	Menu Function	Target Page Name	Security Function	Included in Default Shortcut Menu
Edit Cost Forecast in Excel	Edit Cost Forecast Page Handler	Edit Cost Forecast in Excel	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Cost Versions	No
Edit Revenue Forecast in Excel	Edit Revenue Forecast Page Handler	Edit Revenue Forecast in Excel	Financial: Financial Plan Security  Financials: Project: Budgets and Forecasts  Financials: Project: Maintain Revenue Versions	No

## Configurable Tab Structure

Project managers can either accept the default tab structure, or override it for a specific project by selecting a configured tab structure.

### Configuring the Tab Structure

To create a configured workbench tab structure

1. Navigate to the Menu window
2. Create HTML tab menus
3. Create a Home Page menu with HTML menus as sub-menus
4. Attach the Home Page menu to all the projects responsibility menus that will access the project.
5. Assign the home page menu to the project templates or projects.

## Related Topics

Project Definition and Information, *Oracle Projects Fundamentals*

Using the Gantt Display View, *Oracle Project Management User Guide*

## Home Page Highlights Profile Option

To indicate the number of days used to calculate whether a task is highlighted as *Upcoming*., set the profile option PA: Highlight Starting Tasks: Number of Days.

For more information, see; PA: Home Page Highlights, page B-54.

## Gathering Schema Statistics

Oracle Applications uses cost-based optimization to choose the most efficient way to execute SQL statements. To function accurately, the Cost Based Optimizer (CBO) requires current data volume and distribution statistics.

Oracle Applications provides a concurrent program, Gather Schema Statistics, to update and store schema statistics.

### Recommended Execution

Weekly execution of Gather Schema Statistics is preferred, but not required. The right schedule depends on how often your data changes. Start by gathering statistics once per month for all your schema objects belonging to Apps.

Also, update the statistics after you apply a family pack.

Always gather statistics with no active users, or when the system load is very low.

### Recommended Parameters

**Percent:** The percent parameter refers to the sample size (percentage of rows used to estimate the statistics). A 10% sample size is recommended.

### Related Topics

Gather Schema Statistics, Cost-Based Optimization in Oracle Applications, *Oracle Applications System Administrator's Guide*.

## Organization Forecasting

The following instructions give details about the Organization Forecasting steps, page 2-15 in the Oracle Project Foundation Feature Implementation Checklist.

This section describes the activities that you must perform to implement organization forecasting. These activities include:

- Defining a project status for organization forecasting
- Updating project status controls
- Defining a project type for organization forecasting

- Defining an organization project template
- Defining forecasting implementation options
- Defining adjustment reasons
- Calculating initial forecast amounts

## Prerequisite Implementation Tasks

Before you can implement organization forecasting, you must perform the following tasks:

- Perform the setup steps required for project resource planning, including the complete definition of scheduled project team members, including project requirements and project assignments.
- Perform the steps required to implement organization forecasting in Oracle Project Resource Management.
- Define and process transfer price rules for organizations in Oracle Projects.

## Related Topics

Defining Scheduled Team Members, *Oracle Projects Fundamentals*

Implementing Organization Forecasting for Resources, page 5-15

Transfer Pricing, *Oracle Project Costing User Guide*

## Defining a Project Status for Organization Forecasting

To ensure control over forecast transactions and the behavior of your organization projects, it is recommended that you create a new project status for use with your organization projects. Create a project status with the following status controls *disallowed*:

- Create New Transactions
- Adjust Transactions
- Generate Revenue
- Generate Invoice
- Capitalize Assets
- Include in Status Reports

- Change Project Probability
- Allow Confirmed Assignments
- Allow Provisional Assignments

For information on defining project statuses, see *Defining Statuses and Status Profile Options*, page 2-87.

## Updating Project Status Controls

You can use the project status controls action *Include Project in Organization Forecasts* to determine which projects to include in your organization forecasts.

During implementation, determine which project statuses that you want to have this control and perform the required updates. For information on defining project statuses and status controls, see *Defining Statuses and Status Profile Options*, page 2-87.

## Defining a Project Type for Organization Forecasting

You must define a unique project type to identify organization projects. To distinguish organization projects from other project types, a new attribute called Organization Planning is available in the Details tabbed region on the Project Types window.

To define a project type for organization projects, log in using the Projects Implementation Super User responsibility.

Define the project type with a class of indirect. Designate the project type for organization projects by clicking the Organization Planning check box on the Details tabbed region. You need only define the following attributes to create a project type for organization projects:

- Service type
- Cost budget entry method and resource list
- Revenue budget entry method and resource list
- Resource list for status reporting
- Beginning project status

For information on defining a project type, see *Project Types*, page 2-126.

## Creating an Organization Project Template

You must define a project template for organization projects. During forecast generation, the system checks for the existence of an organization project. If none exists, the Generate Organization Forecast process automatically creates a new project based

on the project template that you specify for organization forecasting in the Forecasting Implementation Options window.

**Note:** You cannot use the organization project template to manually create a project.

**To create a project template for organization projects:**

1. Log in using the Self Service Project Super User responsibility.
2. Choose Project Templates. The Project Templates page displays a list of project templates based on your security privileges.
3. Choose Create Template to open the Create Project Template page.
4. Enter a name and number for the template.
5. Select the operating unit to which the organization belongs.
6. Select the project-owning organization in the project/task owning organization hierarchy that you have access to through your role.

The system replaces the template name, number, and organization values when organization projects are created during the Generate Organization Forecast process.

7. For project type, specify the project type defined for organization forecasting.  
For more information, see *Defining a Project Type for Organization Forecasting*, page 2-191.
8. Choose Continue to open the Project Template Setup page.
9. Specify a default status by selecting the Update icon for the Project, Basic Information option and selecting a status on the Basic Information page.  
The status you select, as well as the corresponding status controls, will be the default settings for projects created from the template. You can specify any status for the template. However, it is recommended that you use a unique status defined for organization projects. For more information, see *Defining a Project Status for Organization Forecasting*, page 2-190.
10. Specify default page layouts by selecting the Update icon for the Project, Page Layouts, and Tab option and specifying the following values on the Page Layouts page:



Field	Value
Project Header Section	Default Project Header
Project Home Layout	Default Org Project Home Page Layout
Project Overview Layout	Default Project Overview Page Layout
Project Workbench Tab Structure	Org Project Tab Menu

11. Enable the financial structure for the project template by selecting the Update icon for the Project, Structure option and enabling the *Financial Structure* check box.
12. Create a financial task by selecting the Update icon for the Financial, Financial Breakdown Structure option and selecting the *Create Tasks* button on the Update Financial Breakdown Structure page.
13. Enable the template Quick Entry feature and specify prompts for Project Number, Project Name, and Organization. Mark each field Required. These fields are used to create organization forecast projects during the Generate Organization Forecast process.

You do not need to define any other settings for the template.

## Related Topics

Project Templates, *Oracle Projects Fundamentals*

Creating Projects, *Oracle Projects Fundamentals*

## Defining Forecasting Implementation Options

To define implementation options for organization forecasting, perform the following steps:

1. Log in using the Applications Project Resource Management Super User responsibility.
2. Navigate to the Organization Forecast Options tabbed region in the Forecasting Implementation Options window.
3. Select whether to report forecast amounts by PA or GL period.
4. Specify a starting period to define the first period of your forecasts.

A starting period can be the current period or any future period. You must

periodically update the starting date in order to reflect the appropriate forecast periods on your forecast entry and view pages.

5. Specify the number of periods to include in forecasts.

This parameter indicates the number of periods to include in the forecast beginning with the specified starting period. Together, the starting period and number of periods option control the display of forecast periods on forecast entry and view pages.

6. Specify the project template to use for creating organization projects.

7. Specify an amount rollup option.

When you select Weighted Numbers, the system factors (discounts) revenue, internal revenue, cost, and internal costs by project probability percentages. When you select Full Numbers, the system does not factor the forecast amounts.

8. Save your work.

## Defining Adjustment Reasons

To support the entry and reporting of forecast adjustments, you must predefine the list of adjustment reasons that you use to categorize manual adjustment amounts.

To define adjustment reasons for organization forecasting, log in using the Applications Project Resource Management Super User responsibility and navigate to the Financial Plan Adjustment Reason Lookups window.

Create an adjustment reason by entering an adjustment reason in the Code field, and by entering a corresponding meaning, description, and effective dates. The Tag field is not used by Oracle Projects. For more information on defining lookups, see Oracle Projects Lookups, page F-1.

## Calculating Initial Forecast Amounts

After you complete all other implementation steps, you can submit the processes to calculate initial forecast amounts, generate organization projects, and generate the initial forecast version for each project.

Submit the following concurrent programs to complete the implementation of organization forecasting:

- PRC: Calculate Forecast Amounts (Initial)
- PRC: Generate Organization Forecast

**Note:** When you submit the PRC: Generate Organization Forecast

process during implementation, set the start organization parameter at the highest organization level in the reporting organization hierarchy for which you want to perform organization forecasting. The process generates an organization project and initial forecast version for the start organization and all subordinate organizations in the hierarchy. For more information on organization hierarchies, see *Organization Hierarchy*, page 2-34.

For information on each of these processes, see: *Process Overview, Oracle Projects Fundamentals*.

## Utilization

The following instructions give details about the Utilization steps, page 2-15 in the Oracle Project Foundation Feature Implementation Checklist.

## Defining Unassigned Time Options

Unassigned time options determine how the system handles resource time that is unassigned.

**Note:** You must define unassigned time options for each operating unit.

### To define unassigned time options:

1. Navigate to the Forecasting Implementation Options page.
2. Select the Unassigned Time Options tab.
3. Enter the following information in both the Billable People and the Non-Billable People regions:

Field	Description
Include in Forecast	Enable this check box if you want the project financial forecast totals to include summarized unassigned time.
Unassigned Time Project	The name of the project to which unassigned time should be reported
Expenditure Type Class	The expenditure type class with which unassigned time should be associated

Field	Description
Expenditure Type	The expenditure type with which the unassigned time should be associated

You must enter values for these fields as applicable to billable and non-billable unassigned time.

If you make changes in how you handle unassigned time, such as changing the unassigned time project or associating a different work type to the project, only new transactions will reflect the change. If you want all existing transactions to reflect the change, you must run the PRC: Maintain Project Resources process.

## Defining Utilization Categories

Utilization categories are classifications of work types for reporting purposes. Work types are summarized into utilization categories and can carry different weighting percentages, to provide two distinct views of the work that resources and their organizations have performed or will perform:

- Resource Utilization View: This view is for resources and their managers.
- Organization Utilization View: This view is for business managers, their organizations, and related resources.

You can use each utilization category for one or both of the utilization views.

### To Define Utilization Categories

1. Navigate to the Utilization Category page.
2. Enter a Utilization Category code.
3. Enter the following fields:

Field	Description
Description	(Optional) A long description for the utilization category.
Reporting Order	Determines the display order for the categories in windows and reports.

Field	Description
Effective Dates	The beginning and ending date for which the category is effective.

## Defining Profile Options for Utilization

Define the following profile options for utilization:

- PA: Utilization Manager Default Period Type, page B-61
- PA: Utilization Manager Default Calculation Method, page B-61
- PA: Resource Utilization Period Type, page B-60
- PA: Resource Utilization Calculation Method, page B-60
- PA: Require Work Type Entry for Expenditures, page B-13

## Setting Up Oracle Business Intelligence System Profile Options

Define the following global profile options for Oracle Business Intelligence System:

- BIS: Enterprise Calendar
- BIS: Period Type
- BIS: Global Start Date (mm/dd/yyyy)
- BIS: Global Start Day of Week

## Related Topics

Defining Global Business Intelligence Profile Options, page 6-59

*Oracle Daily Business Intelligence Implementation Guide*

## Defining Organization Security Profiles

You define security profiles in Oracle Human Resources for users or responsibilities to enable access to utilization reporting information by operating unit and organization. You must ensure that you specify the organization hierarchy and the top organization for the security profile. For more information on defining and assigning security profiles by organization and organization hierarchy, see the *Oracle Human Resources Management Systems Configuring, Reporting, and System Administration Guide*.

Next, assign the security profile you define in Oracle Human Resources to the following profile options.

- MO: Security Profile profile option for operating unit level access
- PJI: Organization Security Profile profile option for organization level access

## Related Topics

Security Profiles, page 2-81

## Defining Oracle Daily Business Intelligence for Projects Implementation Options

Define the following implementation options on the Project Intelligence Setup page:

- Organization Hierarchy
- Number of Weeks in a Rolling Week
- Availability Thresholds

The reporting time period affects how your utilization totals are calculated. By default, Oracle Daily Business Intelligence for Projects summarizes utilization every quarter. On the Project Intelligence Setup page, you can select to report utilization for your enterprise weekly, periodically, quarterly, or yearly. You can also select additional period types for organization-level utilization reporting.

**Note:** If you change any of your selections on the Project Intelligence Setup page, then you must run the utilization programs again.

The following table describes all the periods that you can use to report utilization.

Reporting Period	Description
GL Period	Utilization totals are summarized by general ledger period.
PA Period	Utilization totals are summarized by PA period.
Enterprise Period	Utilization totals are summarized by the global period. This option is useful for obtaining an accurate picture of the totals in an enterprise whose organizations use different general ledger periods.

For more information on setting up Oracle Daily Business Intelligence for Projects, see the *Oracle Daily Business Intelligence Implementation Guide*.

## Updating Period and Organization Information

Periodically run the Update Time Dimensions concurrent program to import new and changed GL periods that Utilization uses. In addition, periodically run the HRI: Load All Organization Hierarchy Versions program to populate time and organization dimensions. For more information, see the *Oracle Daily Business Intelligence Implementation Guide*.

## Summarizing Financial and Resource Data

Run the Oracle Daily Business Intelligence for Projects concurrent programs to summarize financial, resource, and resource management data for utilization reporting. For more information, see: Utilization Reporting Processes, *Oracle Projects Fundamentals* and the *Oracle Daily Business Intelligence Implementation Guide*.

## Implementing Oracle Discoverer

You must implement Oracle Discoverer to access the workbooks, worksheets, and End User Layer (EUL) reports for resource utilization information by organization and resource manager. For more information, see: Implementing Discoverer Reporting, page 5-18 and Discoverer Workbooks in Oracle Projects, *Oracle Projects Fundamentals*.

## Oracle Sales Integration

The following instructions give details about the Oracle Sales Integration steps, page 2-17 for Oracle Sales in the Oracle Project Foundation Feature Implementation Checklist.

## Mapping Organization Roles, Person Roles, and Probability Values

You can map opportunity owner defined in Oracle Sales to roles defined in Oracle Projects. After you define the role mappings, all people and organizations that fulfill a mapped role on an opportunity are copied to the resulting projects. Opportunity owner that is mapped is included in the project directory as project team member.

You can define role mappings for organizations and people for either pursuit or delivery project requests, depending on the requirements you have for copying opportunity owner and their roles.

### Mapping Organization Roles

You can specify organization roles for customers and partners. You must map a customer organization role before you can copy customer information from opportunities to projects. The default opportunity organization role is Customer. You must map this role to a project organization role with the role class Customer.

### **To map organization roles:**

1. Select the Project Super User responsibility.
2. Choose Organization Role Mapping.
3. Choose a Project Request Type (Pursuit or Delivery) from the list of values.
4. Choose Go. The Opportunity Organization Role Customer is displayed.
5. Select a Project Organization Role from the list of values.
6. Choose Save to save the mapping.

### **Mapping Person Role**

You can map opportunity owner in Oracle Sales to roles defined in Oracle Projects. After you define the person role mappings, the opportunity owner that fulfills a mapped role on an opportunity is copied to the resulting projects.

### **To map person role**

To map opportunity owner:

1. Login using the Project Super User responsibility.
2. Select Person Role Mapping.
3. Select a Project Request Type (Pursuit or Delivery) from the list of values.
4. Click Go. The Opportunity Owner defined in Oracle Sales is displayed.
5. For each Opportunity Owner Role, you can select a Project Person Role from the list of values.
6. Save your mapping.

### **Mapping Probability Values**

You can map the win probability information defined in Oracle Sales to probability information defined in Oracle Projects. After you define the probability mapping, you can use the opportunity win probability information to weight the revenue forecast for the project.

### **Probability Mapping**

You can define probability mappings for both pursuit and delivery project request types. Typically, probability mappings are appropriate for delivery project request



types.

**To map probability information:**

1. Login using the Project Super User responsibility.
2. Select Probability Mapping.
3. Select a Project Request Type (Pursuit or Delivery) from the list of values.
4. Select a Probability List from the list of values.
5. Click Go. The Opportunity Win Probability values defined in Oracle Sales are displayed.
6. For each Opportunity Win Probability value, you can select a Project Probability value from the list of values.
7. Click the Save button to save the mapping.

**Tip:** Ensure that the mapped probability list is assigned to the project type when you map the win probability in Oracle Sales to probability information in Oracle Projects. Otherwise, users will not be able to see the mapped probability when they create a project.

## Setting Up Project Templates

When you set up project templates to create projects from project requests, you must set up project templates with Quick Entry fields to display the project request information and the default values. Typically, the following Quick Entry fields are used for delivery projects, not pursuit projects:

- Probability
- Expected Approval Date
- Opportunity Value
- Opportunity Currency

When you create a project, if you enter a probability, you must also enter an expected approval date. The same is true in Quick Entry fields: If you set up one of the values (probability or expected approval date) as a Quick Entry field when you define a project template, you must also set up the other value as a Quick Entry field. For more information on setting up project templates, refer to the following sources:

- Project Templates, page 2-150

- Quick Entry, *Oracle Projects Fundamentals*

## Setting Up Product Hierarchy

If you are integrating Oracle Projects with Oracle Sales, you can set up the product hierarchy using the Catalog Manager responsibility. This enables you to assign product or project work to opportunities. You can select any node of the product hierarchy when you run the Manage Project Requests and Maintain Projects process.

When you enter opportunity information, you can enter product categories to identify project related opportunities to create project requests. All opportunities that have a product category assigned to it matching the product category selected are processed.

For information about the Manage Project Requests and Maintain Projects process, see: Manage Project Requests and Maintain Projects, *Oracle Projects Fundamentals*.

For information about setting up the product hierarchy, see: *Advance Product Catalog Implementation Guide*.

## Oracle Product Lifecycle Management Integration

The following instructions give details about the Advanced Product Catalog steps, page 2-17 in the Oracle Project Foundation Feature Implementation Checklist.

### Include the EGO\_MANAGE\_ITEM Function

If you are using Oracle Collaborative Development and you want to use the Item Associations feature, you need to include the appropriate menu entry within the existing Projects menus.

The following responsibilities enable the use of the Item Associations feature, if the Collaborative Development product is installed. To enable drilldown into the Item workbench to view further details of associated items, you need to include the *EGO Items* menu (EGO\_ITEMS\_MENU) as a submenu within the following Projects menus:

- Team Member Responsibility Main Menu
- Project Super User Responsibility Main Menu
- Project Manager Responsibility Main Menu

**Note:** Do not enter a prompt for the submenu.

### Include Item Associations in Page Layouts

If you want to view item association information using the Project Overview tab, you must include the item associations region in your configurable page layouts for the

Project Overview.

## Related Topics

*Oracle Product Lifecycle Management User's Guide*

*Oracle Product Lifecycle Management Implementation Guide*

## Application Programming Interfaces

The following instructions give details about the Application Programming Interfaces steps in the Oracle Project Foundation Feature Implementation Checklist. To use Application Programming Interfaces (APIs) in Oracle Projects, complete the tasks outlined in the following sections:

You can use Oracle Projects Application Programming Interfaces to integrate Oracle Projects with non-Oracle applications. Share projects, budgets, resources, actuals, and percent complete data between your systems while preserving controls you have defined in each application.

Your implementation of Oracle Projects APIs involves steps that you must perform within Oracle Projects. You can write PL/SQL code to develop your own integration application, or you can purchase an existing integration application. Whether you create a new or use an existing application, complete the following steps to implement the APIs:

- Updating Profile Options for Integration with other Products
- Defining the external application as a source product
- Restricting access (query or update) to data originating from the source product (optional)

If you use Oracle Projects APIs, read this section in conjunction with the *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## API Controls

The API Controls windows enable you to keep information consistent between Oracle Projects and all integrated external systems.

Use the Control Actions window to set up controls over data imported from an external system that you use in conjunction with Oracle Projects.

Use the Source Products window to enter the name and description of your external system, or to modify effective dates for existing source products.

## Control Actions Window

Use the Control Actions window to set up controls over data imported to Oracle

Projects from an external system. Entering an action in this window prevents users from performing the action in Oracle Projects on a record that originated in the specified external system. The actions available in this window currently include the following:

- Add Task
- Baseline Budget
- Delete Project
- Delete Task
- Update Budget
- Update Project Dates
- Update Project Description
- Update Project Name
- Update Project Number
- Update Project Organization
- Update Project Status
- Update Task Dates
- Update Task Description
- Update Task Name
- Update Task Number
- Update Task Organization

For example, consider the following scenario:

- You have imported a project from an external system.
- You have a business rule that states that project and task dates are always maintained in the external system.
- To ensure data integrity, you want to prevent projects and tasks that originate in the external system from being deleted in Oracle Projects.

To enforce these rules, you would enter the following actions in the Control Actions window for the source product (external system):

- Update Project Dates

- Update Task Dates
- Delete Project
- Delete Task

**To set up controls for integrated project data:**

1. Navigate to the Control Actions window.
2. Enter or query the source product for which you want to set up controls.
3. For each action that you want to control:
  - Select the action
  - Select the budget type (for budget actions only)
  - Enter effective dates for the control
4. Save your work.

## **Source Products Window**

Use the Source Products window to enter names and descriptions of the external systems you use in conjunction with Oracle Projects, or to modify effective dates for existing source products. If you wish to set up restrictions in the Control Actions window for a product, you must first enter the product as a source product.

Oracle Projects currently integrates with a number of commercial project management systems. As a result, Oracle Projects already contains Source Product records for these systems. To view these records, select Find All from the Query menu in the Source Products window.

**To enter or modify a source product:**

1. Navigate to the Source Products Lookups window.
2. Enter the following information for the unit.
  - Code
  - Meaning
  - Description
  - Tag Value (optional -- tag value is not used by Oracle Projects)

- Effective dates

3. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see:  
Oracle Projects Lookups, page F-1.

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## Implementing Oracle Project Costing

This chapter contains instructions for implementing Oracle Project Costing.

This chapter covers the following topics:

- Oracle Project Costing Implementation Checklists
- Licensing Oracle Project Costing
- Expenditure Definition
- Accounting for Costs
- Non-Labor Costing Definitions
- Labor Costing Definitions
- Implementing Overtime Processing
- Capital Projects
- Capitalized Interest
- Allocations
- Setting up for AutoAllocations
- Burden Costing Definitions
- Setting Up for Cross Charge Processing: Borrowed and Lent
- Setting Up for Cross Charge Processing: Intercompany Billing
- Shared Setup Details for Cross Charge Processing
- Oracle Payables and Purchasing Integration
- Implementing Oracle Internet Expenses Integration
- Implementing Oracle Inventory for Projects Integration
- Implementing Oracle Project Manufacturing
- Implementing Oracle Time & Labor Integration
- Implementing Supplier Payment Control

## Oracle Project Costing Implementation Checklists

Oracle Project Costing is an integrated project-based cost collection, management, and accounting solution that allows organizations to effectively manage projects and activities. Project managers are empowered with timely, detailed cost information to monitor project performance, while financial managers can track and account for the total costs of running their business. Oracle Project Costing is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

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

**Note:** To find out how to access a window, refer to the Navigation Paths index, *Oracle Projects Fundamentals* or in the related family pack documentation.

### Oracle Project Costing Product Implementation Checklist

The following checklist shows the steps required to implement Oracle Project Costing. The product setup checklist is organized by area of functionality. The *Required/Optional* column indicates if the step is required or optional for use of the product.

To implement Oracle Project Costing, complete the steps in the following order:

1. Licensing, page 3-2
2. Expenditure Definition, page 3-3
3. Accounting for Costs, page 3-3

#### 1. Licensing

The following table lists the step required for licensing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-P1.1	Set the profile option PA: Licensed to Use Project Costing	Required	Site	System Administrator

**Note:** For details about the licensing step, see Licensing Oracle Project Costing, page 3-17.



## 2. Expenditure Definition

The following table lists the steps required for expenditure definition:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-P2.1	Define expenditure categories	Required	Site	Projects Implementation Super User
PJC-P2.2	Define revenue categories	Required	Site	Projects Implementation Super User
PJC-P2.3	Define units	Required	Site	Projects Implementation Super User
PJC-P2.4	Define expenditure types	Required	Site	Projects Implementation Super User
PJC-P2.5	Define transaction sources	Optional	Site	Projects Implementation Super User
PJC-P2.6	Implement transaction control extension	Optional	Site	Projects Implementation Super User
PJC-P2.7	Implement auto-approval extension	Optional	Site	Projects Implementation Super User

**Note:** For details about the expenditure definition steps, see Expenditure Definition, page 3-17.

## 3. Accounting for Costs

These steps describe setting up accounting for costs in Oracle Subledger Accounting and Oracle Projects AutoAccounting.

The following table lists the steps required to set up accounting for costs in Oracle Subledger Accounting:

<b>Step</b>	<b>Description</b>	<b>Required /Optional</b>	<b>Setup Level</b>	<b>Responsibility</b>
PJC-P3.1	Define custom sources	Optional	Site	Projects Implementation Super User
PJC-P3.2	Define journal line types	Optional	Ledger	Projects Implementation Super User
PJC-P3.3	Define journal entry descriptions	Optional	Ledger	Projects Implementation Super User
PJC-P3.4	Define mapping sets	Optional	Ledger	Projects Implementation Super User
PJC-P3.5	Define account derivation rules	Optional	Ledger	Projects Implementation Super User
PJC-P3.6	Define journal lines definitions	Optional	Ledger	Projects Implementation Super User
PJC-P3.7	Define application accounting definitions	Optional	Ledger	Projects Implementation Super User
PJC-P3.8	Define subledger accounting methods	Optional	Ledger	Projects Implementation Super User
PJC-P3.9	Assign application accounting definitions to a subledger accounting method	Optional	Ledger	Projects Implementation Super User
PJC-P3.10	Assign a subledger accounting method to a ledger	Optional	Ledger	Projects Implementation Super User
PJC-P3.11	Update post-accounting program assignments	Optional	Ledger	Projects Implementation Super User
PJC-P3.12	Define cross-entity balancing rules	Optional	Ledger	General Ledger Super User

The following table lists the steps required to set up accounting for costs in Oracle Projects AutoAccounting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-P3.13	Define accounting for labor costs	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJC-P3.14	Define accounting for expense report costs	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJC-P3.15	Define accounting for usage costs	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJC-P3.16	Define accounting for miscellaneous costs	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJC-P3.17	Define accounting for burden transactions	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJC-P3.18	Define accounting for total burden costs	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJC-P3.19	Define accounting for WIP and Inventory costs	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJC-P3.20	Define accounting for supplier cost adjustments	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User

**Note:** For details about setting up accounting for costs, see Accounting for Costs, page 3-41.

## Oracle Project Costing Features Implementation Checklist

The following checklist shows the steps required to implement each Oracle Project Costing feature. The list is organized by feature. The *Required/Optional* column indicates if the step is required or optional for use of each feature.

To implement Oracle Project Costing features, complete the steps in the following order:

1. Non-Labor Costing, page 3-6
2. Labor Costing, page 3-7
3. Capital Projects, page 3-7

4. Capitalized Interest, page 3-8
5. Allocations, page 3-9
6. AutoAllocations, page 3-9
7. Burdening, page 3-9
8. Cross Charge: Borrowed and Lent, page 3-10
9. Cross Charge: Intercompany Billing, page 3-11
10. Oracle Payables and Purchasing Integration, page 3-13
11. Oracle Internet Expenses Integration, page 3-14
12. Oracle Inventory Integration, page 3-15
13. Oracle Project Manufacturing Integration, page 3-16
14. Oracle Time and Labor Integration, page 3-16
15. Supplier Payment Control, page 3-16

## 1. Non-Labor Costing

The following table lists the steps required for non-labor costing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F1.1	Define non-labor resources	Required	Site	Projects Implementation Super User
PJC-F1.2	Define non-labor cost rates	Required	OU (based on PJF)	Projects Implementation Super User
PJC-F1.3	Define non-labor cost rate overrides	Optional	OU (based on PJF)	Projects Implementation Super User

**Note:** For details about the non-labor costing steps, see Non-Labor Costing Definitions, page 3-80.

## 2. Labor Costing

The following table lists the steps required for labor costing

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F2.1	Define labor costing multipliers	Optional	OU	Projects Implementation Super User
PJC-F2.2	Define labor costing rules	Required	OU	Projects Implementation Super User
PJC-F2.3	Define cost rate schedules	Optional	OU	Projects Implementation Super User
PJC-F2.4	Assign costing rule and rate schedule	Required	OU	Projects Implementation Super User
PJC-F2.5	Define labor costing overrides	Optional	OU (based on PJF)	Projects Implementation Super User
PJC-F2.6	Implement labor costing extension	Optional	Site	Projects Implementation Super User
PJC-F2.7	Implement labor transaction extension	Optional	Site	Projects Implementation Super User
PJC-F2.8	Implement overtime processing	Optional	Site	Projects Implementation Super User
PJC-F2.9	Implement overtime calculation extension	Optional	Site	Projects Implementation Super User

**Note:** For details about the labor costing steps, see Labor Costing Definitions, page 3-85.

## 3. Capital Projects

The following table lists the steps required for capital projects:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F3.1	Implement asset extensions	Optional	Site	Projects Implementation Super User
PJC-F3.2	Define standard unit costs for asset cost allocations	Optional	OU	Projects Implementation Super User
PJC-F3.3	Enable retirement cost processing	Optional	Site	Projects Implementation Super User
PJC-F3.4	Define proceeds of sale expenditure types	Optional	Site	Projects Implementation Super User

**Note:** For details about the capital projects steps, see Capital Projects, page 3-114.

#### 4. Capitalized Interest

The following table lists the steps required for capitalized interest:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F4.1	Define capitalized interest rate names	Required	Site / Exclusions OU	Projects Implementation Super User
PJC-F4.2	Define capitalized interest rate schedules	Required	Site	Projects Implementation Super User
PJC-F4.3	Specify default capitalized interest rate schedules for capital project types	Required	OU	Projects Implementation Super User
PJC-F4.4	Update project status controls to enable capitalized interest processing	Required	Site	Projects Implementation Super User
PJC-F4.5	Implement the Capitalized Interest Extension	Optional	Site	Projects Implementation Super User

**Note:** For details about the capitalized interest steps, see Capitalized Interest, page 3-117.

## 5. Allocations

The following table lists the step required for allocations:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F5.1	Define allocation rules	Required	OU	Projects Implementation Super User

**Note:** For details about the allocations step, see Allocations, page 3-122.

## 6. AutoAllocations

The following table lists the steps required for AutoAllocations:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F6.1	Define AutoAllocation sets	Required	OU	Projects Implementation Super User
PJC-F6.2	Implement Workflow for AutoAllocations	Required	Site	Workflow Builder
PJC-F6.3	Implement allocation extensions	Optional	Site	Projects Implementation Super User

**Note:** For details about the AutoAllocations steps, see Setting Up for AutoAllocations, page 3-142.

## 7. Burdening

The following table lists the steps required for burdening:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F7.1	Define cost bases and cost base types	Required	Site	Projects Implementation Super User
PJC-F7.2	Define burden cost codes	Required	Site	Projects Implementation Super User
PJC-F7.3	Define burden structures	Required	Site	Projects Implementation Super User
PJC-F7.4	Set the profile option PA: Default Burden Schedule Type	Required	OU	System Administrator
PJC-F7.5	Define burden schedules	Required	Site	Projects Implementation Super User
PJC-F7.6	Implement burden costing extension	Optional	Site	Projects Implementation Super User
PJC-F7.7	Enable the profile option PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation	Optional	Site	System Administrator
PJC-F7.8	Set the Profile Option PA: Report Separate Burden Transactions with Source Resources	Required	Site	System Administrator

**Note:** For details about the Burdening steps, see Burden Costing Definitions, page 3-145.

## 8. Cross Charge: Borrowed and Lent

The following table lists the steps required for cross charge borrowed and lent processing:



Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F8.1	Define transfer price rules	Required	Site	Projects Implementation Super User
PJC-F8.2	Define transfer price schedules	Required	Site	Projects Implementation Super User
PJC-F8.3	Define cross charge implementation options (for all operating units using borrowed and lent processing)	Required	OU	Projects Implementation Super User
PJC-F8.4	Define provider and receiver controls	Required	OU	Projects Implementation Super User
PJC-F8.5	Define accounting for borrowed and lent transactions	Required	OU	Projects Implementation Super User
PJC-F8.6	Implement cross charge client extensions	Optional	Site	Projects Implementation Super User

**Note:** For details about the cross charge: borrowed and lent steps, see Setting Up for Cross Charge Processing: Borrowed and Lent, page 3-160

## 9. Cross Charge: Intercompany Billing

The following table lists the steps required for cross charge intercompany billing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F9.1	Define transfer price rules	Required	Site	Projects Implementation Super User
PJC-F9.2	Define transfer price schedules	Required	Site	Projects Implementation Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F9.3	Define additional expenditure types, agreement types, billing cycles, invoice formats, transaction sources, and supplier types for intercompany billing	Optional	See individual definitions	Projects Implementation Super User
PJC-F9.4	Define an internal supplier for the provider operating unit (global setup)	Required	OU	Defined in Oracle Payables or Oracle Purchasing
PJC-F9.5	Define an internal customer for the receiver operating unit (global setup)	Required	OU	Projects Implementation Super User
PJC-F9.6	Define supplier sites for internal supplier (for each receiver operating unit)	Required	OU	Defined in Oracle Payables or Oracle Purchasing
PJC-F9.7	Define bill to and ship to sites for internal customer (for each provider operating unit)	Required	OU	Projects Implementation Super User
PJC-F9.8	Define internal billing implementation options (for each operating unit)	Required	OU	Projects Implementation Super User
PJC-F9.9	Set up tax and configure for each provider operating unit in Oracle E-Business Tax to derive default tax classification codes on internal Oracle Receivables invoices	Required	OU	Tax Managers
PJC-F9.10	Set up tax and configure for each receiver operating unit in Oracle E-Business Tax to derive default tax classification codes on internal Oracle Payables invoices	Required	OU	Tax Managers
PJC-F9.11	Define an agreement for intercompany billing projects	Required	OU	Projects Implementation Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F9.12	Define an intercompany project type and project template (for each operating unit)	Required	OU	Projects Implementation Super User
PJC-F9.13	Define intercompany billing projects (for each provider operating unit)	Required	OU	Projects Implementation Super User
PJC-F9.14	Define provider and receiver controls (for each operating unit)	Required	OU	Projects Implementation Super User
PJC-F9.15	Define the Supplier Invoice Charge Account for internal invoicing	Required	OU	Workflow Builder
PJC-F9.16	Implement Payables Open Interface Workflow	Required	Site	Workflow Builder
PJC-F9.17	Define accounting for intercompany billing transactions	Required	OU	Projects Implementation Super User
PJC-F9.18	Define accounting for provider cost reclassification	Required	OU	Projects Implementation Super User
PJC-F9.19	Define invoice rounding account for intercompany transactions	Required	OU	Projects Implementation Super User
PJC-F9.20	Implement Cross Charge extensions	Optional	Site	Projects Implementation Super User

**Note:** For details about the cross charge: intercompany billing steps, see *Setting Up for Cross Charge Processing: Intercompany Billing*, page 3-162.

## 10. Oracle Payables and Purchasing Integration

The following table lists the steps required for Oracle Payables and Purchasing

integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F10.1	Install and implement Oracle Payables and Purchasing	Required	Site	
PJC-F10.2	Set the profile options for project-related document entry	Required	Site	System Administrator
PJC-F10.3	Set the profile option PA: AP Discounts Interface Start Date (mm/dd/yyyy)	Optional	Site	System Administrator
PJC-F10.4	Define the Account Generator for the supplier invoice account	Required	Site	Workflow Builder
PJC-F10.5	Define the Account Generator for project-related purchasing transactions	Required	Site	Workflow Builder
PJC-F10.6	Specify a default supplier cost credit account	Optional	OU	Projects Implementation Super User
PJC-F10.7	Define project-related distribution sets	Optional	Site	Payables Manager
PJC-F10.8	Define Payables Descriptive Flexfields	Optional	Site	Payables Manager
PJC-F10.9	Set the following profile options:  PA: Transfer DFF with AP  PA: Transfer DFF with PO	Optional	Site	System Administrator

**Note:** For details about the Oracle Payables and Purchasing integration steps, see Oracle Payables and Purchasing Integration, page 3-177.

## 11. Oracle Internet Expenses Integration

The following table lists the steps required for Oracle Internet Expenses integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F11.1	Install and implement Oracle Internet Expenses	Required	Site	Internet Expenses
PJC-F11.2	Set profile options to enable project-related expense report entry	Required	Site	System Administrator
PJC-F11.3	Set expense report approval profile options	Optional	Site	System Administrator
PJC-F11.4	Define the Project Expense Report Account Generator	Required	Site	Workflow Builder
PJC-F11.5	Define a project-related expense report template in Oracle Payables	Required	Site	Payables Manager

**Note:** For details about the Oracle Internet Expenses integration steps, see Implementing Oracle Internet Expenses Integration, page 3-182.

## 12. Oracle Inventory Integration

The following table lists the steps required for Oracle Inventory integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F12.1	Install and implement Oracle Inventory	Required	Site (by Inventory Organization)	
PJC-F12.2	Define project-related transaction types in Oracle Inventory	Required	Site (by Inventory Organization)	Inventory

**Note:** For details about the Oracle Inventory integration steps, see Implementing Oracle Inventory for Projects Integration, page 3-184.

### 13. Oracle Project Manufacturing Integration

The following table lists the step required for Oracle Project Manufacturing integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F13.1	Install and implement Oracle Project Manufacturing	Required	Site (by Inventory Organization)	

**Note:** For details about the Oracle Project Manufacturing integration step, see *Implementing Oracle Project Manufacturing*, page 3-185.

### 14. Oracle Time & Labor Integration

The following table lists the step required for Oracle Time & Labor integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F14.1	Install and implement Oracle Time & Labor	Required	Site	Oracle Time & Labor
PJC-F14.2	Set profile options for project-related timecards	Optional	Site	System Administrator
PJC-F14.3	Implement client extensions to route and approve timecards	Optional	Site	Projects Implementation Super User

**Note:** For details about the Oracle Time & Labor integration step, see *Implementing Oracle Time & Labor Integration*, page 3-185.

### Supplier Payment Control

The following table lists the steps required for supplier payment control:

Step	Description	Required /Optional	Setup Level	Responsibility
PJC-F15.1	Install and implement Oracle Payables and Purchasing for integration with Oracle Project Costing	Required	Site	System Administrator
PJC-F15.2	Set the PA: Pay When Paid profile option to Yes	Required	Responsibility	System Administrator
PJC-F15.3	Set up a document style with complex payment terms	Required	OU	Purchasing Implementation User
PJC-F15.4	Enable project for automatic release of pay when paid invoices	Required	Project Type, Project	Projects Implementation User
PJC-F15.5	Implement Send AR Notification workflow and enable project for AR receipt notification	Optional	Responsibility	Projects Implementation Super User
PJC-F15.6	Implement Pay When Paid client extension	Optional	Site	Projects Implementation Super User

**Note:** For details about the supplier payment control steps, see Supplier Payment Control, page 3-186.

## Licensing Oracle Project Costing

The following instructions give details about the Licensing steps, page 3-2 in the Oracle Project Costing Product Implementation Checklist.

To indicate to the system that Project Costing is licensed, set the profile option PA: Licensed to Use Project Costing.

See: PA: Licensed to Use Project Costing, page B-29.

## Expenditure Definition

The following instructions give details about the Expenditure Definition steps, page 3-3 in the Oracle Project Costing Product Implementation Checklist.

## Expenditure Classifications

Expenditures are divided into the following groups:

- Expenditure Categories, page 3-18
- Revenue Categories, page 3-19

Within these groups, expenditures are further classified by:

- Expenditure Type Classes, page 3-26
- Expenditure Types, page 3-21
- Non-Labor Resources, page 3-80

## Expenditure Categories

An expenditure category describes the source of your organization's costs. For example, an expenditure category with a name such as *Labor* refers to the cost of labor. An expenditure category with a name such as *Supplier* refers to the cost incurred on supplier invoices.

You use expenditure categories when you define organization overrides, for budgeting, and for transaction controls. In addition, you can use expenditure categories in your AutoAccounting rules and in your reporting. Expenditure categories are used for grouping expenditure types for costing.

## Defining Expenditure Categories

To define expenditure categories:

1. In the Expenditure Categories window, enter a unique name for the expenditure category and enter its description.
2. Save your work.

### ***Fremont Corporation Expenditure Categories***

Fremont Corporation defines the expenditure categories shown in the following table:

Expenditure Category Name	Description
Labor	Labor costs
Travel	Travel expenditures



Expenditure Category Name	Description
In-House Recoverables	Use of corporate assets
Outside Services	Outside services
Material	Materials
Other Expenses	Expenses, excluding travel

## Related Topics

Resources and Resource Lists, page 2-107

## Revenue Categories

A revenue category describes a source of your organization's revenue. For example, a revenue category with a name such as *Labor* refers to labor revenue.

Revenue categories are used for grouping expenditure types and event types for revenue and billing. You can use revenue categories for budgeting, for reporting purposes, and in your AutoAccounting rules.

## Defining Revenue Categories

To define revenue categories:

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

For detailed information on defining and updating lookups in Oracle Projects, see:

### ***Fremont Corporation Revenue Categories***

Fremont Corporation defines revenue categories for labor and others for all other revenue. Fremont's revenue categories are shown in the following table:

Revenue Category Name	Description
Fee	Fee Earned
Labor	Labor Revenue
Other	Non-Labor Revenue
Payment	Payment

### **Related Topics**

Effective Dates, page 1-9

Revenue Categories Listing, *Oracle Projects Fundamentals*

Resources and Resource Lists, page 2-107

### **Units**

A unit of measure records quantities or amounts of an expenditure item. You assign a unit to each expenditure type. For example, you can specify the unit of measure Miles when you define an expenditure type for personal car use. You enter the quantity of personal car use in miles, and Oracle Projects calculates the cost of using a personal car by mileage.

If you want to calculate the cost of computer services by the amount of time a user uses a computer, you can define an expenditure type for computer services and assign it the unit Hours.

Oracle Projects predefines the units *Currency* and *Hours*.

### **Defining Units**

To define a unit of measure:

1. Navigate to the Unit Lookups window.
2. Enter the following information for the unit.

- Code
- Meaning
- Description
- Tag Value (optional -- tag value is not used by Oracle Projects)
- Effective dates

### 3. Save your work.

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups, page F-1.

### ***Fremont Corporation Units***

Fremont Corporation uses the predefined units Currency and Hours. The implementation team defines additional units for Miles and Days. The units defined by Fremont Corporation are shown in the following table:

Unit Name	Description
Currency	Currency
Hours	Hours
Miles	Miles
Days	Days

### **Related Topics**

Effective Dates, page 1-9

Units Definition Listing, *Oracle Projects Fundamentals*

### **Expenditure Types**

An expenditure type is a classification of cost that you assign to each expenditure item you enter in Oracle Projects and is made up of the following elements:

- An expenditure category (used to group expenditure types for costing)
- A revenue category (used to group expenditure types for revenue and billing)

- A unit of measure
- One or more expenditure type classes

You also specify whether an expenditure type requires a cost rate.

For supplier invoice expenditure types, if you specify that a rate is required, Oracle Projects requires you to enter a quantity in Oracle Payables for invoice distributions using that expenditure type. When you interface the invoice distribution to Oracle Projects, Oracle Projects copies the quantity and amount to the expenditure item and calculates the rate. If you define a supplier invoice expenditure type with the Rate Required option disabled, then the quantity of the expenditure item is set to the amount you enter in Oracle Payables.

### Multiple Expenditure Type Classes Per Expenditure Type

You can assign multiple expenditure type classes to an expenditure type. For example, an expenditure with the expenditure type *Materials* can have the expenditure type class *Supplier Invoice* if it originated in Oracle Payables, and the expenditure type class *Inventory* if it originated in Oracle Inventory. This example is illustrated below:

Expenditure Type	Module Where Expenditure Originated	Expenditure Type Class
Materials	Oracle Payables	Supplier Invoice
Materials	Oracle Inventory	Inventory

This feature allows you to use a single expenditure type to classify as many different costs as you require. You can use the same expenditure type for expenditures that have different origins (and therefore different accounting), but which should otherwise be grouped together for costing, budgeting, or summarization purposes.

### Defining Expenditure Types

This section describes the steps for defining expenditure types.

#### Prerequisites

- Define expenditure categories.
- Define revenue categories.
- Define units.

**To define expenditure types:**

Navigate to the Expenditure Types window.

1. **Name:** Enter a unique name for the expenditure type.
2. **Expenditure Category and Revenue Category:** Enter the expenditure category and revenue category you want to associate with this expenditure type.
3. **Unit of Measure:** Enter the unit of measure you want Oracle Projects to use when calculating the cost for this expenditure type. You must enter Hours for labor expenditure types.
4. **Rate Required:** If this expenditure type requires a cost rate, check the Rate Required check box, then choose Cost Rate to navigate to the Expenditure Cost Rates window and enter a cost rate and its effective date(s). The rates can be defined by operating unit.

If this expenditure type does not require a cost rate, do not check the Rate Required check box.

**Note:** If you create a non-labor expenditure type without checking the Rate Required check box, you cannot subsequently require and enter a cost rate for that expenditure type. Instead, you must disable the expenditure type and create a new one that requires a cost rate and has a unique name. If you check the Rate Required check box when you create a non-labor expenditure type, you can change the cost rate at any time.

5. **Tax Classification Code:** Optionally, click Tax Classification Code and select the tax classification code for customer invoice lines for this expenditure type and operating unit. Oracle Projects uses this code as the default tax classification code based on the Application Tax Options hierarchy that you define in Oracle E-Business Tax for Oracle Projects and the specified operating unit. For more information on setting up taxes and the hierarchy of tax options for an application and operating unit, see the *Oracle E-Business Tax User Guide*.
6. **Description and Dates:** In the Description, Dates region, enter a description for the expenditure type. You can optionally enter effective dates for the expenditure type.
7. **Expenditure Type Classes:** In the Expenditure Type Class region, enter the expenditure type class or classes you want Oracle Projects to associate with this expenditure type, to determine how to process the expenditure item.
8. Save your work.

**Important:** If you create and save an expenditure type, you cannot subsequently update the following attributes for the expenditure type:

- Name
- Expenditure Category
- Revenue Category
- Unit of Measure
- Rate Required check box

Instead, you must enter an end date for the expenditure type and create a new one that has a unique name. When you enter an end date for an expenditure type, the end date has no effect on existing transactions. Oracle Projects uses the old expenditure type to report on and process existing transactions. You cannot use the old expenditure type for new transactions that have an expenditure item date after the end date.

### ***Fremont Corporation Expenditure Types***

Fremont defines cost rates for the expenditure types Computer Services, Vehicle, Personal Auto Use, and Field Equipment because these expenditure types use non-labor expenditure type classes and use units other than currency. For these expenditure types, Fremont enables the Rate Required option.

Fremont Corporation's implementation team defines the expenditure types shown in the following table.

<b>Expenditure Type Name</b>	<b>Unit</b>	<b>Description</b>	<b>Expenditure Category</b>	<b>Revenue Category</b>	<b>Expenditure Type Class</b>
Administrative	Hours	Administrative labor hours	Labor	Labor	Straight Time
Clerical	Hours	Clerical labor hours	Labor	Labor	Straight Time
Other Labor	Hours	Other labor hours	Labor	Labor	Straight Time
Overtime	Hours	Overtime labor hours	Labor	Labor	Overtime

<b>Expenditure Type Name</b>	<b>Unit</b>	<b>Description</b>	<b>Expenditure Category</b>	<b>Revenue Category</b>	<b>Expenditure Type Class</b>
Professional	Hours	Professional labor hours	Labor	Labor	Straight Time
Air Travel	Currency	Air travel expenses	Travel	Other	Expense Reports
Automobile Rental	Currency	Auto rental expenses	Travel	Other	Expense Reports
Entertainment	Currency	Entertainment expenses	Other Expenses	Other	Expense Reports
Meals	Currency	Meal expenses	Travel	Other	Expense Reports
Other Expenses	Currency	Other expenses	Other Expenses	Other	Expense Reports
Personal Auto Use	Miles	Personal auto mileage	Travel	Other	Expense Reports
Computer Services	Hours	Use of corporate computers	In-House Recoverables	Other	Usages
Field Equipment	Hours	Use of company equipment	In-House Recoverables	Other	Usages
Other Asset	Currency	Use of other company asset	In-House Recoverables	Other	Usages
Vehicle	Days	Use of corporate vehicle	In-House Recoverables	Other	Usages
Construction	Currency	Outside construction work	Outside Services	Other	Supplier Invoices
Consulting	Currency	Outside consultants	Outside Services	Other	Supplier Invoices
Other Invoice	Currency	Other outside work	Other Expenses	Other	Supplier Invoices

<b>Expenditure Type Name</b>	<b>Unit</b>	<b>Description</b>	<b>Expenditure Category</b>	<b>Revenue Category</b>	<b>Expenditure Type Class</b>
Supplies	Currency	Supplies	Other Expenses	Other	Supplier Invoices
Misc Travel Expenses	Currency	Misc travel expenses	Travel	Other	Expense Reports
Lodging	Currency	Lodging expenses	Travel	Other	Expense Reports
Material	Currency	Materials	Material	Other	Supplier Invoices

## Related Topics

Expenditure Types Listing, *Oracle Projects Fundamentals*

## Expenditure Type Classes

An expenditure type class tells Oracle Projects how to process an expenditure item. Oracle Projects predefines all expenditure type classes.

Oracle Projects uses the following expenditure type classes to process labor costs:

- Straight Time - Labor cost calculated using a base cost rate multiplied by hours
- Overtime - Labor cost calculated using a premium cost rate multiplied by hours

Oracle Projects uses the following expenditure type classes to process non-labor project costs:

- Expense Reports
- Usages - You must specify the non-labor resource for every usage item you charge to a project. For each expenditure type classified by a Usage expenditure type class, you also define non-labor resources and organizations that own each non-labor resource.
- Supplier Invoices - Supplier invoices, discounts, and payments from Oracle Payables or an external system, and receipt accruals from Oracle Purchasing.
- Miscellaneous Transaction - Miscellaneous Transactions are used to track miscellaneous project costs. This expenditure type class is similar to usages. The difference is that, for miscellaneous transaction expenditure items, you are not required to specify a non-labor resource or a non-labor resource organization, as you are for usage expenditure items. Examples of uses for miscellaneous



transactions are:

- Fixed assets depreciation
- Allocations
- Interest charges
- Burden Transaction - Burden transactions track burden costs that are calculated in an external system or calculated by Oracle Projects as separate, summarized transactions. These costs are created as a separate expenditure item that has a burdened cost amount, but has a quantity and raw cost value of zero. See: *Accounting for Burdened Costs, Oracle Project Costing User Guide*.

Burden transactions that are not system-generated can be adjusted. See: *Adjustments to Burden Transactions, Oracle Project Costing User Guide*.

- Work In Process - This expenditure type class is used for Project Manufacturing WIP transactions that are interfaced from Manufacturing to Oracle Projects. You can also use this expenditure type class when you import other manufacturing costs via Transaction Import or when you enter transactions via pre-approved batch entry.
- Inventory - This expenditure type class is used for the following transactions:
  - Project Manufacturing transactions that are interfaced from Manufacturing or Inventory to Oracle Projects.
  - Oracle Inventory Issues and Receipts that are interfaced from Oracle Inventory to Oracle Projects in a manufacturing or non-manufacturing installation.

You can also use this expenditure type class when you import other manufacturing costs via Transaction Import or when you enter transactions via pre-approved batch entry.

The expenditure type class determines how an expenditure item is processed. For example, if you assign the Straight Time expenditure type class to an expenditure type, Oracle Projects uses labor distribution to calculate the cost of an expenditure item with that expenditure type and expenditure type class.

This following graphic shows examples of expenditure classifications. The expenditure types shown are the following: Administrative, Clerical, Consulting and Photo Processing. Each expenditure type consists of an expenditure category, a unit of measure and an expenditure type class. The list below shows the components of each expenditure type.

1. *Administrative*
  - Expenditure Category: Labor

- Unit of Measure: Hours
- Expenditure Type Class: Straight Time

2. *Clerical*

- Expenditure Category: Labor
- Unit of Measure: Hours
- Expenditure Type Classes: Straight Time and Overtime

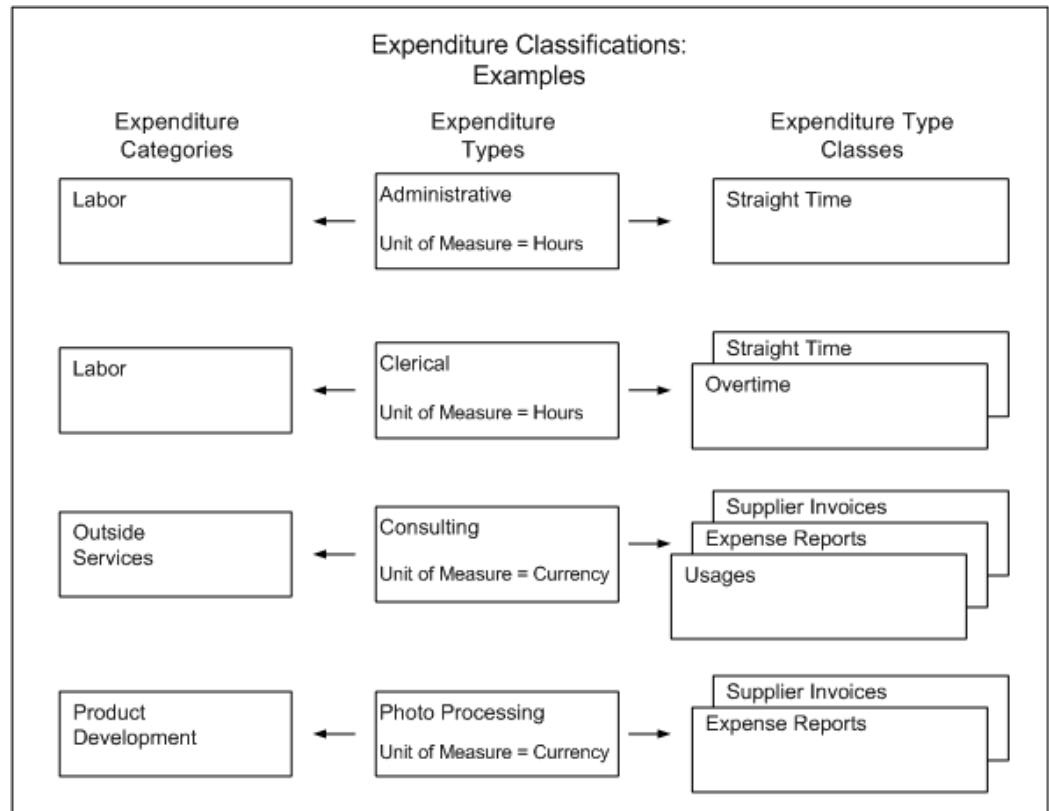
3. *Consulting*

- Expenditure Category: Outside Services
- Unit of Measure: Currency
- Expenditure Type Classes: Supplier Invoices, Expense Reports, and Usages

4. *Photo Processing*

- Expenditure Category: Product Development
- Unit of Measure: Currency
- Expenditure Type Classes: Supplier Invoices and Expense Reports

### Expenditure Classifications: Examples



## Transaction Sources

Transaction sources identify the source of external transactions that you import into Oracle Projects. The transaction source determines how Oracle Projects imports the transactions.

Oracle Projects provides a set of predefined transaction sources that you use to import transactions from other Oracle Applications. For example, the following processes in Oracle Projects use predefined transaction sources to import expenditures:

- **PRC: Interface Supplier Costs:** Uses the predefined transaction sources for supplier costs to import transactions from Oracle Purchasing and Oracle Payables.
- **PRC: Interface Expense Reports from Payables:** Uses the predefined transaction source *Oracle Payables Expense Reports* to import expense reports from Oracle Payables.
- **PRC: Transaction Import:** Uses predefined transaction sources to import transactions from other Oracle Applications such as Oracle Inventory, Oracle Project Manufacturing, Oracle Time and Labor, and Oracle Labor Distribution.

In addition, Oracle Projects uses predefined transaction sources to import project allocations and capitalized interest transactions that it generates internally.

You can define additional transaction sources to import transactions from non-Oracle applications. For example, you can define the transaction source *Payroll* to identify expenditure items imported from an external payroll system. You control the Transaction Import processing by the options that you select for each transaction source.

## Predefined Transaction Sources

The following table lists the predefined transactions sources that Oracle Projects uses to import supplier costs from Oracle Purchasing and Oracle Payables and expense reports from Oracle Payables.

**Important:** Do not use these transaction sources to import transactions from non-Oracle sources. These transaction sources are intended only for use by the Oracle Projects processes that import supplier costs and expense report costs from Oracle Purchasing and Oracle Payables.

### *Predefined Transaction Sources for Supplier Costs and Expense Reports*

Transaction Source	Used to Import...
Nonrecoverable Tax from Payables	Nonrecoverable tax amounts on item costs and invoice price variance amounts from Oracle Payables
Nonrecoverable Tax from Purchasing Receipt	Nonrecoverable tax amounts from purchasing receipts in Oracle Purchasing
Nonrecoverable Tax Price Adjustment from Purchasing Receipt	Nonrecoverable tax price adjustment amounts from receipts in Oracle Purchasing
Oracle Interproject Invoices	Oracle Projects interproject invoices from Oracle Payables
Oracle Payables Expense Reports	Expense reports from Oracle Payables
Oracle Payables Invoice Variance	Invoice price and tax variance amounts from Oracle Payables
Oracle Payables Supplier Cost Exchange Rate Variance	Exchange rate variances on invoice cost and tax from Oracle Payables
Oracle Payables Supplier Invoices	Supplier invoices from Oracle Payables

Transaction Source	Used to Import...
Oracle Projects Intercompany Supplier Invoices	Oracle Projects intercompany supplier invoices from Oracle Payables
Oracle Purchasing Receipt Accruals	Receipt accruals from Oracle Purchasing
Oracle Purchasing Receipt Accruals Price Adjustment	Price adjustments for receipt accruals in Oracle Purchasing
Supplier Invoice Discounts from Payables	Supplier invoice discount amounts from Oracle Payables

You can define preprocessing and postprocessing extensions to customize the predefined supplier cost transaction sources. For additional information, see: *Transaction Import Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

**Note:** The process PRC: Interface Supplier Costs only rejects the expenditure items that fail validation. The process interfaces the remaining expenditure items to Oracle Projects. This functionality only applies to predefined transaction sources for supplier costs. It does not apply to user-defined supplier cost transaction sources. For additional information, see: *Interface Supplier Costs, Oracle Projects Fundamentals*.

**Note:** To calculate cross charge amounts for expenditure items with the transaction source *Oracle Payables Exchange Rate Variance*, you must use either the Transfer Price Determination Extension or the Transfer Price Override Extension. For information on client extensions, see the *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

The following table lists the predefined transactions sources that Oracle Projects uses to import transactions from Oracle Project Manufacturing and Oracle Inventory.

**Important:** Do not use these transaction sources to import transactions from non-Oracle sources.

### Predefined Transaction Sources for Manufacturing and Inventory Costs

Transaction Source	Used to Import...
Inventory Misc	Inventory issues and receipts entered in the Miscellaneous Transactions window in Oracle Inventory
Inventory	Manufacturing material costs for which Oracle Project Manufacturing creates accounting in Oracle Subledger Accounting
Inventory with Accounts	Manufacturing material costs with account information for which Oracle Projects creates accounting in Oracle Subledger Accounting
Inventory with No Accounts	Manufacturing material costs for which Oracle Projects uses AutoAccounting to derive accounts and creates accounting in Oracle Subledger Accounting
Work In Process	Manufacturing resource costs for which Oracle Project Manufacturing creates accounting in Oracle Subledger Accounting
WIP with Accounts	Manufacturing nonlabor resource costs with account information that Oracle Projects categorizes as work in process. Transactions are accounted in Oracle Manufacturing.
WIP with No Accounts	Manufacturing nonlabor resource costs that Oracle Projects categorizes as work in process, and for which Oracle Projects uses AutoAccounting to derive accounts and creates accounting in Oracle Subledger Accounting
WIP Straight Time with Accounts	Manufacturing labor resource costs with account information that Oracle Projects categorizes as straight time. Transactions are accounted in Oracle Manufacturing.
WIP Straight Time with No Accounts	Manufacturing labor resource costs that Oracle Projects categorizes as straight time, and for which Oracle Projects uses AutoAccounting to derive accounts and creates accounting in Oracle Subledger Accounting

**Note:** For the transaction sources *WIP with Accounts* and *WIP Straight Time with Accounts*, the posting option for the inventory organization determines whether Oracle Manufacturing or Oracle Projects generates accounting events and creates accounting for the transactions in Oracle Subledger Accounting. If posting option is *Manufacturing*, then Oracle Manufacturing generates accounting events and creates accounting. If the posting option is *Projects*, then Oracle Projects imports the default

accounts from Oracle Manufacturing, generates accounting events, and creates accounting. Oracle Projects does not change the default accounts when you generate accounting events. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

The following table lists the predefined transactions sources that Oracle Projects uses to import transactions from Oracle Asset Tracking.

**Important:** Do not use these transaction sources to import transactions from non-Oracle sources.

***Predefined Transaction Sources for Oracle Asset Tracking***

Transaction Source	Used to Import...
CSE_INV_ISSUE	Transactions of the type <i>Issue</i> for non-depreciable items
CSE_INV_ISSUE_DEPR	Transactions of the type <i>Issue</i> for depreciable items
CSE_IPV_ADJUSTMENT	Supplier cost adjustments for non-depreciable items
CSE_IPV_ADJUSTMENT_DEPR	Supplier cost adjustments for depreciable items
CSE_PO_RECEIPT	Transactions of the type <i>Receipt</i> for non-depreciable items
CSE_PO_RECEIPT_DEPR	Transactions of the type <i>Receipt</i> for depreciable items

The following table lists the predefined transactions sources that Oracle Projects uses to import labor transactions from Oracle Time and Labor.

**Important:** Do not use this transaction source to import transactions from non-Oracle sources.

### ***Predefined Transaction Source for Oracle Time and Labor***

Transaction Source	Used to Import...
Oracle Time and Labor	Timecards from Oracle Time and Labor

The following table lists the predefined transactions sources that Oracle Projects uses to import actual labor transactions and labor encumbrances from Oracle Labor Distribution.

**Important:** Do not use these transaction sources to import transactions from non-Oracle sources. These transaction sources are intended only for use by the Oracle Labor Distribution processes. For additional information, see the *Oracle Labor Distribution User's Guide*.

### ***Predefined Transaction Sources for Oracle Labor Distribution***

Transaction Source	Used to Import...
GOLD	Actual costs from Oracle Labor Distribution  For additional information, see: Using Transaction Import in Oracle Grants Accounting, <i>Oracle Grants Accounting User Guide</i> .
GOLDE	Encumbrances from Oracle Labor Distribution  For additional information, see: Using Transaction Import in Oracle Grants Accounting, <i>Oracle Grants Accounting User Guide</i> .

The following table lists the predefined transactions sources that Oracle Projects uses to import project allocations and capitalized interest transactions that it generates within the application.

**Important:** Do not use these transaction sources to import transactions from non-Oracle sources. These transaction sources are intended only for use by the Oracle Projects processes that import project allocations and capital interest transactions.



### ***Predefined Transaction Sources for Project Allocations and Capitalize Interest Transactions***

<b>Transaction Source</b>	<b>Used to Import...</b>
Project Allocations	Project allocations generated in Oracle Projects
Capitalized Interest	Capitalized Interest transactions generated in Oracle Projects

### **Transaction Source Options**

Transaction source options control how Transaction Import processes transactions. Following are the transaction source options:

#### **Default Expenditure Type Class**

Oracle Projects uses the default expenditure type class that you assign to a transaction source if an expenditure type class is not specified in the interface table. Oracle Projects provides this option to facilitate the migration of data from earlier releases of Oracle Projects.

#### **Raw Cost GL Accounted**

Select this option to indicate whether transactions imported from this transaction source are already accounted. When you select this option, Oracle Projects processes do not generate accounting events to send the transactions to Oracle Subledger Accounting. See: *Loading Items as Accounted or Unaccounted, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

When you select this option, the Import Raw Cost Amounts option is automatically selected.

Examples of transactions for which this option is enabled are manufacturing and inventory transactions with the transaction source Inventory, Inventory Misc, or Work In Process.

#### **Import Raw Cost Amounts**

When a transaction source has this option enabled, the raw cost amount of the transactions has already been calculated (costed). These are not modified after being imported into Oracle Projects. None of the Oracle Projects processes will calculate raw cost amounts for these transactions. See: *Loading Items as Costed or Uncosted, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

The designation of a transaction as costed does not affect burdening, accounting, or interfacing to GL or AP. These processes are still performed on the transaction as they would be if it were imported as a non-costed transaction.

**Note:** If *Burden Transaction* is the default expenditure type class for a transaction source, then you cannot disable the *Import Raw Cost Amounts* option for the transaction source.

### Import Burdened Amounts

When this option is selected for a transaction source, Oracle Projects expects the external system to provide burdened costs. If the transaction does not have a burdened cost amount, Transaction Import will reject the transaction.

When you select this option, the Import Raw Cost Amounts option is automatically selected.

**Note:** If *Burden Transaction* is the default expenditure type class for a transaction source, then you cannot disable the *Import Burdened Amounts* option for the transaction source.

### Import Employee Organization

If you enable this option, the external system can optionally provide an expenditure organization that is different from the employee owning organization. If no expenditure organization is provided, Transaction Import will populate the expenditure organization with the employee owning organization.

### Allow Duplicate Reference

Enable this option to allow multiple transactions with this transaction source to use the same original system reference. If you enable this option, you cannot uniquely identify the item by transaction source and original system reference.

### Allow Interface Modifications

This option allows you to modify rejected transactions in the Review Transactions window after the import process is completed.

**Note:** You must enable this option for predefined supplier cost transaction sources to use the Review Transactions window to modify the expenditure item date for expenditure items that fail date validation during import.

### Purge After Import

If you select this option, items successfully imported from the transaction source are automatically purged from the interface table when the import process is completed.

## Allow Reversals

If you enable this option, Oracle Projects allows reversals of expenditure batches or expenditure items for the transaction source. When you enable this option, the Allow Adjustments option is automatically enabled.

**Note:** So that the originating external system can be reconciled with Oracle Projects, you must create corresponding reversals in the external system. In addition, if both this option and the Raw Cost GL Accounted option are enabled, you must generate corresponding reversing cost distribution lines for transactions that you reverse in Oracle Projects.

**Note:** If *Burden Transaction* is the default expenditure type class for a transaction source, then you cannot enable the *Allow Reversals* option for the transaction source.

## Allow Adjustments

If you enable this option, then you can adjust imported transactions in Oracle Projects after you load them via Transaction Import.

**Note:** If you enable this option, Oracle Projects allows adjustments even if you disable the *Interface Costs to GL* options in Oracle Projects implementation options.

**Important:** If you enable the Allow Adjustments option for a predefined transaction source for supplier costs, you must complete at least one of the following setup steps:

- Specify the default supplier cost credit account for supplier cost adjustments in Oracle Projects implementation options for each operating unit.
- Define a rule in Oracle Subledger Accounting to determine the supplier cost credit account.

This setup is required for the process PRC: Create Accounting to successfully create accounting for supplier cost adjustments. Oracle Projects displays a message asking you to validate the setup each time that you enable the Allow Adjustments option for a predefined transaction source for supplier costs.

**Note:** If *Burden Transaction* is the default expenditure type class for a

transaction source, then you cannot enable the *Allow Adjustments* option for the transaction source.

Enabling this option allows you to make adjustments and changes that can result in a new GL account or cost amounts for an item. For example, you can make the following types of adjustments:

- Transfer an item to another project or task
- Split an item into two or more items
- Recalculate raw and burden costs

(Raw cost values for transactions that were already costed when loaded into Oracle Projects are not changed if you mark the item for cost recalculation.)

- Reclassify an item as billable or nonbillable
- Reclassify an item as capitalizable or noncapitalizable
- Change the work type of an item

For additional information, see: Types of Expenditure Item Adjustments, *Oracle Project Costing User Guide*.

The default value for this option is No. If the option is set to No, then you can still perform the following adjustments:

- Apply a billing hold
- Apply a one-time billing hold
- Release billing hold
- Recalculate burden cost

**Note:** You can recalculate burden costs only if the *Import Burdened Amounts* transaction source option is not enabled.

- Recalculate revenue
- Change comment
- Reprocess cross charge
- Mark for no cross charge processing
- Change transfer price currency attributes

- Change the work type (only if the change does not affect the billable status or capitalizable status of the expenditure item)

**Note:** The profile option PA: Transaction Billability derived from Work Type controls whether the work type determines the billable status of an expenditure item.

If you do not allow users to adjust imported transactions in Oracle Projects, then you can adjust the transactions in the originating external system. After you adjust the transactions, you import adjustments into Oracle Projects.

### Process Cross Charge

If you import cross charge transactions that are processed by an external system, enable this option for that system's transaction source. If this option is enabled for a transaction source, Oracle Projects performs cross charge processing for transactions originating from that transaction source.

### Pre Processing Extension

Enter the name of a PL/SQL procedure to be called before the Transaction Import process runs. You must enter the full name including the package, in the format *package.procedure*.

This option can be used for loading the Transaction Import Interface table, or for pre-import validations, or for other pre-import processing.

**Note:** Oracle Projects does not support the use of a Pre-Import client extension with the *Capitalized Interest* transaction source.

### Post Processing Extension

Enter the name of a PL/SQL procedure to be called after the Transaction Import process runs. You must enter the full name including the package, in the format *package.procedure*.

This option can be used for recording the expenditure and expenditure item IDs generated by the Transaction Import process in the source system. It can also be used for other post-import processing.

**Note:** Oracle Projects does not support the use of a Post-Import client extension with the *Capitalized Interest* transaction source.

### Processing Set Size

Enter the size of the processing set. The value entered indicates the number of records to be processed in each set. When interfacing large amounts of data, you can reduce the

impact of unexpected errors by processing transactions in sets. The import process issues a database commit after each set is complete. If an error occurs and a rollback is issued, only the transactions in the current set are affected.

## Defining Transaction Sources

To define a transaction source:

1. In the Transaction Sources window, enter the transaction source, and enter the expenditure type class.
2. Choose the desired options for the transaction source.
3. Enter the effective date(s). You must enter an Effective From date. The Effective To date is optional.
4. Enter a description.
5. Save your work.

### ***Fremont Corporation Transaction Sources***

Fremont Corporation defines the following transaction sources to import data from external systems.

Transaction Source	Expenditure Type Class	Import Raw Cost Amounts	Purge After Import
Faxed Timecard	Straight Time	Disabled	Enabled
PBX	Usages	Enabled	Enabled

## Related Topics

Integrating with Oracle Project Manufacturing, *Oracle Project Costing User Guide*

Transaction Import, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Transaction Sources Listing, *Oracle Projects Fundamentals*

## Transaction Control Extension

Transaction Control Extensions enable you to implement your company's expenditure entry policies.

For more information, see: Transaction Control Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## AutoApproval Extension

Use the AutoApproval Extensions to define conditions under which expense reports and timecards are approved automatically.

For more information, see: AutoApproval Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Accounting for Costs

The following instructions give details about the Accounting for Costs steps, page 3-3 in the Oracle Project Costing Product Implementation Checklist. The instructions are divided into two sections. The first section discusses how to set up accounting for project costs in Oracle Subledger Accounting. The second section discusses how to set up AutoAccounting for costs in Oracle Projects.

## Subledger Accounting for Costs

Oracle Subledger Accounting is an intermediate step in the accounting flow between subledger applications, such as Oracle Projects and Oracle Payables, and Oracle General Ledger.

Oracle Projects uses AutoAccounting to create default accounts for project costs that it sends to Oracle Subledger Accounting. Oracle Projects provides predefined setup in Oracle Subledger Accounting to accept the default accounts from Oracle Projects and transfer them to Oracle General Ledger without change. You can optionally define your detailed accounting rules in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

For information on the setup that Oracle Projects predefines in Oracle Subledger Accounting, see: Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*.

**Note:** To define your own setup in Oracle Subledger Accounting, you must copy the predefined data and make changes to the copy. You cannot directly modify the predefined data that Oracle Projects provides in Oracle Subledger Accounting.

## Related Topics

AutoAccounting and Subledger Accounting, page G-52

Understanding Subledger Accounting Setup for Oracle Projects, *Oracle Projects Fundamentals*

## Custom Sources

Sources are pieces of information Oracle Subledger Accounting uses to determine how to create accounting for an accounting event. You use sources to provide information from transactions to Oracle Subledger Accounting. Oracle Projects predefines a comprehensive set of sources. For example, project name, task number, expenditure organization, and event type are all defined as sources.

You can optionally define custom sources to extend the list of sources available to application accounting definitions.

To create custom sources, you write PL/SQL functions that use the predefined sources and constant values as parameters. For example, if you capture the geographic region to which each organization belongs in a descriptive flexfield segment, then you can create a custom source to use the information in your application accounting definitions. You use the expenditure organization (a predefined source) as a parameter in the definition of the custom source.

For information about how to define custom sources, see the *Oracle Subledger Accounting Implementation Guide*.

## Related Topics

Application Accounting Definitions, page 3-45

## Journal Line Types

A journal line type determines the characteristics of subledger journal entry lines. These characteristics include whether the line is used to create actual, budget, or encumbrance entries, whether the line is a debit or a credit, whether matching lines are merged, and whether data is transferred to the general ledger in summary or detail form. You can optionally set up your own journal line types.

You set up journal line types for a particular event class. Event classes represent the actions possible for a particular transaction type or document. For example, some of the event classes that Oracle Projects predefines include Labor Cost, Usage Cost, Revenue, and Budget.

You can also set up conditions for the use of a journal line type. For example, a journal line type determines if a particular journal line is a debit or a credit. It also determines the account class and the balance type for journal lines associated with the journal line type.

Oracle Projects predefines a set of journal line types in Oracle Subledger Accounting. For example, Oracle Projects predefines a journal line type for the event class *Labor Cost* named *Raw Cost*. Journal lines associated with this journal line type are debits with a balance type of *Actual*. Similarly, Oracle Projects predefines a second journal line type for the *Labor Cost* event class named *Raw Cost Clearing*. Journal lines associated with this journal line type are credits with a balance type of *Actual*.



**Important:** Oracle Projects recommends that you do not modify the predefined journal line types for encumbrance entries or define additional journal line types for encumbrance entries. Adding or modifying these journal line types can cause the funds check process to create additional encumbrance entries. The additional encumbrance entries can cause the funds check process to fail.

For information about how to define journal line types, see the *Oracle Subledger Accounting Implementation Guide*.

#### Related Topics

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

#### Journal Entry Descriptions

Journal entry descriptions define both the content and sequence in which the elements of a journal entry header or journal entry line description appear. Oracle Subledger Accounting assigns the descriptions to the journal header and lines when it creates draft or final accounting.

Oracle Projects does not provide any predefined journal entry descriptions. You can optionally define your own journal entry descriptions. You can build descriptions using any of the sources for Oracle Projects.

You assign journal entry descriptions to headers and lines in application accounting definitions.

For information about how to define journal entry descriptions, see the *Oracle Subledger Accounting Implementation Guide*.

#### Related Topics

Application Accounting Definitions, page 3-45

#### Mapping Sets

Mapping sets enable you to assign a specific output value to an Accounting Flexfield or Accounting Flexfield segment. You use mapping sets when you set up account derivation rules. Account derivation rules determine the Accounting Flexfield values for subledger journal entries.

Oracle Projects does not provide any predefined mapping sets. You can optionally define your own mapping sets. When you enter input values for mapping sets, you can select from a list of values based on either an existing lookup set or value set. You also specify the Accounting Flexfield segment and select segment values from a list of values.

For example, you can select a lookup type of *service type* for the input and the Accounting Flexfield segment *program* as the output. You then select the service type

and program segment values from lists of values as you define each pair. The following table shows you examples of the service type input values in the first column and the program segment output values in the second column.

Input Value	Output Value
Administration	1110
Business Development	1120
Inventory Control	1130
Security	1140

**Note:** You can map multiple input values to the same output value.

For information about how to define mapping sets, see the *Oracle Subledger Accounting Implementation Guide*.

## Related Topics

Account Derivation Rules, page 3-44

## Account Derivation Rules

An account derivation rule specifies how the Accounting Flexfield is derived on subledger journal entry lines. You can specify the conditions under which a rule apply. Using these capabilities, you can develop complex rules for defining accounts under different circumstances.

Oracle Projects provides predefined account derivation rules so that Oracle Subledger Accounting accepts the default accounts from Oracle Projects and creates the draft or final accounting without any changes.

You can optionally set up your own account derivation rules. If you define an account derivation rule by Accounting Flexfield, then the rule determines the entire Accounting Flexfield combination. If you define an account derivation rule by segment, then the rule determines the value of a single Accounting Flexfield segment. You can use both segment-based and flexfield-based rules to derive a single account. If you assign both types of account derivation rules to a single journal line definition, then Oracle Subledger Accounting uses segment-specific rules first and then takes the remaining values from a flexfield-based rule.

**Important:** If you define your own account derivation rules for costs, then you must define a condition for each account derivation rules as

follows:

- For non-adjustment account derivation rules, the source *Allow Account Override Flag* must equal *Yes*
- For adjustment account derivation rules, the source *Allow Account Override Flag* must equal *No*

For information about how to define account derivation rules, see the *Oracle Subledger Accounting Implementation Guide*.

#### Related Topics

Comparing AutoAccounting and Subledger Accounting, page G-54

#### Journal Lines Definitions

A journal lines definition groups journal line types, account derivation rules, and journal entry descriptions into a complete set of journal entries within an event class or event type. Event classes represent the actions possible for a particular transaction type or document. Event classes group similar event types. Event types represent the business operations that you can perform on an event class. For example, the Oracle Projects event class *Supplier Cost Adjustment* is subject to two types of business operations, represented by the following event types: *Expense Report Cost Adjustment* and *Supplier Cost Adjustment*.

Oracle Projects provides a predefined journal lines definition for each Oracle Projects event class. For example, Oracle Projects predefines a journal lines definition for the event class *Miscellaneous Cost* and event type *All* combination. This journal lines definition assigns the account derivation rule *Cost Account Rule* to the journal line type *Raw Cost*. It also assigns the account derivation rule *Cost Clearing Account Rule* to the journal line type *Raw Cost Clearing*.

You can optionally define your own journal lines definitions. You can share journal lines definitions across application accounting definitions for the same application.

For information about how to define journal lines definitions, see the *Oracle Subledger Accounting Implementation Guide*.

#### Related Topics

Comparing AutoAccounting and Subledger Accounting, page G-54

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

#### Application Accounting Definitions

An application accounting definition is a collection of components or rules that determine how Oracle Subledger Accounting processes accounting events to create subledger and general ledger journal entries. You can also indicate whether to create

accounting for a particular event class or event type.

Each event class and event type assignment consists of a header assignment and one or more journal lines definition assignments. A header assignment includes a journal entry description. A journal lines definition assignment defines how Oracle Subledger Accounting processes accounting events to create journal entries.

Oracle Projects provides a predefined application accounting definition that groups together all of the predefined event class and event type assignments. You can optionally define your own application accounting definitions.

**Note:** An application accounting definition can either be specific to a particular chart of accounts, or not specific to any particular chart of accounts. If a lower-level component, such as a journal lines definition, is not chart of accounts specific, then you can assign it to a higher-level component that is specific to a chart of accounts. However, you cannot assign a lower-level component that is specific to a chart of accounts to a higher-level component that is not specific to a chart of accounts.

For example, you can assign a journal lines definition that is not chart of account specific to an application accounting definition that is chart of accounts specific. However, you cannot assign a journal lines definition that is chart of accounts specific to an application accounting definition that is not chart of accounts specific.

For information about how to define application accounting definitions, see the *Oracle Subledger Accounting Implementation Guide*.

## Subledger Accounting Methods

A subledger accounting method is a group of common application accounting definitions that determines how Oracle Subledger Accounting processes accounting events. The subledger accounting method groups application accounting definitions from subledger applications. This grouping enables you to assign a set of application accounting definitions collectively to a ledger.

Oracle Subledger Accounting provides predefined subledger accounting methods that group the predefined application accounting definitions for the subledger applications. You can optionally create your own subledger accounting methods.

For information about how to define subledger accounting methods, see the *Oracle Subledger Accounting Implementation Guide*.

## Assign Application Accounting Definitions to a Subledger Accounting Method

You must assign each application accounting definition that you create to a subledger accounting method.

For example, you can define a subledger accounting method to assign to a ledger. You assign application accounting definitions for Oracle Payables, Oracle Assets, Oracle

Projects, and other subledger applications to the subledger accounting method.

For information about how to assign application accounting definitions to subledger accounting methods, see the *Oracle Subledger Accounting Implementation Guide*.

### **Assign a Subledger Accounting Method to a Ledger**

You must assign a subledger accounting method to a ledger. Assigning different subledger accounting methods to different ledgers enables you to create multiple accounting representations of transactions.

For information about how to assign a subledger accounting methods to a ledger, see the *Oracle Subledger Accounting Implementation Guide* and the discussion about the Accounting Setup Manager in the *Oracle Financials Implementation Guide*.

### **Post-Accounting Program Assignments**

Subledger applications use post-accounting programs to transfer transaction data between subledgers based on the accounting generated from the transaction data. Oracle Subledger Accounting uses accounting classes to classify journal entry lines. The post-accounting programs distinguish journal lines for processing based on the accounting class assigned to each journal entry line.

Oracle Projects provides two post-accounting programs, one for debits and one for credits. Oracle Projects provides the post-accounting programs to obtain final accounting information from Oracle Subledger Accounting because the accounting that Oracle Projects creates using AutoAccounting may not be the same as the final accounting that Oracle Subledger Accounting transfers to Oracle General Ledger.

Oracle Projects uses post-accounting programs to determine which journal entry lines to retrieve from Oracle Subledger Accounting when Oracle Projects performs the following activities:

- Groups asset lines on capital projects
- Generates audit reports
- Creates a reversing entry for expenditure items that you imported into Oracle Projects from other applications, such as Oracle Purchasing, Oracle Payables, or Oracle Inventory
- Creates a reversing entry for expenditure items when you split an expenditure item, transfer an expenditure item, or change transaction attributes for an expenditure item (for example, change whether the expenditure item is billable or capitalizable)

The predefined setup for the post-accounting programs consists of the program code and a list of the accounting classes assigned to each respective program. If you modify the accounting class for a journal line type, or add a new accounting class and journal line type pair, then you must also update the accounting classes assigned to each of the predefined post-accounting programs. This update ensures that the asset generation

process, audit reports, and expenditure item splits and transfers in Oracle Projects continue to work accurately.

**Important:** Do not add the same accounting class to both the debit and the credit journal line types.

**Important:** Oracle Projects predefines post-accounting program assignments for the PA post-accounting debit program and the PA post-accounting credit program. Do *not* remove the predefined accounting classes even if you define your own journal lines definitions and add accounting class assignments to the programs. In this case, Oracle Projects uses the predefined accounting classes to process and report on existing historical journals and new user-defined accounting classes that you add to process and report on new journals.

## Cross-Entity Balancing Rules

Oracle Subledger Accounting uses intracompany balancing rules to create balancing lines on journal entries between balancing segment values. You set up this functionality in the Accounting Setup Manager in Oracle General Ledger. The Accounting Setup Manager centralizes the common setup steps for the Oracle financial applications.

For example, if you define accounting rules for project costs that use the operating unit to derive the account for your balancing segment, then transactions can have unbalanced entries when you create transactions between two different operating units. To address this situation, Oracle Projects sends the unbalanced entries to Oracle Subledger Accounting and Oracle Subledger Accounting automatically creates debit and credit accounting lines to balance the subledger journal entries by balancing segment. Oracle Subledger Accounting uses the balancing accounts that you define for the ledger in the Accounting Setup Manager.

You must enable the *Enable Intracompany Balancing* option in the ledger definition to enable the application of the balancing rules. You also must set up the accounts to ensure that Oracle Subledger Accounting generates the balancing journal entries.

For information about cross-entity balancing rules, including examples, see discussions about intercompany and intracompany balancing and using the Accounting Setup Manager in the *Oracle Financials Implementation Guide*.

## AutoAccounting for Costs

Oracle Projects uses AutoAccounting to generate accounting for cost transactions. When you implement AutoAccounting, you define rules that determine accounts that Oracle Projects assigns to transactions to meet your business requirements. Oracle Projects uses the rules you define whenever it creates accounting for cost transactions.

Oracle Projects generates cost accounting events for Oracle Subledger Accounting. The

process PRC: Create Accounting creates the draft or final accounting for the accounting events. Oracle Projects predefines setup in Oracle Subledger Accounting so that the create accounting process accepts the default accounts that Oracle Projects derives using AutoAccounting without change. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger.

You can optionally define your detailed accounting rules in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

If you set up your own rules in Oracle Subledger Accounting, you must still set up AutoAccounting so that Oracle Projects can determine valid default accounts. The AutoAccounting setup enables processes, such as processes that distribute costs and generate cost accounting events, to determine the default accounts that Oracle Projects sends to Oracle Subledger Accounting.

## **Accounting for Labor Costs**

Oracle Projects uses the Labor Cost Account and the Labor Cost Clearing Account functions to determine the default cost accounting for transactions associated with the *Straight Time* and *Overtime* expenditure type classes.

### **Labor Cost Account Function**

When you run the PRC: Distribute Labor Costs process, Oracle Projects calculates labor cost amounts based upon employee labor cost overrides and labor costing rules. After calculating labor costs, Oracle Projects uses the Labor Cost Account transactions to debit a default expense account for raw labor costs.

The Labor Cost Account function consists of the following transactions:

- All Labor
- Capital, All
- Capital, Private, Capital
- Capital, Private, non-Capital
- Capital, Public, Capital
- Capital, Public, non-Capital
- Contract, All
- Private Billable
- Private Non-Billable

- Public Billable
- Public Non-Billable
- Indirect, All
- Indirect Private
- Indirect Public

The choice of transaction depends upon whether the labor cost corresponds to a public sector or private sector project, a billable or non-billable labor item, and whether it is direct or indirect labor. If your business does not distinguish between specific types of labor costs, you can enable the All Labor transaction.

***Fremont Corporation Labor Cost Account Function***

Fremont Corporation tracks its labor costs by company and cost center. Each company and cost center has its own set of labor accounts for private labor costs, public labor costs, and other labor-related costs.

Fremont Corporation uses 12 expense accounts to record raw labor costs:

- Private, Billable Labor Cost (5100)
- Public, Billable Labor Cost (5101)
- Private, Non-Billable Labor Cost (5102)
- Public, Non-Billable Labor Cost (5103)
- Marketing Labor Cost (5150)
- Government Marketing Labor Cost (5151)
- Research & Development Labor Cost (5152)
- Administration Labor Cost (5153)
- Bid & Proposal Labor Cost (5154)
- Holiday Time (5170)
- Sick Time (5171)
- Vacation Time (5172)
- Overtime Labor Cost (5173)

For a complete list of the Fremont Corporation account numbers, see: Fremont Corporation Ledger, page 2-22.



For contract and indirect labor costs, Fremont's accounting department charges labor costs to the company and cost center for which an employee works. Fremont charges overhead costs to the project-managing organization.

Since Fremont distinguishes between public and private; billable and non-billable; and between contract and indirect labor costs, it enables the six very specific Labor Cost Account transactions rather than enabling only the general All Labor transaction.

Since Fremont's Accounting Flexfield includes a Company segment and a Cost Center segment, one of the first steps to implement the Labor Cost Account function is to specify how to associate specific organizations with specific companies and cost centers. Since each organization is part of a particular company, and each organization has its own cost center, determining company codes and cost centers is not very complex.

Recall that Fremont is composed of four business units: Administration, Fremont Engineering, Fremont Construction, and Fremont Services. Each of these business units is considered a company and has a distinct company code in the Accounting Flexfield. Administration is company 01, Fremont Engineering is company 02, Fremont Construction is company 03, and Fremont Services is company 04.

For both public and private contract labor, Fremont charges labor costs to the company and cost center corresponding to the organization of the employee who performed the labor.

For indirect labor on privately funded projects, such as general administration, corporate marketing, or R&D, Fremont Corporation charges labor costs to specific labor accounts different from the accounts for ordinary project-driven labor. Similarly, Fremont charges holiday time, sick time, and vacation time to other indirect labor accounts.

Fremont uses service types to distinguish different kinds of indirect, private labor costs. Fremont can create a lookup set that maps service types to the appropriate expense account.

**Define Lookup Sets:**

To implement the Labor Cost Account function, Fremont's implementation team defines three lookup sets:

- One lookup set to map organizations to companies
- One lookup set to map organizations to cost centers
- One lookup set to map service types to each Fremont's six expense accounts for indirect labor

Fremont defines the lookup sets shown in the following table:

Lookup Set Name	Description
Organization to Company	Map organization to the appropriate company code
Organization to Cost Center	Map organization to the appropriate cost center code
Indirect Labor Cost	Map the service type for labor on indirect projects to indirect cost accounts

**Segment Value Lookups for Organization to Company Lookup Set:**

The segment value lookups for the Organization to Company lookup set are shown in the following table:

Intermediate Value (Organization)	Segment Value (Company Code)
Administration	01
Executive Office	01
Fremont Corporation	01
Human Resources	01
Finance	01
Information Services	01
Fremont Engineering	02
Electrical	02
Structural	02
Mechanical	02
Environmental	02
Fremont Construction	03
West	03

Intermediate Value (Organization)	Segment Value (Company Code)
Midwest	03
East	03
South	03
International	03
Fremont Services	04
Data Systems	04
Risk Analysis	04

***Segment Value Lookups for Organization to Cost Center Lookup Set:***

The segment value lookups for the Organization to Cost Center lookup set are shown in the following table:

Intermediate Value (Organization)	Segment Value (Cost Center Code)
Fremont Corporation	000
Administration	100
Executive Office	101
Human Resources	102
Finance	103
Information Services	104
Fremont Engineering	200
Electrical	201
Structural	202
Mechanical	203

Intermediate Value (Organization)	Segment Value (Cost Center Code)
Environmental	204
Fremont Construction	300
West	301
Midwest	302
East	303
South	304
International	305
Fremont Services	400
Data Systems	401
Risk Analysis	402

***Segment Value Lookups for Indirect Labor Lookup Set:***

The segment value lookups for the Indirect Labor lookup set are shown in the following table:

Intermediate Value (Service Type)	Segment Value (Account Code)
Marketing	5150
R & D	5152
Administration	5153
B & P	5154
Holiday	5170
Sick	5171
Vacation	5172

Intermediate Value (Service Type)	Segment Value (Account Code)
Overtime	5173

**Define Rules to Determine Segment Values:**

Fremont defines eight rules to implement the Labor Cost Account function:

- One rule supplies the appropriate value for the Company segment of Fremont's Accounting Flexfield; Fremont uses a lookup set to define this rule.
- One rule supplies the appropriate value for the Cost Center segment; Fremont uses a lookup set to define this rule.
- Six rules supply the appropriate account code for the Account segment; the indirect, private labor rule uses a lookup set, and the other five use constant values.

The following table shows the AutoAccounting rules that Fremont Corporation defines for the Labor Cost function:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Company	Employee Company	Map an employee's organization to a company	Parameter	Expenditure Organization	Segment Value Lookup Set	Organization to Company
Cost Center	Employee Cost Center	Map an employee's organization to a cost center	Parameter	Expenditure Organization	Segment Value Lookup Set	Organization to Cost Center
Account: Indirect Private Labor	Indirect Private Labor	Indirect private labor cost account	Parameter	Task Service Type	Segment Value Lookup Set	Indirect Labor Cost
Account: Indirect Public Labor	Government Marketing Labor	Government marketing labor cost account	Constant	5151	Intermediate Value	NA

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Account: Private Billable Labor	Private, Billable Labor	Private, billable labor cost account	Constant	5100	Intermediate Value	NA
Account: Private Non-Billable Labor	Private, Non-Billable Labor	Private, non-billable labor cost account	Constant	5102	Intermediate Value	NA
Account: Public Billable Labor	Public, Billable Labor	Public, billable labor cost account	Constant	5101	Intermediate Value	NA
Account: Public Non-Billable Labor	Public, Non-Billable Labor	Public, non-billable labor cost account	Constant	5103	Intermediate Value	NA

***Enable the Transactions and Assign Rules:***

Fremont enables the transactions shown in the following table:

Function Name	Transaction Name
Labor Cost Account	Indirect, Private Labor
Labor Cost Account	Indirect, Public Labor
Labor Cost Account	Private, Billable Labor
Labor Cost Account	Private, Non-Billable Labor
Labor Cost Account	Public Billable Labor
Labor Cost Account	Public Non-Billable Labor

The segment rule pairings for these transactions are shown in the following table:

<b>Transaction Name</b>	<b>Segment Number</b>	<b>Segment Name</b>	<b>Rule Name</b>
Indirect Private Labor	0	Company	Employee Company
Indirect Private Labor	1	Cost Center	Employee Cost Center
Indirect Private Labor	2	Account	Indirect Private Labor
Indirect Public Labor	0	Company	Employee Company
Indirect Public Labor	1	Cost Center	Employee Cost Center
Indirect Public Labor	2	Account	Government Marketing Labor
Private Billable Labor	0	Company	Employee Company
Private Billable Labor	1	Cost Center	Employee Cost Center
Private Billable Labor	2	Account	Private, Billable Labor
Private Non-Billable Labor	0	Company	Employee Company
Private Non-Billable Labor	1	Cost Center	Employee Cost Center
Private Non-Billable Labor	2	Account	Private, Non-Billable Labor
Public Billable Labor	0	Company	Employee Company
Public Billable Labor	1	Cost Center	Employee Cost Center
Public Billable Labor	2	Account	Public, Billable Labor
Public Non-Billable Labor	0	Company	Employee Company
Public Non-Billable Labor	1	Cost Center	Employee Cost Center

Transaction Name	Segment Number	Segment Name	Rule Name
Public Non-Billable Labor	2	Account	Public, Non-Billable Labor

### Labor Cost Clearing Account Function

When you run the process PRC: Generate Cost Accounting Events for the *Labor Cost* process category, the process credits a default payroll clearing liability account to balance the labor expense account. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Labor Cost* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

The Labor Cost Clearing Account function consists of the following transactions:

- All Labor
- Contingent Worker Labor
- Employee Labor

The transactions determine which default account AutoAccounting credits for payroll liabilities. You can define AutoAccounting rules that enable the Labor Cost Clearing Account function to derive the appropriate payroll or other liability default clearing account based on whether a labor cost transaction is for an employee or a contingent worker. Optionally, you can credit all labor costs to the same default clearing account.

#### **Fremont Corporation Labor Cost Clearing Account Function**

Fremont Corporation uses one payroll clearing account for each division of the corporation. For example, the Structural group does not have its own payroll clearing account; payroll liabilities for the Electrical, Structural, Mechanical, and Environmental organizations are all credited to the Fremont Engineering division's payroll clearing account 02-200-2200. That is, labor costs are cleared to the cost center associated with the division to which an employee belongs.

Fremont uses one liability account to record payroll liability:

- Payroll Clearing (2200)

#### **Define a Lookup Set:**

Fremont defines a lookup set to map organizations to the appropriate division cost



center. Fremont uses the lookup set to define a rule to supply a value for the Cost Center segment of its Accounting Flexfield.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Org to Division Cost Center	Map organization to the cost center of the division to which it is subordinate

***Segment Value Lookups for the Organization to Division Lookup Set:***

The segment value lookups for the Organization to Division lookup set are shown in the following table:

Intermediate Value (Organization)	Segment Value (Cost Center Code)
Fremont Corporation	100
Administration	100
Executive Office	100
Human Resources	100
Finance	100
Information Services	100
Fremont Engineering	200
Electrical	200
Structural	200
Mechanical	200
Environmental	200
Fremont Construction	300
West	300

Intermediate Value (Organization)	Segment Value (Cost Center Code)
Midwest	300
East	300
South	300
International	300
Fremont Services	400
Data Systems	400
Risk Analysis	400

**Define Rules to Determine Segment Values:**

To implement the Labor Cost Clearing Account function, Fremont defines two rules:

- One rule to find the division cost center of an employee's owning organization
- One rule to determine the liability account

Fremont uses an existing rule to supply a value for the Company segment.

The following table shows the AutoAccounting rules that Fremont Corporation defines for the Labor Cost Clearing Account function:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Cost Center	Division Cost Center	Cost center of an organization's division	Parameter	Expenditure Organization	Segment Value Lookup Set	Org to Division Cost Center
Account	Payroll Clearing	Payroll clearing account	Constant	2200	Intermediate Value	NA

**Enable the All Labor Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Labor Cost Clearing Account*
- Transaction Name: *All Labor*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Employee Company
1	Cost Center	Division Cost Center
2	Account	Payroll Clearing

### Accounting for Expense Report Costs

Oracle Projects uses the Expense Report Cost Account function to determine the expense default debit account for transactions associated with the *Expense Reports* expenditure type class.

#### Expense Report Cost Account Function

When you run the process PRC: Distribute Expense Report Adjustments, Oracle Projects calculates and distributes costs originating from expense report adjustments, and uses the Expense Report Cost Account transactions to determine which default expense account to debit for expense report costs.

The Expense Report Cost Account function consists of the following transactions:

- All Expenses
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital,
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect Private
- Indirect Public

- Indirect, All
- Private, Billable
- Private, Non-Billable
- Public, Billable
- Public, Non-Billable Expenses

When you run the process PRC: Generate Cost Accounting Events for the *Supplier Cost* process category, the process credits a default expense report liability account to balance the expense report expense account. The process uses the *Default Supplier Cost Credit Account* if you specify the account in Oracle Projects implementation options. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Supplier Cost* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

#### ***Fremont Corporation Expense Report Cost Account Function***

Fremont posts expense report costs to the project-managing organization's cost center, and relies upon expenditure type to determine which account to debit.

Although the Expense Report Cost Account function consists of transactions that distinguish between public and private; and between billable and non-billable expenses, Fremont does not differentiate between any of these characteristics in its chart of accounts. Therefore, rather than enabling the six very specific transactions, Fremont's accounting department enables just the general All Expenses transaction.

Fremont Corporation uses three accounts to record expense report costs:

- Travel & Lodging Expense (5200)
- Meals Expense (5201)
- Miscellaneous Expense (5202)

#### ***Define a Lookup Set:***

To implement the Expense Report Cost Account function, Fremont defines a lookup set to map expenditure types to each of its three expense accounts. Fremont uses the lookup set to define a rule to supply an account code for the Account segment of its Accounting Flexfield.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Exp Type to Expense Account	Map the expenditure type for expense report items to the appropriate expense account

**Segment Value Lookups for Expense Type to Expense Account Lookup Set:**

The segment value lookups for the Expense Type to Expense Account lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Air Travel	5200
Automobile Rental	5200
Personal Auto Use	5200
Meals	5201
Entertainment	5202
Other Expenses	5202

**Define a Rule to Determine Account Segment Value:**

Fremont Corporation defines the following AutoAccounting rule to determine the account segment value for the Expense Report Cost function:

- Name of Rule: *Expense Report Cost*
- Description: *Determine expense report cost account based on the expenditure type*
- Intermediate Value Source: *Parameter*
- Parameter Name: *Expenditure Type*
- Segment Value Source: *Segment Value Lookup Set*
- Lookup Set: *Exp Type to Expense Account*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

**Enable the All Expenses Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Expense Report Cost Account*
- Transaction Name: *All Expenses*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Expense Report Cost

### Accounting for Usage Costs

Oracle Projects uses the Usage Cost Account and the Usage Cost Clearing Account functions to determine the default cost accounting for transactions associated with the *Usages* expenditure type class.

#### Usage Cost Account Function

When you run the process PRC: Distribute Usage and Miscellaneous Costs , Oracle Projects uses the Usage Cost Account transactions to debit a default expense account for raw usages costs.

The Usage Cost Account function consists of the following transactions:

- All Usages
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect, All
- Indirect, Private
- Indirect, Public

- Private, Billable
- Private, Non-Billable
- Public, Billable
- Public, Non-Billable

#### ***Fremont Corporation Usage Account Function***

Because Fremont's chart of accounts tracks all usage costs in the same way, regardless of the type of project, Fremont's accounting department enables only the All Usages transaction.

Usage costs are posted to the organization that owns the non-labor resource; expenditure type determines which expense account AutoAccounting debits.

Fremont Corporation charges usages costs to one of three expense accounts, depending on the expenditure type:

- Computer Expense (5400)
- Vehicle and Equipment Expense (5401)
- Other Asset Expense (5402)

#### ***Define a Lookup Set:***

Fremont defines a lookup set to map expenditure types to the appropriate expense account. Fremont uses the lookup set to define the expense account rule. Fremont uses existing lookup sets to define the other two rules.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Usage to Expense	Map the expenditure type for a usage item to the appropriate expense account

#### ***Segment Value Lookups:***

The segment value lookups for the Usage to Expense lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Computer Services	5400
Vehicle	5401

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Field Equipment	5401
Other Asset	5402

**Define Rules to Determine Segment Values:**

To implement the Usage Cost Account function, Fremont defines three rules:

- One rule to find the company of the resource organization
- One rule to find the cost center of the resource organization
- One rule to determine the expense account based on expenditure type

These rules are shown in the following table:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Company	Resource Company	Find the company of the non-labor resource owning organization	Parameter	Non-Labor Resource Org	Segment Value Lookup Set	Organization to Company
Cost Center	Resource Cost Center	Find the cost center of the non-labor resource owning organization	Parameter	Non-Labor Resource Org	Segment Value Lookup Set	Organization to Cost Center
Account	Usage Costs	Map usage items to cost accounts using the usage expenditure type	Parameter	Expenditure Type	Segment Value Lookup Set	Usage to Expense

**Enable the All Usages Transaction and Assign Rules:**

Fremont enables the following transaction:



- Function Name: *Usage Cost Account*
- Transaction Name: *All Usages*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Resource Company
1	Cost Center	Resource Cost Center
2	Account	Usage Costs

### Usage Cost Clearing Account Function

When you run the process PRC: Generate Cost Accounting Events for the *Usage Cost* process category, the process credits a default asset usages liability account to balance the usages expense account. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Usage Cost* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

The Usage Cost Clearing Account function consists of the following transaction:

- All Usages

Oracle Projects uses the All Usages transaction to determine which default account to credit for asset usage liabilities.

### **Fremont Corporation Usage Cost Clearing Account Function**

Fremont Corporation uses one liability account to record asset usage liabilities:

- Asset Usage Clearing (2300)

### **Enable the All Usages Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Usage Cost Clearing*
- Transaction Name: *All Usages*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Resource Company
1	Cost Center	Resource Cost Center
2	Account	Usage Clearing

**Define a Rule to Determine Account Segment Value:**

To implement the Usage Cost Clearing Account function, Fremont defines a rule to supply an account code for the Account segment of its Accounting Flexfield. The asset usage liability account is always 2300 since Fremont uses only one account in its chart of accounts:

- Name of Rule: *Usage Clearing*
- Description: *Usage clearing liability account*
- Intermediate Value Source: *Constant*
- Parameter Name: *2300*
- Segment Value Source: *Intermediate Value*
- Lookup Set: *Exp Type to Expense Account*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

## Accounting for Miscellaneous Costs

Oracle Projects uses the Misc Trans Cost Account and the Misc Trans Cost Clearing Account functions to determine the default cost accounting for transactions associated with the *Miscellaneous Transaction* expenditure type class.

### Misc Trans Cost Account Function

When you run the process PRC: Distribute Usage and Miscellaneous Costs, Oracle Projects uses the Misc Trans Cost Account transactions to debit a default expense account for raw miscellaneous costs.

The Misc Trans Cost Account function consists of the following transactions:

- All Misc Transactions
- Capital, All

- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect, All
- Indirect, Private
- Indirect, Public
- Private, Billable
- Private, Non-Billable
- Public, Billable
- Public, Non-Billable

#### **Misc Trans Clearing Account Function**

When you run the process PRC: Generate Cost Accounting Events for the *Miscellaneous Cost* process category, the process credits a default miscellaneous cost liability account to balance the miscellaneous cost expense account. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Miscellaneous Cost* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

The Misc Trans Clearing Account function consists of the following transaction:

- All Misc Transactions

Oracle Projects uses the All Misc Transactions transaction to determine which default account to credit for miscellaneous cost liabilities.

#### **Accounting for Burden Transactions**

Oracle Projects uses the Burden Cost Account and the Burden Cost Clearing Account functions to determine the default cost accounting for transactions associated with the

*Burden Transaction* expenditure type class.

### **Burden Cost Account Function**

When you run the process PRC: Create and Distribute Burden Transactions, Oracle Projects uses the Burden Cost Account transactions to debit a default expense account for the burden costs.

The Burden Cost Account function consists of the following transactions:

- All Burden Txns
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect, All
- Indirect, Private
- Indirect, Public
- Private, Billable
- Private, Non-Billable
- Public, Billable
- Public, Non-Billable

### **Burden Cost Clearing Account Function**

When you run the process PRC: Generate Cost Accounting Events for the *Burden Cost* process category, the process credits a default burden cost liability account to balance the burden cost expense account. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Burden Cost* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then the Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

The Burden Cost Clearing Account function consists of the following transaction:

- All Burden Txns

Oracle Projects uses the All Burden Txns transaction to determine which default account to credit for burden cost liabilities.

## Accounting for Burdened Cost

Oracle Projects uses the Total Burdened Cost Debit and the Total Burdened Cost Credit functions to determine the default cost accounting for total burdened costs.

### Total Burdened Cost Debit and Total Burdened Cost Credit

When you run the process PRC: Distribute Total Burdened Cost, Oracle Projects creates two burdened cost distribution lines for the total burdened cost. One distribution line holds the default account for the burdened cost debit and the other distribution line holds the default account for the burdened cost credit. Oracle Projects creates these two distributions for all expenditure items charged to projects which are defined to burden costs.

**Note:** Set up the Total Burdened Cost functions only if you want to account for total burdened cost for burdened cost accounting.

The Total Burdened Costs functions consist of the following functions: Total Burdened Cost Debit and Total Burdened Cost Credit. Each of these functions consist of the following transactions:

- All Burdened
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect Private
- Indirect Public

- Indirect, All
- Private Billable
- Private Non-Billable
- Public Billable
- Public Non-Billable

When you run the process PRC: Generate Cost Accounting Events for the *Total Burdened Cost* process category, the process generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Total Burdened Costs* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the credits and the debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

***Fremont Corporation Total Burdened Cost Debit/Credit Functions***

The following example shows how Fremont Corporation uses the Total Burdened Cost Debit and Total Burdened Cost Credit functions.

Fremont Corporation uses one expense account and one asset account to record burdened cost:

- Transfer Out to Inventory (5199)
- Inventory (1200)

***Define Rules to Determine Segment Values:***

Fremont defines one rule to supply the Transfer Out to Inventory account code for the Total Burdened Cost Credit transaction; this rule reverses the fully burdened cost from the employee's owning organization.

Because Fremont credits the Transfer Out to Inventory account of the employee's owning organization, Fremont can use existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield for the Total Burdened Cost Credit transaction.

Fremont defines one rule to supply the Inventory account code for the Total Burdened Cost Debit transaction; this rule debits an asset account of the project-managing organization.

Fremont defines one rule to supply the Inventory account code for the Total Burdened Cost Debit transaction; this rule debits an asset account of the project-managing organization.

Because Fremont debits the Inventory account of the project-managing organization,

Fremont needs to define two rules to supply values for the Company and Cost Center segments of its Accounting Flexfield for the Total Burdened Cost Debit transaction. (Fremont uses these two rules nearly as frequently as it uses the Employee Company and Employee Cost Center rules.)

The following table shows the AutoAccounting rules that Fremont Corporation defines for the Total Burdened Cost Debit/Credit functions:

Segment Value Derived by the Rule	Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Company	Project Company	Map the project managing organization to a company	Parameter	Project Organization	Segment Value Lookup Set	Organization to Company
Cost Center	Project Cost Center	Map the project managing organization to a cost center	Parameter	Project Organization	Segment Value Lookup Set	Organization to Cost Center
Account	Transfer Out to Inventory	Expense account used to reverse burden labor cost from the employee's owning organization	Constant	5199	Intermediate Value	NA
Account	Inventory	Inventory asset account records burdened labor cost incurred on a project	Constant	1200	Intermediate Value	NA

***Enable Transactions and Assign Rules:***

Fremont enables the transactions shown in the following table:

Function Name	Transaction Name
Total Burdened Cost Credit	All Burdened
Total Burdened Cost Debit	All Burdened

The segment rule pairings for these transactions are shown in the following table:

Function Name	Segment Number	Segment Name	Rule Name
Total Burdened Cost Credit	0	Company	Employee Company
Total Burdened Cost Credit	1	Cost Center	Employee Cost Center
Total Burdened Cost Credit	2	Account	Transfer Out to Inventory
Total Burdened Cost Debit	0	Company	Project Company
Total Burdened Cost Debit	1	Cost Center	Project Cost Center
Total Burdened Cost Debit	2	Account	Inventory

## Accounting for Work in Process Costs

Oracle Projects uses the WIP Cost Account and the WIP Cost Clearing Account functions to determine the default cost accounting for transactions associated with the *Work in Process* (WIP) expenditure type class.

### WIP Cost Account Function

When you run the process PRC: Distribute Usage and Miscellaneous Costs, Oracle Projects uses the WIP Cost Account transactions to debit a default expense account for raw work in process costs.

The WIP Cost Account function consists of the following transactions:

- All WIP



- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect, All
- Indirect, Private
- Indirect, Public
- Private, Billable
- Private, Non-Billable
- Public, Billable
- Public, Non-Billable

#### **WIP Cost Clearing Account Function**

When you run the process PRC: Generate Cost Accounting Events for the *Work in Process Cost* process category, the process credits a default work in process cost liability account to balance the work in process expense account. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Work in Process Cost* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

The WIP Cost Clearing Account function consists of the following transaction:

- All WIP

Oracle Projects uses the All WIP transaction to determine which default account to credit for work in process cost liabilities.

## Accounting for Inventory Costs

Oracle Projects uses the Inventory Cost Account and the Invent. Cost Clearing Account functions to determine the default cost accounting for transactions associated with the *Inventory* expenditure type class.

### Inventory Cost Account Function

When you run the process PRC: Distribute Usage and Miscellaneous Costs, Oracle Projects uses the Inventory Cost Account transactions to debit a default expense account for raw inventory costs.

The Inventory Cost Account function consists of the following transactions:

- All Inventory
- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital
- Capital, Public, Non-Capital
- Contract, All
- Indirect, All
- Indirect, Private
- Indirect, Public
- Private, Billable
- Private, Non-Billable
- Public, Billable
- Public, Non-Billable

### Invent. Cost Clearing Account Function

When you run the process PRC: Generate Cost Accounting Events for the *Inventory Cost* process category, the process credits a default inventory cost liability account to balance the inventory expense account. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Inventory Cost* process

category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

The Invent. Cost Clearing Account function consists of the following transaction:

- All Inventory

Oracle Projects uses the All Inventory transaction to determine which default account to credit for inventory cost liabilities.

### Accounting for Supplier Cost Adjustments

When you enter project-related supplier invoices in Oracle Payables or receipt accruals in Oracle Purchasing, Oracle Payables or Oracle Purchasing invokes the Account Generator in real time. The Account Generator derives the Accounting Flexfield values based on project information in much the same way that AutoAccounting works in Oracle Projects processes. See: Setting Up the Account Generator for Oracle Projects, page G-27.

Oracle Projects then creates an expenditure item for each project-related supplier cost distribution line.

You can adjust the supplier cost expenditure items in Oracle Projects to transfer or split the items. Oracle Projects processes these supplier invoice adjustments using the Supplier Invoice Cost Account AutoAccounting function.

**Important:** You must define the accounting setup for Oracle Subledger Accounting, AutoAccounting, the Account Generator (Oracle Purchasing and Oracle Payables), and in Oracle Projects implementation options so that each set of rules derives the same account values for supplier invoice cost adjustments.

### Supplier Invoice Cost Account Function

Oracle Projects uses the Supplier Invoice Cost Account function to debit the appropriate default expense account for supplier cost adjustments.

When you run the process PRC: Distribute Supplier Cost Adjustments or PRC: Distribute Supplier Cost Adjustments for a Range of Projects, Oracle Projects uses the Supplier Invoice Cost Account function to debit a default expense account for raw supplier costs.

The Supplier Invoice Cost Account function consists of the following transactions:

- All Supplier Invoices

- Capital, All
- Capital, Private, Capital
- Capital, Private, Non-Capital
- Capital, Public, Capital, Capital, Public, Non-Capital
- Contract, All
- Contract, Private, Billable
- Contract, Private, Non-Billable
- Contract, Public, Billable
- Contract, Public, Non-Billable
- Indirect, All
- Indirect, Private
- Indirect, Public

When you run the process PRC: Generate Cost Accounting Events for the *Supplier Cost* process category, the process credits a default supplier cost liability account to balance the supplier cost expense account. If you specify a default account in Oracle Projects implementation options, then the process uses the *Default Supplier Cost Credit Account*. Otherwise, you must setup Oracle Subledger Accounting to derive the account. The process also generates cost accounting events in Oracle Subledger Accounting.

When you run the process PRC: Create Accounting for the *Supplier Cost* process category, the process creates accounting for the accounting events in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting. The process can also transfer both the liability credits and the expense debits to the Oracle General Ledger interface tables, and optionally run the Journal Import process.

#### ***Fremont Corporation Supplier Invoice Cost Account Function***

Fremont posts supplier costs to the cost center of the project-managing organization; expenditure type determines which expense account AutoAccounting debits.

Fremont does not distinguish between supplier cost expenditures for public/private, or capital, contract, or indirect projects, or for billable/non-billable expenditure items. Therefore, Fremont enables only the All Supplier Invoices transaction.

Fremont Corporation uses three expense accounts to record supplier invoice costs:

- Construction Subcontracting Expense (5600)

- Consulting Expense (5610)
- Miscellaneous Subcontract Expense (5620)
- Supplies (5630)

**Define a Lookup Set:**

To implement the Supplier Invoice Cost Account function, Fremont defines a lookup set to map expenditure types to each of its three expense accounts. Fremont uses the lookup set to define a rule to supply an account code for the Account segment of its Accounting Flexfield.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Supplier Cost	Map supplier invoice expenditure types to appropriate cost account

**Segment Value Lookups:**

The segment value lookups for the Supplier Cost lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Construction	5600
Consulting	5610
Other Invoice	5620
Supplies	5630

**Define a Rule to Determine Account Segment Value:**

Fremont Corporation defines the following AutoAccounting rule to determine the account segment value for the Supplier Invoice Cost Account function:

- Name of Rule: *Supplier Costs*
- Description: *Accounts Payable supplier invoice costs*
- Intermediate Value Source: *Constant*
- Parameter Name: *Parameter*

- Segment Value Source: *Expenditure Type*
- Lookup Set: *Supplier Cost*

**Enable the All Supplier Invoices Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Supplier Cost Account*
- Transaction Name: *All Supplier Invoices*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Supplier Costs

## Related Topics

Subledger Accounting for Costs, page 3-41

## Non-Labor Costing Definitions

The following instructions give details about the Non-Labor Costing steps, page 3-6 in the Oracle Project Costing Feature Implementation Checklist.

## Related Topics

Non-Labor Resources by Organization Listing, *Oracle Projects Fundamentals*

Units, page 3-20

Expenditure Cost Rates Listing, *Oracle Projects Fundamentals*

Expenditure Types, page 3-21

## Non-Labor Resources

You specify a name and a description of an asset, or pool of assets, to define a non-labor resource. For example, you can define a non-labor resource with a name such as *Earth Mover* to represent one earth mover your business owns. You can also define a non-labor resource with a name such as *PC* to represent multiple personal computers

your business owns.

Every usage item you charge to a project must specify the non-labor resource utilized and the non-labor resource organization that owns the resource.

When defining your non-labor resources, you can choose only expenditure types with the *Usage* expenditure type class.

You can use the non-labor resource organization in your AutoAccounting rules for usage cost and revenue.

## Prerequisites

- Define organizations.
- Define expenditure types. See: Expenditure Types, page 3-21.

## Defining Non-Labor Resources

You can define non-labor resources.

### To define non-labor resources:

1. In the Non-Labor Resources window enter a name, description, effective date(s), and a usage expenditure type for each non-labor resource your organization owns.
2. For each non-labor resource you define, enter the organization(s) to which the resource is assigned in the Organizations region. Enter the effective dates during which the resource is owned by each organization.

The organizations you enter can include any organization from your organization hierarchy, regardless of whether the organization has the Expenditure Organization classification, and regardless of the start and end dates for the organization.

3. If you want to override the cost rate of the expenditure type by the resource and organization combination, choose Cost Rates and enter the cost rate for the operating unit in question , and the effective date(s) in the Cost Rates Overrides window.
4. Save your work.

**Important:** A non-labor resource may be a piece of equipment whose capacity is consumed, such as a training room, or equipment whose physical output is consumed, such as a copier. You can plan and report for non-labor resources as equipment whose capacity is consumed by enabling the equipment resource class.

### ***Fremont Corporation Non-Labor Resources***

Fremont Corporation's implementation team assigns computers, surveying equipment, and vehicles to the appropriate groups.

The Other Assets expenditure type is assigned to all divisions. This non-labor resource provides a bucket non-labor resource to capture miscellaneous items.

The following table shows Fremont's non-labor resources.

<b>Resource Name</b>	<b>Description</b>	<b>Expenditure Type</b>	<b>Organizations</b>
PC	PC on the HQ Network	Computer Services	Information Services, Data Systems, Finance, Risk Analysis
HQ1 Sequent	Headquarters Accounting Sequent	Computer Services	Information Services
Vax 9000	Data Systems Vax	Computer Services	Data Systems
Sparc	Engineering, Services Sun SparcStation	Computer Services	Fremont Engineering, Fremont Services
Survey	Standard surveying equipment	Field Equipment	Fremont Engineering
Van	Heavy Duty Van	Vehicle	Fremont Construction, West, Midwest, East, South, International



Resource Name	Description	Expenditure Type	Organizations
Minivan	Site Visit Minivan	Vehicle	Fremont Construction, West, Midwest, East, South, International
Pickup Truck	Heavy Duty Pickup	Vehicle	West, Midwest, East
Other Assets	Other Assets	Other Assets	Administration, Fremont Construction, Fremont Engineering, Fremont Services

## Non-Labor Cost Rates

This section describes non-labor cost rates.

### Defining Cost Rates for Expenditure Types

An expenditure type cost rate is a currency amount that Oracle Projects multiplies by the expenditure type unit to calculate cost.

You define a cost rate in the Expenditure Types window by selecting an expenditure type and entering a cost rate for it. You can select only a non-labor expenditure type that requires a cost rate. You cannot define a cost rate for a non-labor expenditure type that does not require a cost rate. Instead, you must disable the expenditure type and create a new one that requires a cost rate and has a unique name.

**Note:** In a multi-organization environment, expenditure types are set up once and are shared across all operating units. However, the cost rates for expenditure types are specific to each operating unit. Each operating unit must have cost rates set up for expenditure types in which expenditures are expected to be incurred.

**Prerequisite**

- Define Expenditure Types. See: Expenditure Types, page 3-21.

**To define a cost rate for expenditure types:**

- You define costs rates when you define expenditure types. See: Expenditure Types, page 3-21.

***Fremont Corporation Cost Rates***

Fremont Corporation defines cost rates for the expenditure types shown in the following table:

Expenditure Type	Unit	Cost Rate
Personal Auto Use	Miles	0.25
Computer Services	Hours	7.00
Vehicle	Days	25.00
Field Equipment	Hours	24.00

**Non-Labor Cost Rate Overrides**

When you defined non-labor resources, you assigned each asset an expenditure type with the *Usages* expenditure type class. The cost rates you define for each expenditure type consequently apply to all non-labor resources classified with that expenditure type.

You can define a usage cost rate override for any non-labor resource. Usage cost rate overrides are defined by the non-labor resource and organization. The cost rate override applies only to a specific non-labor resource owned by that organization; if there are multiple non-labor resources with that expenditure type or multiple owning organizations of the same resource, they retain the existing expenditure type cost rate you define.

For example, if you want to override the expenditure type cost rate of personal computers, you define a usage cost rate override for personal computers. All other non-labor resources that share the same expenditure type as the personal computers retain the existing expenditure type cost rate.

**Note:** In a multi-organization environment, non-labor resources are set up once and are shared across all operating units. For each of the non-labor resources that an operating unit may put in service, you must set up a cost rate for the associated expenditure type. If you wish to have a non-labor resource with different cost rates in different

operating units, you can define operating unit-specific usage cost rate overrides for organizations in the business group associated with an operating unit.

### Defining Usage Cost Rate Overrides

To define a cost cost rate for non-labor resources and an owning organization:

- You define usage cost rate overrides in the Non-Labor Resources window when you define Non-Labor Resources. See: Non-Labor Resources, page 3-80.

#### ***Fremont Corporation Cost Rate Overrides***

Fremont Corporation's implementation team overrides the expenditure type cost rate for PCs owned by the Data Systems group. The Computer Services expenditure type cost rate is \$7.00 per hour. Fremont changes the rate to \$3.00 per hour.

- Non-Labor Resource:
  - Non-Labor Resource: *PC*
  - Expenditure Type: *Computer Services*
  - Organization: *Data Systems*
- Usage Cost Rate Overrides:
  - Rate Override: *3.00*

## Labor Costing Definitions

The following instructions give details about the Labor Costing steps, page 3-7 in the Oracle Project Costing Feature Implementation Checklist.

### Related Topics

Creating Overtime, *Oracle Project Costing User Guide*

Rate Schedule Definition, page 2-62

Overview of Rates, *Oracle Projects Fundamentals*

Labor Cost Multipliers Listing, *Oracle Projects Fundamentals*

Labor Cost Rates Listing and Labor Cost Rates Listing By Organization, *Oracle Projects Fundamentals*

## Labor Cost Multipliers

A labor cost multiplier is a value by which Oracle Projects multiplies an employee's labor cost rate to calculate the employee's overtime premium cost rate:

$\text{Labor Cost Rate} * \text{Labor Cost Multiplier} = \text{Overtime Premium Labor Cost Rate}$

Oracle Projects then multiplies this overtime premium labor cost rate by the number of overtime hours an employee works to calculate the overtime premium for that employee:

$\text{Overtime Premium Labor Cost Rate} * \text{OT Hours} = \text{Overtime Premium}$

You define a labor cost multiplier for each kind of overtime your business uses such as double time, or time and a half.

For example, if you pay an employee double time for all overtime hours, you define a labor cost multiplier of 1.0. You multiply the employee's labor cost rate by 1.0 to calculate the employee's overtime premium labor cost rate.

If you pay an employee time and a half for all overtime hours, you define a labor cost multiplier of 0.5 to calculate the employee's overtime premium labor cost rate.

An employee's total labor cost is the overtime premium plus the total number of hours that employee worked multiplied by the employee's labor cost rate:

$\text{Overtime Premium} + (\text{Total Hours} * \text{Labor Cost Rate}) = \text{Total Labor Cost}$

## Defining Labor Cost Multipliers

To define a labor cost multiplier:

1. In the Labor Cost Multipliers window, enter a unique Name for the labor cost multiplier you are defining. Enter a numeric value for the labor cost multiplier.
2. Save your work.

### *Fremont Corporation Labor Cost Multipliers*

Fremont Corporation uses labor cost multipliers for double time, time and a half, and uncompensated overtime. The negative multiplier for uncompensated overtime reverses the cost of any overtime hours for those individuals who do not get paid overtime. The following table shows Fremont Corporation's labor cost multipliers:

Labor Cost Multiplier Name	Multiplier
Double Time	1.0
Time and Half	0.5

Labor Cost Multiplier Name	Multiplier
Uncompensated OT	-1.0

## Labor Costing Rules

A labor costing rule determines how an employee is paid. For example, you can define a labor costing rule for pay types such as exempt, non-exempt, uncompensated, compensated, or hourly.

When an employee charges time to a project, Oracle Projects processes the labor hours according to the employee's labor costing rule. For example, if an employee's labor costing rule is Hourly, the employee is eligible for overtime pay; if the employee's labor costing rule is Exempt, the employee is not eligible for overtime pay.

You can also use labor costing rules when defining AutoAccounting.

## Defining Labor Costing Rules

### Prerequisite

- Define an expenditure type with the expenditure types class Overtime. See: Expenditure Types, page 3-21.

### To define a labor costing rule:

1. In the Labor Costing Rules window, enter a unique rule name and select a costing method.  
  
Costing methods determine how labor costs are calculated. The available options are:  
  
**Rates:** When you select Rates, Oracle Projects calculates the labor costs for entered hours using hourly cost rates.  
  
**Extension:** When you select Extension, labor costs are calculated by the labor costing extension. When using this option you are not required to maintain hourly cost rates in Oracle Projects.
2. If overtime hours are created by the overtime calculation extension, you can select Overtime Trans Defaults and specify a default project and task by operating unit for system generated expenditure items.
3. Enter the Effective Dates during which the labor costing rule is valid.
4. If your employees enter overtime hours manually, use the Overtime Cost

Multipliers region to assign cost multipliers to overtime expenditure types. When a costing method of Rates is selected and a transaction is charged to an expenditure type that has an assigned multiplier, the multiplier is applied as labor costs are calculated.

**Note:** If the transaction is charged to an overtime task and a cost multiplier is assigned to the task, the task multiplier takes precedence over the expenditure type multiplier.

If overtime hours are derived using the overtime calculation extension, you can use the Overtime Cost Multipliers region to default expenditure types for system generated expenditure items.

- 5. Save your work.

**Note:** You must define the labor costing rules listed in the Fremont example below to use the sample Overtime Calculation extension provided by Oracle Projects.

***Fremont Corporation Labor Costing Rules***

Fremont Corporation uses the Oracle Projects Overtime Calculation Extension to calculate overtime hours for non-exempt employees. All overtime premiums for non-exempt employees are charged to an indirect project. The expenditure types for system-generated overtime entries are derived from the overtime cost multipliers assigned to the costing rule.

Hourly employees are required to enter overtime hours manually. All labor costs, including overtime premiums, are charged to the project and task indicated on the timecard. When time is charged to an overtime expenditure type, the cost multiplier assigned to the costing rule is applied as labor costs are calculated.

The following table shows the labor costing rules that Fremont defines:

Labor Costing Rule Name	Costing Method	Project	Task
Non-Exempt	Rates	Overtime	Time and Half
Hourly	Rates		

The following table shows the Overtime Cost Multipliers associated with the costing rules:

Costing Rule	Expenditure Type	Cost Multiplier
Non-Exempt	Overtime	Time and Half
Hourly	Overtime	Time and Half
Hourly	Premium Overtime	Double Time

## Cost Rate Schedules

Rate schedules are defined for costing, billing, and work and financial planning. As part of your implementation of Oracle Project Costing, you can define rate schedules for labor costing. A cost rate schedule maintains hourly cost rates for employees or jobs.

You can define or copy rate schedules for your entire organization. You can also define or copy separate rate schedules for individual business units.

For detailed information about defining cost rate schedules, see: Rate Schedule Definition, page 2-8.

For additional discussion regarding rates in Oracle Projects, please see Rates: *Oracle Project Fundamentals*.

### ***Fremont Corporation Cost Rate Schedules***

Fremont Corporation uses two cost rate schedules based on employees: a standard corporate cost rate schedule, and a special cost rate schedule for hazardous work used only in the Fremont Engineering's Environmental group. The currency of the schedule is US dollars and schedule is shared across operating units.

The rate schedules are shown in the following table:

Rate Schedule Attributes:	Standard Schedule	Hazardous Work Schedule
Organization:	Fremont Corporation	Environmental
Schedule Name:	Standard Rates by Employee	Hazardous Work
Description:	Corporate standard cost rates	Hazardous area cost rates
Schedule Type:	Employee	Employee
Currency:	USD	USD

<b>Rate Schedule Attributes:</b>	<b>Standard Schedule</b>	<b>Hazardous Work Schedule</b>
Share Across Operating Units	Yes	No

The following table shows the cost rates defined under the rate schedules:

<b>Rate Schedule</b>	<b>Employee</b>	<b>Cost Rate</b>
Standard Rates by Employee	James Robinson	90/hr
Standard Rates by Employee	Donald Gray	100/hr
Standard Rates by Employee	Amy Marlin	110/hr
Hazardous Work	James Robinson	120/hr
Hazardous Work	Donald Gray	140/hr

## Costing Rules and Rate Schedules

To calculate labor costs, you must assign a costing rule to each expenditure organization. If a costing rule has a costing method of Rates, you must also assign a cost rate schedule to each organization using the costing rule.

Use the Organization Labor Costing Rules window to:

- Assign costing rules and rate schedules, if appropriate, to operating units, parent organizations, or specific expenditure organizations. The costing rule and rate schedules assigned to an organization apply to all employees in the organization.
- Specify currency rate attributes to be used during calculation of labor costs if the currency of the cost rate schedule is different from the currency of the operating unit in which the timecard is entered.
- Define default overtime projects and tasks for organizations using the overtime calculation extension to generate overtime transactions.

When you assign a costing rule and a rate schedule to an organization, Oracle Project applies the following rules in the order presented to determine the costing rule for each transaction:

- If an assignment exists for the transaction expenditure organization, then the corresponding costing rule and rate schedule are used to calculate labor costs.



- If an assignment does not exist for the expenditure organization, Oracle Projects uses the Expenditure Organization Hierarchy and searches for an assignment for the parent organization owning the expenditure organization. If an organization has multiple parents and a rule is assigned to each, the rule assigned to the lowest level parent organization is applied.
- If an assignment does not exist for a parent organization, Oracle Projects searches for an assignment for the expenditure operating unit.

## Assigning Costing Rules and Rate Schedules

### Prerequisites

- Rate Schedule Definition, page 2-62

### To assign costing rules and rate schedules:

1. In the Organization Labor Costing Rules window, select an Operating Unit, Organization or both.

**Note:** If you do not select an operating unit, Oracle Projects displays all organizations that are part of any *Expenditure/Event Organization Hierarchy*. If you select an operating unit, Oracle Projects displays only those organizations that are in the *Expenditure/Event Organization Hierarchy* for the selected operating unit. An organization does not have to be classified as *Project Expenditure/Event Organization* to appear on the list.

If you assign an organization labor costing rule to an organization that is not classified as a *Project Expenditure/Event Organization*, the rule applies to organizations that are below it in the hierarchy, unless you assign a rule to an organization at a lower level in the hierarchy.

For example, a hierarchy has three organizations: Organization 1, Organization 11, and Organization 111. Organization 1 is the parent of Organization 11. Organization 11 is the parent of Organization 111. Organization 111 is the only *Project Expenditure/Event Organization*. If you assign organization labor costing rules only to Organization 1 and Organization 11, then the rule that you assign to Organization 11 takes precedence for Organization 111.

2. Select a labor costing rule. If the labor costing rule has a costing method of Rates, select the cost rate schedule that defines the hourly cost rates for employees in the selected organization.

3. Enter a default job rate schedule to be used when forecasting costs for unstaffed positions.
4. Enter the Effective Dates during which the assignment of the costing rule and rate schedule are valid for the organization.
5. If you use the overtime calculation extension, optionally enter a default project and task for system generated transactions.
6. If your cost rate schedule currency is different from your operating unit currency, enter the currency conversion attributes in the Currency Conversion Attributes region. If you do not specify currency attributes, the rate attributes defined in the Implementation Options window are applied.

### ***Fremont Corporation Costing Rule and Cost Rate Schedules***

Fremont Corporation assigns the following cost rate schedules and labor costing rule to its Administration and Engineering organizations:

Organization	Cost Rate Schedule	Labor Costing Rule
Administration	Standard Rates by Employee	Exempt
Engineering	Hazardous Work	Exempt

## **Labor Costing Overrides**

For individual employees, you can enter labor costing overrides. You can:

- Override the assigned costing rule.
- Override the assigned cost rate schedule.
- Enter an overriding cost rate.

### **Overriding Labor Costing**

To override labor costing:

1. In the Labor Costing Overrides window, enter either the Employee Name or Employee Number for the operating unit under question. Then select Find.  
The current overrides for the selected employee are displayed.
2. Specify whether you wish to override the assigned rate schedule or enter an overriding cost rate by choosing an override type:

Schedule: Enter the overriding rate schedule in the Cost Rate Schedule field.

Rate: Enter an overriding rate. Optionally, select a new currency code and define currency conversion attributes.

3. Enter the Effective Dates during which the labor costing override is valid for this employee.
4. Save your work.

### **Labor Costing Extension**

Use labor costing extensions to implement unique costing methods for labor transactions. The standard method calculates raw cost using the number of hours multiplied by the employee's hourly cost rate.

For more information, see: *Labor Costing Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

### **Labor Transaction Extension**

Use labor transaction extensions to create additional transactions for labor items charged to projects.

For more information, see: *Labor Transaction Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.*

## **Implementing Overtime Processing**

This section describes each implementation step you need to complete to set up Oracle Projects to charge overtime costs to an indirect project. Each step includes an example of how Fremont Corporation implements overtime.

Complete the following steps to implement an indirect project to collect overtime premium costs:

- Implement the Oracle Projects Overtime Calculation extension
- Define overtime expenditure types
- Define labor cost multipliers
- Enter an overtime project
- Define overtime tasks
- Define labor costing rules
- Assign a labor cost multiplier for each overtime task

- Implement AutoAccounting

## Implement the Overtime Calculation Extension

You can specify the way you want to use the Overtime Calculation extension in the Implementation Options window. See: *Enable Overtime Calculations*, page C-10 and *Overtime Calculation Extension*, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### ***How Fremont Corporation Implements Overtime***

Fremont Corporation records all overtime labor hours in one indirect project. Fremont regards these hours as overhead, and does not directly bill clients for overtime premiums. Fremont accounts for overtime labor cost in its bill rates.

Fremont implements the Oracle Projects Overtime Calculation extension to calculate overtime hours automatically.

### ***How Fremont Uses the Overtime Calculation Extension***

Fremont uses the standard Overtime Calculation extension without modifying it. The extension already recognizes the kinds of overtime Fremont uses.

**Note:** If you want to use the standard Overtime Calculation extension without modifying it, you must define the costing rules, Overtime expenditure type, and overtime project and tasks just as Fremont Corporation does.

## Define Overtime Expenditure Types

You need to define at least one overtime expenditure type. You use the Expenditure Types window to define overtime expenditure types classified by the *Overtime* expenditure type class. See: *Expenditure Types*, page 3-21.

### ***Fremont Corporation Overtime Expenditure Types***

Fremont's implementation team defines one overtime expenditure type with the following attributes:

- Name: *Overtime*
- Expenditure Type Class: *Overtime*

## Define Labor Cost Multipliers

For each type of overtime your business uses, you need to define a corresponding labor

cost multiplier. Later, you assign the appropriate labor cost multiplier to each overtime task.

### ***Fremont Corporation Labor Cost Multipliers for Overtime***

Fremont defines a labor cost multiplier for each kind of overtime it uses.

Uncompensated overtime uses a multiplier of -1.0 to create negative overtime cost in the overtime project. The negative cost reverses the straight time cost charged to the project on which the employee worked. The total cost for an employee's uncompensated overtime is then zero, since the overtime cost reverses the straight time cost.

The following table shows Fremont's labor cost multipliers for overtime:

Name	Multiplier
Time and Half	0.5
Double Time	1.0
Uncompensated OT	-1.0

### **Enter One or More Overtime Projects**

You can define one indirect project to hold all of your company's overtime costs, or you can define many indirect projects - one for each group or office of your company - to make it easier to enter and report overtime by group or office. For example, you can create an overtime project for each office. You then charge each employee's overtime hours to the overtime project for the office to which they are assigned.

If you decide to use more than one indirect project to hold your company's overtime costs and you are using automatic overtime calculation, you must include the logic in your Overtime Calculation extension to charge the overtime hours to the appropriate overtime project.

### ***Fremont Corporation Overtime Project***

Fremont Corporation uses one indirect project to record overtime hours.

**Note:** This project number is referenced in the Overtime Calculation extension. If you define a different project number for your overtime project, you must change the Overtime Calculation extension to reference that project.

The attribute for Fremont's overtime project are shown below:

- Project Number: *OT*
- Project Name: *Overtime Premium*
- Description: *This project is the corporate bucket for all overtime labor hours*
- Organization: *Human Resources*
- Status: *Permanent*
- Public Sector: *No*
- Project Type: *Overhead*

## Define Overtime Tasks

For each overtime project, you must define a task for each type of overtime your business uses. Different types of overtime use different labor cost multipliers to calculate overtime costs. Examples of overtime include the following:

- Time and Half
- Double Time
- Uncompensated Overtime

If you are using automatic overtime calculation, you must include the logic in your Overtime Calculation extension to charge overtime hours to the appropriate overtime task.

**Note:** The task numbers Double, Half, and Uncomp are referenced in the Overtime Calculation extension. If you define different task numbers for your overtime project, you must change the Overtime Calculation extension to reference those numbers.

### *Fremont Corporation Overtime Tasks*

Fremont defines the following tasks for overtime:

- **Double Time:** In the default Overtime Calculation Extension, employees with either the *Compensated* or *Hourly* compensation rule are eligible for double time.
- **Time and Half:** In the default Overtime Calculation Extension, employees with either the *Compensated* or *Hourly* compensation rule are eligible for time and half.
- **Uncompensated:** In the default Overtime Calculation Extension, employees with either the *Exempt* compensation rule are not eligible for overtime.

The following table shows Fremont's overtime tasks:

Task Number	Task Name	Description	Organization	Task Type
Double	Double Time	Double time overtime labor hours	Human Resources	Overtime
Half	Time and Half	Time and a half overtime labor hours	Human Resources	Overtime
Uncomp	Uncompensated	Uncompensated overtime labor hours	Human Resources	Overtime

## Implementing Overtime Charged to an Indirect Project (Case Study)

If you charge overtime costs to an indirect project, you can use Oracle Projects to record the premium your business pays employees for overtime hours they work. Your business can then recover overtime costs with higher bill rates or higher overhead rates.

This case study describes procedures for implementing the Overtime Calculation Extension, as delivered by Oracle, to charge overtime to an indirect project. You must customize the Overtime Calculation Extension if you use multiple indirect projects to track costs.

### Time Entry

You charge the total hours an employee works to the projects on which that employee worked regardless of overtime hours. Additionally, you charge a project in which you collect overtime to calculate and track the overtime cost.

For example, if Don Gray worked 10 hours of overtime (Time and Half) on a bid and proposal project for Fremont Corporation, you charge 10 hours to the bid and proposal project (total hours worked), and 10 hours to the project on which you collect overtime (total overtime premium hours worked). In this case, the project on which you collect overtime is an indirect project. Oracle Projects calculates the cost of Gray's time using the following information:

- Gray's labor cost rate is \$40.00 per hour
- The labor cost multiplier for Time and Half is 0.5

Thus, Gray is paid \$600 for the 10 hours he worked. The following table illustrates how Oracle Projects calculates this total:

Type of Cost	Project	Hours	Cost
Straight Time	B&P	10	\$400.00 (10 Hours x \$40.00)
Overtime	OT	10	\$200.00 (10 Hours x \$40.00 x .05)
Totals:		10	\$600.00

There are a few things to note about straight time and overtime:

- When summing total hours for an employee, only include straight time hours. If both straight time and overtime hours were summed, the overtime hours would be double counted. For example, Gray's total hours equal 10, not 20.
- When summing total overtime hours for an employee, include overtime hours only. In the example, above, the 10 hours Gray worked are recognized as overtime.
- When summing total cost for an employee, include both straight time and overtime costs. For example, Gray's total cost is his straight time cost (\$400.00) plus his overtime cost (\$200.00).
- The straight time and overtime costs are burdened based on your burden costing setup.

## Define Labor Costing Rules

You define labor costing rules to identify different pay types. Labor costing rules determine how straight time and overtime costs are calculated.

Listing an overtime project in each of your costing rules identifies that project as a project for recording overtime, and thus, a project for which you can assign labor cost multipliers to overtime tasks. If you do not specify a default project, you cannot assign labor cost multipliers to the overtime tasks in that project.

You use the Labor Costing Rules window to define labor costing rule. Use the Organization Labor Costing Rules window to assign costing rules to expenditure organizations. Assigned rules apply to all employees belonging to the selected organizations. See Labor Costing Rules, page 3-87.

## Assign a Labor Cost Multiplier to Each Overtime Task

For each overtime project, you assign the appropriate labor cost multiplier to each overtime task.

After you specify an overtime project in the Costing Rules window, you can assign a labor cost multiplier to each task in that project using the Task Details window in the Projects window. See: Entering Tasks for a Project, *Oracle Projects Fundamentals*.



**Note:** The Labor Cost Multiplier field is available only for lowest tasks on projects that are assigned to costing rules.

Oracle Projects calculates the cost of an overtime item based on the labor cost multiplier of the task to which you charge the item.

### ***Fremont Corporation Labor Cost Multiplier Assignments***

Fremont makes the following labor cost multiplier assignments:

- **For double time overtime:** Fremont records a premium amount equal to the employee's labor cost, thus doubling the total costs.
- **For time and a half overtime:** Fremont records an additional one half the employee's labor cost for every overtime hour the employee works.
- **For uncompensated overtime:** Fremont records a negative premium amount to reverse the straight time cost of the overtime hours charged. (Fremont does not incur overtime costs for an *Exempt* employee's overtime hours.)

The following table shows Fremont's labor cost multiplier assignments.

**Note:** The project for each of these assignments is Project Number *OT*, Project Name *Overtime Premium*.

Task Number	Task Name	Labor Cost Multiplier Name	Labor Cost Multiplier
Double	Double Time	Double Time	1.0
Half	Time and Half	Time and Half	0.5
Uncomp	Uncompensated Overtime	Uncompensated OT	-1.0

### **Implement AutoAccounting to Charge Appropriate Expense Accounts**

When you implement AutoAccounting, you can charge straight time costs to a labor expense account and overtime costs to an overhead or overtime expense account.

To charge straight time and overtime to different accounts, you define an AutoAccounting rule based on expenditure type, expenditure category, service type, costing rule, or labor cost multiplier. See: Accounting for Labor Costs, page 3-49.

Or, if you want to charge all labor costs to one account, you can define a constant rule.

### ***Fremont Corporation AutoAccounting for Overtime***

Fremont implemented AutoAccounting to use the service type to charge overtime labor costs to the following expense account:

5173 - Overtime Labor Costs.

Each of the three overtime tasks (Double Time, Time and Half, and Uncompensated) uses the Overtime service type.

### **Implementing Overtime Charged to a Project**

When you charge overtime to the project on which overtime was worked you can track all overtime costs on one expenditure item or you can create new transactions to track premium amounts.

### **Tracking all Overtime Costs on One Expenditure**

This section describes procedures for applying cost multipliers to overtime transactions without implementing client extensions.

### **Time Entry**

Employees are required to record overtime and straight time separately on their timecards. For example, if Don Gray worked 50 hours on a bid and proposal project and company policy states that overtime is paid for all hours over 40, Don must record two timecard entries: One charging 40 hours against a straight time expenditure type and another charging 10 hours against an overtime expenditure type.

### **Implementation Steps**

Complete the following steps to automatically calculate overtime costs for overtime transactions entered by employees.

1. Define overtime expenditure types.
2. Define labor cost multipliers.
3. Define costing rules.

**Note:** In order to have overtime costs calculated automatically without using a client extension, you must specify a costing method of rates and you must assign overtime expenditure types and cost multipliers when defining costing rules.

4. Implement AutoAccounting.

## Automatic Overtime Calculation

When an employee charges time to an overtime expenditure type, Oracle Projects applies the assigned cost multiplier as the raw cost for the transaction is calculated. The following formula is used:

$$(\text{Overtime Hours} * \text{Hourly Cost Rate}) + (\text{Overtime Hours} * \text{Hourly Cost Rate} * \text{Labor Cost Multiplier})$$

For information on Implementation Steps for Labor Costing, See: Implementation Steps, page 3-93.

## Tracking Overtime Premiums as Separate Expenditures

This section demonstrates how to design client extensions that solve the business problem of charging and billing overtime premium transactions to projects on which the overtime is worked.

### Business Rule

The first step in the design process is to determine the business rule that you want to solve using client extensions.

**Business Rule:** Create overtime premium transactions charged to the contract project on which the overtime was worked.

You charge overtime premium costs to the project and task on which the overtime is worked. You also bill the overtime premium costs at cost, and bill all straight time hours based on the billing methods defined for the project and task.

Employees identify the overtime hours worked on their timecard with one of the following expenditure types:

- Double Time
- Time and Half

The appropriate overtime premium multipliers are defined based on the type of overtime work, as identified by the overtime expenditure types.

**Note:** This method of accounting for overtime premium costs is different from the method that charges overtime premium to an indirect project as supported by the Overtime Calculation extension.

**Tip:** If you determine that you need to use both the Labor Transaction Extension and the Overtime Calculation extension to process overtime for your employees, you need to ensure that you have defined conditions in each of these functions so that each transaction is

processed by only one of these functions, based on your company policies.

The following table shows an example of the transactions that can exist on a project for which overtime is charged according to this business rule.

Source	Expenditure Type Class	Quantity	Cost Rate	Raw Cost	Bill Rate	Billable Status	Bill Amount
Professional	Straight Time	8	\$40	\$320	\$140	Yes	\$1,120
Time and Half (Source Transaction)	Straight Time	2	\$40	\$80	\$140	Yes	\$280
Time and Half Premium	Overtime	0	20 (40 X .5)	\$40 (A)	NA	Yes	\$40 (B)

#### Table Legend:

- (A) Raw Cost = Raw Cost Amount \* Time and Half Premium Multiplier:  $\$80 * .5$
- (B) Bill Amount = Raw Cost Amount of Overtime Premium Transaction: (A) = (B)

#### List Business Requirements

After you define the business rule you want to solve using client extensions, list the business requirements behind the business problem. This will help ensure that you are acknowledging all of the aspects of the business problem during the design stage.

- Create overtime premium items for any overtime charged to projects on timecards.
- Charge the overtime premium costs to the same project that incurred the straight time costs for the overtime worked.
- Calculate raw cost overtime premium using the appropriate labor cost multiplier and the source transaction raw cost amount.
- Overtime premium is not burdened.
- Bill overtime premium at cost. (Straight time is billed using appropriate bill or burden rates based on the project setup.)
- Separate items are required for the overtime premium and the straight time, to bill

the overtime premium and straight time differently.

- Overtime premium costs are not accounted for differently than straight time costs.

## Required Extensions

To implement charging and billing overtime to a contract project, you use two extensions:

- Labor Transaction Extension to create the overtime premium transactions as related transactions
- Labor Billing Extension to determine the bill amount of the overtime premium transactions

## Additional Implementation Data

Before you start charging overtime to a contract project, you need to create the appropriate implementation data to implement this business requirement.

First, you define expenditure types classified with the *Straight Time* expenditure type class; these expenditure types are used by employees to identify overtime worked when recording their timecards.

Next, you define expenditure types classified with the *Overtime* expenditure type class, which is used to identify the overtime premium transactions. These expenditure types are named using the corresponding expenditure type that identifies the overtime worked along with the word *Premium* concatenated to the end of it. For example, the *Double TimePremium* expenditure type holds the overtime premium costs for the overtime worked identified by the expenditure type of *Double Time*. The following table shows these expenditure types and their corresponding expenditure type classes.

Expenditure Type	Expenditure Type Class
Double Time	Straight Time
Time and Half	Straight Time
Double Time Premium	Overtime
Time and Half Premium	Overtime

Finally, you define the appropriate overtime premium multipliers using the labor cost multipliers functionality in Oracle Projects. You define the labor cost multiplier name to match the expenditure type name for which the labor cost multiplier is used. For example, an overtime multiplier for double time is recorded in a labor cost multiplier

with a name of *Double Time* and a multiplier value of 1. The following table shows these overtime premium expenditure types and their corresponding labor cost multiplier values.

Related Item Expenditure Type	Labor Cost Multiplier
Double Time Premium	1
Time and Half Premium	.5

With this implementation data, you can easily add more types of overtime, without having to change your labor transaction extension to calculate the overtime premium costs. For example, if you want to add *Time and Quarter* in which the overtime premium costs are calculating using a multiplier of .25, you define two new expenditure types of *Time and Quarter* and *Time and Quarter Premium*. You then define a new labor cost multiplier with the name of *Time and Quarter*, and a multiplier value of .25. After defining this data, you have completed the implementation of a new type of overtime which can be processed in the labor transaction extension that you defined to create overtime premium transactions using this implementation data.

### Attributes of Straight Time Transactions

You do not need to use a client extension to create the straight time transactions; they are created within the standard processing of Oracle Projects when you enter timecard items. However, you may wish to review some of the attributes of the straight time transactions to help you determine what additional information you need for the related transactions for overtime premium costs.

**Raw Cost Calculation.** Cost straight time items according to the standard processing of Oracle Projects (*hours \* employee hourly cost rate*).

**Burdening.** Burden straight time cost based on project and task setup using the standard cost plus processing of Oracle Projects.

**Billable Status.** All straight time transactions are billable, as determined by the project and task setup.

**Bill Amount.** Bill straight time labor as determined by the billing setup for projects and tasks using standard billing methods.

**Accounting.** Account for all straight time costs and revenue to contract projects according to your AutoAccounting rules.

**Creating Overtime Premium Transactions.** To create the overtime premium transactions for each overtime transaction recorded on a timecard, use the Labor Transactions Extension. See: *Labor Transactions Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

**Identifying Overtime Transactions.** You can identify the overtime transactions for

which to create overtime premium transactions based on the implementation data defined for this business requirement. You create overtime premium transactions for all overtime transactions classified with an expenditure type name that also exists as a labor cost multiplier name. This functionality is illustrated in the example in the template files for the labor transaction extension.

You could also have identified these transactions by explicitly listing the appropriate expenditure type values in your labor transaction extension. However, with this method, any time you wanted to implement a new overtime type, you would have had to change the explicit list of overtime expenditure types in your labor transaction extension.

**Note:** There are many ways to implement a solution to a business requirement using client extensions. However, as illustrated by these two methods just described, you can see that one way may be superior to any other method to reduce maintenance of the extension. This type of implementation requires creative design skills along with an understanding of the client extensions, the PL/SQL language, and the Oracle Projects data structures.

**Assigning Expenditure Types.** Create overtime premium related transactions for source labor transactions charged with specific expenditure types.

For example, for any expenditure item with an expenditure type of *Double Time* or *Time and Half*, you want to create a related transaction to record the overtime premium costs. You create the related transaction with the associated overtime premium expenditure type. Based on your implementation data, you know that the overtime premium expenditure types uses the same name as the overtime expenditure type with the word *Premium* concatenated to the end of it. These overtime expenditure types and their corresponding overtime premium expenditure types are listed in the table below.

Source Expenditure Type	Related Transaction Expenditure Type	Related Transaction Expenditure Type Class
Double Time	Double Time Premium	Overtime
Time and Half	Time and Half Premium	Overtime

**Charging to a Project and Task.** Charge the related transaction to the same project and task as the source transaction, since the business requirements specify that all overtime premium transactions are charged to the same project as the overtime worked.

In this case, you do not need to explicitly specify the project and task values when you call the Create Related Item procedure in your labor transaction extension. If you do not specify these values, the Create Related Item procedure automatically charges the related transaction to the same project and task as the source transaction.

**Calculating Raw Cost.** Cost overtime premium items according to the following formula:

*Source transaction raw cost amount \* appropriate labor cost multiplier*

You have defined labor cost multipliers with names that match the expenditure types which identify the overtime hours worked. Use the appropriate labor cost multiplier to calculate the overtime premium transaction raw cost.

For example, if the expenditure type of the related transaction is *Time and Half Premium*, calculate the raw cost of the related transaction according to the raw cost amount of the source transaction times the labor cost multiplier of 0.5.

## Billing Overtime Premium Transactions

To establish the bill amount of the related transactions for overtime premium, you use the Labor Billing Extension. See: *Labor Billing Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Identifying Overtime Premium Transactions

Identify all billable transactions classified with the *Overtime* expenditure type class.

Oracle Projects passes only billable transactions to the labor billing extension, so you only need to include logic based on the expenditure type class to identify the appropriate transactions.

**Note:** This assumes that all expenditure types classified with the *Overtime* expenditure type class are to be billed in this way. If this is not true in your case, you can explicitly list the expenditure types to which this rule applies.

## Calculating Bill Amount

According to the business requirements, bill overtime premium transactions based on the raw cost of the overtime premium transaction.

For all transactions that you identified with the *Overtime* expenditure type class, you set the bill amount equal to the raw cost.

For all other labor transactions, you do not set the bill amount in the labor billing extension. Oracle Projects then uses the standard billing methods to calculate the bill amounts for these transactions.

## Other Design Considerations for Related Transactions

Following are other issues to consider for related transactions.



## Determining Billable Status

You set the billable status of the related transactions based on the setup of project/task transaction controls.

## Accounting for Revenue

Charge all overtime premium charged to contract projects using the same accounts that straight time labor is charged on those projects.

## Displaying Related Transactions on an Invoice

Display overtime premium on separate invoice line from straight time transactions.

You can do this by defining the appropriate labor invoice format to group straight time and overtime premium transactions on different invoice lines. You may do this by grouping the labor invoice lines by expenditure type or by expenditure category or revenue category, if you have straight time and overtime premium expenditure types assigned to different expenditure categories or revenue categories.

## Testing Your Implementation

You must test your client extension to ensure that you have correctly implemented this business requirement.

Below are listed the basic steps that you may perform to test your implementation. You should develop detailed test cases, which include the appropriate implementation and project data and the resulting cost, revenue, and invoice amounts for the transactions.

1. Create labor transactions using *Double Time* and *Time and Half* expenditure types charged to a contract project.
2. Process for costing, revenue accrual, and invoicing.
3. Review results of related transactions to ensure that the related transactions are correctly created and processed. Verify the following values of the related transactions:
  - Raw cost
  - Burdened cost
  - Raw cost account
  - Billable flag
  - Bill amount
  - Revenue amount

- Revenue account
  - Item is included on an invoice
4. Release invoice
  5. Change cost rate of the employee for which you created the overtime premium transactions.
  6. Mark overtime transactions for cost recalculation.
  7. Process for costing, revenue accrual, and invoicing.
  8. Review results of related items with new cost rate to ensure that the related transactions are properly processed (use the values in step 3).
  9. Change the related transactions to be non-billable (independent of the source transaction).
  10. Process for costing, revenue accrual, and invoicing.
  11. Review the results of resulting credit memo (you created this when you changed the billable status of the related transactions).
  12. Interface cost, revenue, and invoices.
  13. Review summarized amounts by expenditure types to ensure that cost and revenue amounts are correct for the overtime and overtime premium expenditure types.

## Calculating and Entering Overtime

After you set up your projects to collect overtime, you need to calculate overtime hours and enter them in Oracle Projects.

You calculate overtime hours and charge the hours to your overtime project using one of the following methods:

- Manually calculate overtime hours and charge them to your indirect project.
- Use a client extension or use the labor client extensions to calculate and charge the hours to your projects automatically.

**Important:** You need to specify an overtime calculation method using the Implementation Options window during your implementation of Oracle Projects. See: Implementation Options, page C-1.

## Manual Overtime Calculation and Entry

You can manually enter overtime hours along with straight time hours using the Expenditure Batches window.

When a timecard clerk enters pre-approved timecards, the clerk calculates an employee's overtime manually based on company overtime policies and the employee's costing rule.

The clerk charges an employee's overtime hours to the overtime project and appropriate overtime task using an expenditure type that is classified with a expenditure type class of *Overtime*.

For example, suppose Pat Miller, a compensated employee, turns in a timecard with the following information:

- Employee Name: Pat Miller
- Number: 1030
- Organization: Structural
- Project/Task Number: TM4/1.0
- Project/Task Name: Engineering Survey/Collect Data

The timecard hours are shown in the following table:

Day	Date	Hours
Monday	April 18	8
Tuesday	April 19	9
Wednesday	April 20	10
Thursday	April 21	10
Friday	April 22	8
Saturday	April 23	7
Sunday	April 24	0
Total Hours:		52

According to Fremont Corporation's policy, Miller is entitled to time and a half

overtime for the first 40 hours she works beyond 40 hours per week. When the accounting department enters Miller's timecard into Oracle Projects, a clerk enters the following two timecard lines:

- 52 hours of straight time charged to the engineering survey project
- 12 hours of overtime charged to the overtime project, Time and Half task

The first line records 52 hours of straight time labor cost charged to the engineering survey project, which is costed using Miller's hourly labor cost rate.

**Note:** Fremont Corporation enters summary timecards for the expenditure week. They do not enter daily timecard lines.

The second line accounts for the overtime premium Fremont pays Miller for her overtime hours. The 12 overtime hours are charged to Fremont's indirect project, Time and Half task; the task's labor cost multiplier (0.5) calculates half Miller's labor cost rate.

**Notes:**

- The expenditure item date can be set in two different ways, depending upon whether overtime is calculated for the week or a day. Generally, overtime is calculated for the week, so the clerk sets the expenditure item date of the overtime item to the week ending date. If overtime is calculated based on daily hours, the clerk can enter the overtime for each day or can summarize the overtime and enter the total overtime hours with a date of the end of the week. This is a company policy decision, but it is recommended that you enter overtime with the week ending date to reduce the number of overtime entries.
- After the clerk selects an Overtime expenditure type, the project and task default from the overtime project and task specified for the employee's costing rule. You can override these values.
- Oracle Projects calculates the cost of the expenditure item using the labor cost multiplier that is assigned to the overtime task to which it is charged.
- All expenditure item dates must be within the expenditure week ending date of the timecard.

### **Automatic Overtime Calculation and Entry**

You can use the Overtime Calculation extension or labor client extensions to automatically calculate and charge all overtime hours to the project and tasks you specify according to your business policies.

Unlike manual overtime calculation, in which you calculate and enter overtime hours when you enter timecards, you can use automatic overtime calculation to calculate and charge overtime hours to a project and task when your accounting department

distributes labor costs. Employees and timecard clerks, thus, enter only straight time hours.

Using the example, above, but this time using automatic overtime calculation, if Pat Miller works 52 hours on an engineering survey, the clerk in the accounting department enters only one line:

- 52 hours of time charged to the engineering survey project

When the accounting department distributes labor costs, the PRC: Distribute Labor Costs process runs the Overtime Calculation extension, or the labor client extension which automatically calculates overtime hours, and creates the following new expenditure item in a new expenditure and expenditure batch:

- 12 hours charged to the overtime project, Time and Half task

Oracle Projects uses two expenditure items to process Miller's labor cost whether you use manual or automatic overtime calculation; the difference is how and when the overtime items are calculated and entered.

## Overtime Calculation

Oracle Projects includes a standard Overtime Calculation extension that supports three kinds of overtime. You probably need to customize this extension to support the kinds of overtime your business uses.

The Overtime Calculation extension determines which kind of overtime to award an employee based on the assigned costing rule and hours worked. The following table illustrates the overtime policy that the overtime calculation extension delivered with Oracle Projects provides as an example for you to use as a starting point:

Costing Rule	Time and a Half	Double Time	Uncompensated
Hourly	First 4 hours over 8 per day	Every hour over 12 per day; Every hour on weekends	
Compensated	First 40 hours over 40 per week	Every hour over 80 per week	
Exempt			All hours over 40 hours per week

## The Overtime Calculation Extension

If you want to use automatic overtime calculation, you need to enable the Overtime Calculation extension using the Implementation Options window.

Before you enable the Overtime Calculation extension, you need to set up your

overtime project, and, if necessary, customize the Overtime Calculation extension to implement your company's overtime policy. The Overtime Calculation extension is a client extension that, if enabled, is called by the PRC: Distribute Labor Costs process.

See: Overtime Calculation Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Overtime Adjustments

To handle overtime adjustment processing, the Overtime Calculation extension sums the amount of existing overtime hours for the employee and week, along with summing the total hours of straight time for the employee and week. Before overtime items are created, the Overtime Calculation extension compares the new total overtime hours with the existing overtime hours. If a difference exists between the new total overtime hours and the existing overtime hours, the existing overtime hours are fully reversed before a new overtime expenditure item is created for the new calculated overtime hours. If a difference does not exist, no new overtime items are created.

For example, a week after Pat Miller charged 52 hours to the engineering survey project, Miller submits an adjusting timecard for the previous week to charge an additional 2 hours to the survey project. The timecard clerk enters a timecard line:

- 2 hours of straight time charged to the engineering survey project

The Overtime Calculation had originally calculated and created 12 hours of overtime. With this new timecard line, Miller is entitled to 14 hours of overtime. The Overtime Calculation extension creates two overtime items to record this adjustment:

- -12 hours of overtime charged to the overtime project, Time and Half task
- 14 hours of overtime charged to the overtime project, Time and Half task

These two items together record the adjusting 2 hours of overtime.

Overtime adjustments that reduce the overtime hours are processed in the same way as overtime adjustments that increase the overtime hours. The original overtime item is fully reversed and a new overtime item is created to record the new overtime hours.

## Adjusting Overtime

Occasionally, you may need to revise the number of hours on a timecard, which may affect the number of overtime hours you want to charge to an overtime project.

If you use manual overtime entry, a clerk must manually revise the overtime hours, and re-enter them when timecard hours are changed.

If you use automatic overtime calculation, the Overtime Calculation extension or other client extensions automatically handle adjustments to overtime hours that result from straight time adjustments.

## Manual overtime adjustments

Overtime adjustment hours are entered the same way that straight time adjustment hours are entered.

If the adjustment hours increase the total number of hours, create a new expenditure item to record the positive number of hours that is the difference between the original number of hours entered and the new total number of hours to be entered.

If the adjustment hours decrease the total number of hours, create a new expenditure item to fully reverse the original amount of overtime hours and create a new item to enter the new amount of overtime hours. An expenditure item with negative hours must match an existing expenditure item based on the person, expenditure item date, expenditure type, project, and task. The numbers of hours reversed must equal the total number of hours of the original item.

To illustrate the way adjustments are entered, we will use Pat Miller's timecard as discussed in Calculating and Entering Overtime, page 3-108.

## Increasing Overtime Hours

Assume Pat Miller charged 52 hours to the engineering survey project as described earlier. A week later, Miller submits an adjusting timecard for the previous week to charge an additional 2 hours to the engineering survey project. This increases the number of hours worked to 54 hours for the week; this also increases the number of overtime hours from 12 to 14 hours for the week. The timecard clerk enters an adjusting timecard with the expenditure ending date set to the previous week ending date and enters the following two timecard lines to record this adjustment:

- 2 hours of straight time charged to the engineering survey project
- 2 hours of overtime charged to the overtime project, Time and Half task

These two timecard lines record the hours and cost for the additional 2 hours for the previous week.

## Decreasing Overtime Hours

- -52 hours of straight time charged to the engineering survey project
- 50 hours of straight time charged to the engineering survey project
- -12 hours of overtime charged to the overtime project, Time and Half task
- 10 hours of overtime charged to the overtime project, Time and Half task

The net result of these lines is an reduction of 2 straight time hours, and a reduction of 2 overtime hours.

The two reversing lines must match the existing items entered the previous week, based

on the employee, expenditure item date, expenditure type, project, and task, and must fully reverse the existing item.

## Reversing Overtime

Assume Pat Miller's 12 overtime hours charged to the Time and Half overtime task, should have been charged to the Double Time overtime task. The timecard clerk enters two timecard lines:

- -12 hours of overtime charged to the overtime project, Time and Half task
- 12 hours of overtime charged to the overtime project, Double Time task

These two lines record the adjustment to correct the overtime hours entered.

## Automatic Overtime Adjustments

Timecard clerks or employees enter straight time adjustment items that increase or reduce the number of hours worked during a week using the Expenditure Batches window. After these items are costed by the PRC: Distribute Labor Costs process, the Overtime Calculation extension or other client extensions identify the employees and weeks that may potentially have new overtime to process, sums the hours required to calculate overtime, and then calculates overtime.

## Overtime Calculation Extension

Use the overtime calculation extension to implement company-specific overtime calculation policies. The extension calculates overtime costs and charges them to an indirect project other than the project where the labor was charged.

For more information, see: *Overtime Calculation Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Related Topics

Labor Costing Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Labor Transaction Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

## Capital Projects

The following instructions give details about the Capital Projects steps, page 3-7 in the Oracle Project Costing Feature Implementation Checklist.



## Implement Asset Extensions

This section describes the client extensions you can implement for asset processing in Oracle Projects.

### Asset Assignment Extension

Use the Asset Assignment Extension to implement your company's rules for assigning an asset to a task during the Generate Asset Lines process.

For more information, see: Asset Assignment Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### Asset Cost Allocation Basis Extension

Use this extension to define your own allocation bases for allocating unassigned and common costs across multiple project assets.

For more information, see: Asset Cost Allocation Basis Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### Asset Lines Processing Extension

You can use this extension to automatically create project assets (capital assets and retirement adjustment assets) and asset assignments prior to generating asset lines when you submit the PRC: *Generate Asset Lines* process.

For more information, see: Asset Lines Processing Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### Capital Event Processing Extension

You can use this extension to automatically create project assets (capital assets and retirement adjustment assets) and asset assignments prior to creating capital events when you submit the PRC: *Create Periodic Capital Events* process.

For more information, see: Capital Event Processing Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### CIP Account Override Extension

Use the CIP Account Override Extension to optionally override the CIP account associated with an asset line and specify a different account for posting CIP clearing amounts.

For more information, see: CIP Account Override Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## CIP Grouping Extension

Use the CIP Grouping extension to define a unique method that your company uses to specify how expenditure lines are grouped to form asset lines.

For more information, see: CIP Grouping Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Depreciation Account Override Extension

Use this extension to define your own logic for deriving the depreciation expense account when you define an asset or interface asset lines to Oracle Assets.

For more information, see: Depreciation Account Override Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Define Standard Unit Costs for Asset Cost Allocations

You can set up a capital project to automatically allocate unassigned and common costs to multiple assets by selecting an asset cost allocation method for the project. To allocate costs using the *Standard Unit Cost* method, you must define a standard unit cost for each asset book and asset category combination for which you want to allocate costs. When you choose this method of cost allocation, Oracle Projects multiplies the standard unit cost times the units installed for each asset to determine the proration basis for allocating costs.

For more information on asset cost allocation methods, see: Allocating Asset Costs., *Oracle Project Costing*

### To define standard unit costs for asset cost allocations:

1. Navigate to the Project Assets Standard Unit Cost window.
2. Select an asset book from the list of values.
3. Select a major asset category and a minor asset category from the list of values.

**Note:** You can choose the Combinations button on the Asset Category window to execute a query of all major and minor asset category combinations.

4. Enter a standard unit cost for the selected asset book, and major and minor asset category.
5. Save your work.

## Enable Retirement Cost Processing

To enable retirement cost processing features, the value of the site-level profile option *PA: Retirement Cost ProcessingEnabled* must be set to *Yes*.

## Define Proceeds of Sale Expenditure Types

To enter and record proceeds of sale amounts for retirement cost processing in Oracle Projects, you must define unique expenditure types to classify and account for the amounts. To define and update expenditure types for proceeds of sale, navigate to the *Retirement Cost Classification Lookups* window.

You can also define and update expenditure types for proceeds of sale by navigating to the *Oracle Projects Lookups* window and querying the lookup type: `PROCEEDS_OF_SALE_EXP_TYPES`.

**Note:** When you define lookup values, you can use the Tag field to define the sort order in which Oracle Projects displays lookup values in a list of values. If you do not specify tag values, then Oracle Projects sorts the list based on the value displayed in the lookup Code field.

**Important:** Do not use the `PROCEEDS_OF_SALE_EXP_TYPES` lookup type to define expenditure types that you want to account for as cost of removal. Oracle Projects classifies all amounts you enter for the expenditure types defined in this lookup as proceeds of sale amounts. Conversely, when you enter amounts for a retirement cost task and specify an expenditure type that is not defined in the `PROCEEDS_OF_SALE_EXP_TYPES` lookup type, Oracle Projects automatically classifies the amounts as cost of removal.

## Capitalized Interest

The following instructions give details about the Capitalized Interest steps, page 3-8 in the Oracle Project Costing Feature Implementation Checklist.

Capitalized Interest Rate Names, page 3-118

Capitalized Interest Rate Schedules, page 3-120

Specifying Capitalized Interest Rate Schedules for Project Types, page 3-121

Setting Project Status Controls for Capitalized Interest, page 3-122

Capitalized Interest Extension, page 3-122

## Capitalized Interest Rate Names

You can define a unique name for each type of interest you want to capitalize in the Capitalized Interest Rate Information window. For example, you can define a rate name to maintain interest rates for debt and another to maintain interest rates for equity.

For each rate name, you can define thresholds that determine when projects become eligible for interest calculation. You can select interest calculation basis attributes that determine how interest amounts are calculated. For example, you can select an interest method to specify whether interest is calculated on a simple or compound basis. You can specify a period rate convention to determine whether interest amounts are spread evenly across accounting periods or are derived based on the number of days in each accounting period.

You can determine the CIP balance on which interest is calculated by specifying the current period convention and expenditure type exclusions. The current period convention controls how much of the current period CIP costs are included in the balance on which interest is calculated. Expenditure type exclusions prevent interest calculation on specific types of costs.

The process for defining a capitalized interest rate name includes the following tasks:

- **Defining rate names:** Define a unique name for each interest rate type.
- **Defining additional information:** Specify an expenditure organization source, optionally define thresholds, and select attributes for the interest calculation basis.
- **Define expenditure type exclusions:** Optionally, select expenditure types to exclude from the cost basis used to calculate capitalized interest.

### Defining Rate Names

To define a rate name:

1. Navigate to the Capitalized Interest Rate Information window.
2. Enter a unique rate name and optionally a description.
3. Select the expenditure type for generated interest transactions.

**Note:** The expenditure type list displays only expenditure types with the expenditure type class Miscellaneous Transaction.

4. Enter an effective start date for the rate and optionally an end date. The system date is the default value for the effective start date.

After you use a rate name for creating interest transactions, the following restrictions apply to updating the effective dates:

- You cannot change the effective start date to a date later than the earliest period start date associated with existing capitalized interest calculation runs.
  - You cannot change the effective end date to a date prior to the latest period end date associated with existing capitalized interest calculation runs.
5. Save your work.

## Defining Additional Information

To define additional information:

1. In the Capitalized Interest Rate Information window, select the rate name that you want to update, and select the Additional Information button.
2. Select an expenditure organization source to define the expenditure organization for generated interest transactions.
3. Optionally, select a threshold amount type to use when determining whether a project is eligible for capitalized interest.

**Note:** You can specify any combination of threshold settings. All entered thresholds must be met before interest is calculated.

4. If you select the threshold amount type *Budget*, then select the budget type or plan type you use to define cost budget amounts. If you use budget types for some projects and plan types for other projects, then select a value for both.
5. Optionally, enter a project threshold amount.

**Important:** If you use the threshold amount type *Budget* and a budget is not defined for a project, then the project is ineligible for interest calculation.

6. Optionally, enter a number of days from the project start date at which the project is eligible for capitalized interest calculation.
7. Optionally, enter a task threshold amount.

**Important:** If you use the threshold amount type *Budget* and a budget is not defined for a task, then the task is ineligible for interest calculation.

8. Optionally, enter a number of days from the task start date at which the task is

eligible for capitalized interest calculation.

9. Select a current period convention to specify the portion of the current period CIP amount to include in the interest calculation.
10. Select a period rate convention to specify how interest amounts are spread across accounting periods.
11. Select an interest method to specify whether to use a simple or compound interest calculation.
12. Save your work.

### Defining Expenditure Type Exclusions

To define expenditure type exclusions:

1. In the Capitalized Interest Rate Information window, select the rate name that you want to update, and select the Expenditure Type Exclusion button.
2. Select one or more expenditure types that you want to exclude from the CIP basis on which interest is calculated.
3. Save your work.

### Capitalized Interest Rate Schedules

You can define capitalized interest rate schedules in the Capitalized Interest Rate Schedule window. Interest rate schedules enable you to maintain interest rates at the organization level. If you do not define a rate for an organization, the capitalized interest calculation uses the rate for the next higher level organization in the organization hierarchy. You can assign an interest rate schedule to a project type and allow override of the assigned schedule at the project level.

**Important:** You must compile an interest rate schedule for the revisions to take effect. If you choose to delete an interest rate schedule, you must compile the schedule to complete the deletion.

#### To define an interest rate schedule:

1. Navigate to the Capitalized Interest Rate Schedule window.
2. Enter a rate schedule name and optionally a description.
3. Enter an effective from date and optionally enter an end date.

4. Select an organization hierarchy to specify the source of assignment organizations.
5. Enter a hierarchy version number. The hierarchy version is the default version of the organization hierarchy to be applied to the schedule.
6. Select a start organization within the organization hierarchy.
7. In the Versions region, enter a version name to define a unique set of rates.
8. Enter a start date for the version and optionally enter an end date.  
Enable the Hold check box if you want to hold this schedule version from compiling.  
Choose the Details button to review the details of a version.
9. In the Multipliers region, select an organization name to which you want to assign an interest rate.
10. Select a rate name to which you want to assign an interest rate.
11. Enter an interest rate in the Multiplier field. Enter an annual rate to use for this rate name and organization.  
  
**Note:** Enter a decimal and not a percentage value. For example, for 10% you enter 0.10.  
  
Optionally, choose the Copy button to copy multipliers from one schedule revision to a new revision.
12. Save your work.
13. After you have completed entry of all multipliers, choose Compile to compile new multipliers. When you compile a schedule, Oracle Projects automatically submits the Compile Rate Schedule Revision process.

## Specifying Capitalized Interest Rate Schedules for Project Types

You can specify a default capitalized interest rate schedule for a capital project type. The rate schedule that you specify for a project type is the default rate schedule for all projects that you create for the project type. In addition, you can specify whether the default schedule for a project type can be overridden at the project level.

To specify a default capitalized interest rate schedule for a capital project type and set the override control, navigate to the Capitalization Information tab on the Project Types window. For more information, see: Project Types, page 2-126.

## Setting Project Status Controls for Capitalized Interest

You use project status controls to determine whether capitalized interest is calculated throughout the various stages of a project. By default, all project statuses to which you assign a system status of *Approved* allow calculation of capitalized interest. You must determine the project statuses for which you want to allow the calculation of capitalized interest and update project status controls accordingly.

To update project status controls for capitalized interest, navigate to the Project Statuses window and select a project status. For each status, either select or deselect the *Allow* check box for the *Capitalized Interest* status controls action.

For more information about defining project statuses and status controls, see: *Defining Statuses and Status Profile Options*, page 2-87.

## Capitalized Interest Extension

You can use the Capitalized Interest Extension to customize calculation and recording of capitalized interest.

For more information, see: *Capitalized Interest Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Allocations

The following instructions give details about the Allocations steps, page 3-9 in the Oracle Project Costing Feature Implementation Checklist.

## Related Topics

Overview of Allocations, *Oracle Project Costing User Guide*

AutoAllocations, *Oracle Project Costing User Guide*

Defining Legal Entities Using the Legal Entity Configurator, *Oracle Financials Implementation Guide*

*Oracle HRMS Implementation Guide*

## Defining Allocation Rules

The procedures for creating allocation rules are presented in several sections:

1. Name the allocation rule. See: *Naming the Allocation Rule*, page 3-123
2. Define the sources. See: *Defining the Sources*, page 3-127.
3. Define the targets. See: *Defining the Targets*, page 3-130.



4. (Optional) Define the offset, page 3-132.
5. If the basis method is Prorate, specify how you want the amounts prorated. See: Defining Prorated Basis Methods, page 3-133.
6. Save your work. You can also save periodically as you define an allocation rule.

## Naming the Allocation Rule

Each rule consists of attributes that you can define:

- The name of the rule, the operating unit it belongs to, and when it is effective
- The basis and allocation method that specifies how and in what proportion to allocate the source pool to the target projects
- Whether to run the allocation rule based on General Ledger or Oracle Projects periods
- The expenditure organization, expenditure type class, and expenditure type to be used in creating allocation transactions

## Selecting a Basis Method

When you define an allocation rule, you select a basis method. The basis method defines how the amounts in the source pool are to be divided among the target lines. You enter the target lines in the Targets window. Each target line identifies projects and tasks.

Each basis method has its own characteristics.

**Spread Evenly:** This method is the most simple and direct. The rule divides the source pool amount equally among all the chargeable target tasks included in the rule.

**Target % and Spread Evenly:** This is another simple method. You specify the percentage of the source pool that you want to allocate to each target line. The rule calculates the amount to allocate to the line, and then spreads the results evenly among the tasks.

**Prorate and Target % and Prorate:** These two proration basis methods provide precise control over how the rule distributes the source pool. The rule uses the attributes set in the Basis window to derive the rate at which the source pool amount is apportioned among the target projects and tasks. For the Prorate basis method, the rule uses the basis attributes to apportion the source amount among all the tasks defined by the rule. For the Target % and Prorate method, the rule first uses the target percentage to calculate the amount to allocate to the line, and then goes on to apportion the results among all the tasks. For more information about the Basis window, see: See Refining Prorated Basis Methods, page 3-133.

**Use Client Extension Basis:** Another way to define percentages and a basis is to use the

Allocation Basis extension. If you use this extension, you cannot use the Basis window. For more information, see: *Allocation Basis Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### Example: Comparing Basis Methods

The following tables show how the different basis methods would affect the allocation of a source pool amount of \$1,000 to two target projects, P1 and P2.

P1 has three chargeable tasks (A, B, and C) and P2 has two chargeable tasks (Y and Z).

For the basis methods *Prorate* and *Target % and Prorate*, the proration is based on labor hours. At the time of the allocation, tasks have accrued labor hours as indicated in the Labor Hours column, for a total of 400 hours (300 hours for P1 and 100 hours for P2).

### Spread Evenly Basis Method

In the spread evenly basis method shown in the following table, the source pool amount is divided evenly between the tasks in all the target projects. The formula is shown below:

Source Pool Amount / Number of Tasks in All Target Projects

Target Project	Target Task	Allocation Amount (Total = \$1,000)
P1	A	\$200
P1	B	\$200
P1	C	\$200
P2	Y	\$200
P2	Z	\$200

### Target Percent and Spread Evenly Basis Method

In the target percent and spread evenly basis method shown in the following table, the source pool amount is multiplied by the target line percentage, then divided by the number of tasks in all target projects for the target line. The formula is shown below:

Source Pool Amount \* Target Line Percentage / Number of Tasks in All Target Projects for the Target Line

Target Project	Target Task	Target Percent	Allocation Amount (Total = \$1,000)
P1	A	90%	\$300
P1	B	90%	\$300
P1	C	90%	\$300
P2	Y	10%	\$50
P2	Z	10%	\$50

### Prorate Basis Method

In the prorate basis method shown in the following table, the source pool amount is multiplied by the task labor hours divided by all target project labor hours. The formula is shown below:

Source Pool Amount \* (Task Labor Hours / All Target Project Labor Hours)

Target Project	Target Task	Labor Hours	Allocation Amount (Total = \$1,000)
P1	A	40	\$100
P1	B	60	\$150
P1	C	200	\$500
P2	Y	80	\$200
P2	Z	20	\$50

### Target Percent and Prorate Basis Method

In the target percent and prorate basis method shown below, the source pool amount is multiplied by the target line percentage. The product is multiplied by the target task labor hours divided by all target project labor hours for the target line. The formula is shown below:

(Source Pool Amount \* Target Line Percentage) \* (Target Task Labor Hours / All Target Project Labor Hours for the Target Line)

Target Project	Target Task	Target Percent	Labor Hours	Allocation Amount (Total = \$1,000)
P1	A	90	100	\$150
P1	B	90	20	\$300
P1	C	90	300	\$450
P2	Y	10	0	\$0
P2	Z	10	50	\$100

#### To name the allocation rule and define its attributes:

1. Navigate to the Allocation Rule window.  
You may want to use an existing rule as a template when you create a new rule.  
See: Copying Allocation Rules, page 3-135.
2. Enter a unique rule name and optional description, and specify the effective dates.  
The allocation rule is effective during the dates you specify. You can use a rule to generate allocation transactions only within its effective date range.
3. Select a basis method. See Selecting a Basis Method, page 3-123.
4. For Allocation Method, select Full or Incremental. The results will be as shown below:

<b>Full</b>	Allocate only once within the same GL or PA run period (as set up in Step 5, page 3-126)
<b>Incremental</b>	Allocate several times within the same GL or PA run period (as set up in Step 5, page 3-126)

The allocation method you select has important implications for your business. See: Full and Incremental Allocations, *Oracle Project Costing User Guide*.
5. For Allocation Period Type, select GL or PA.  
This field specifies if you want to identify amounts based on the Oracle General Ledger (GL) fiscal calendar or the Oracle Projects (PA) calendar.
6. For Target Selection, select Operating Unit, Legal Entity, Business Group, or all.

This field specifies whether you want to select target projects from the current operating unit only (default), the current legal entity (the default legal context organization), the current business group, or all project organizations in the project hierarchy. The last three options require cross-charge setup.

7. Specify the attributes that you want to associate with this rule. Some of the attributes are described below:

<b>Target Selection</b>	When you select targets on the Targets window, you can select projects owned by the entity. If you select Legal Entity, Business Group, or All, you must set up your system to use cross charge and intercompany billing.
<b>Auto Release</b>	Enable this option if you want to release automatically the transactions generated by the allocation rule. If this option is not enabled, you must release the transactions in a separate step. See: <i>Releasing the Allocation Run, Oracle Project Costing User Guide</i> .
<b>Allow Duplicate Targets</b> (Available only if the rule uses the full allocation method)	Enable this option if you want to be able to allocate an amount to a chargeable task two or more times. <b>Note:</b> If you do not allow duplicates, the rule creates one transaction per target project and task, even if an allocation run returns a particular target project and task several times.
<b>(Descriptive flexfield)</b>	Enter the information specified by your system administrator. This descriptive flexfield is set up using an extension. See: <i>Allocation Descriptive Flexfields Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference</i> .

## Defining the Sources

You can create the allocation pool from a fixed amount, open projects (including resources within a project), Oracle General Ledger account balances, and projects defined by a client extension.

**Important:** Unless you define each source project and task individually, the results may change each time you run the allocation.

The rule accumulates the amounts for the source pool during a specific period of time. The end date of that time period is based on the *amount class*. (The amount class is the period or periods during which the amounts are accumulated and is set in the Sources window.) The start date is determined by both the:

- Allocation period type (either GL or PA, as set in the Allocation Rule window)
- Amount class

You must define at least one source. All source projects and tasks must be open and from the same operating unit. This means that tasks must be the top or lowest level task. The exception report for the allocation run lists any duplicate projects.

### To define the sources:

1. In the Allocation Rule window, choose Sources.  
The Sources window opens.
2. In the Allocation Pool % field, enter a percentage to specify how much of the source pool to allocate. The default is 100%.  
Next, you specify the amounts that you want to include in the source pool.
3. *(Optional)* In the Fixed Source Amount field, enter an amount that you want to include in the source pool.
4. For Amount Class, select from the list.

The field name is preceded by GL or PA, depending on the allocation period type you selected in the Allocation Rule window.

The following table shows the items available, depending on the allocation period type:

Amount Class	Period Type: PA	Period Type: GL	Description
PTD	Yes	Yes	Period-to-Date
QTD		Yes	Quarter-to-Date
FYTD		Yes	Year-to-Date
ITD	Yes		Inception-to-Date

5. If you want to use projects as sources, go to Step 6, page 3-128. If you want to use only GL accounts as sources, skip to Step 8, page 3-130.
6. *(Including project sources in the source pool is optional.)* For Amount Type, select from the list of values.
7. Specify the projects whose amounts you want to include in the allocation pool.

If you want to use projects that are designated in the Allocation Source client extension, select Use Client Extension Sources.

If you want to use one or more projects that you designate, enter a number greater than 0 for Line Num, You can enter project information in the following fields: Project Org, Project Type, Class Category, Class Code, Project, Task. To exclude a line, select the Exclude check box on the appropriate line.

**Note:** If the system does not display a list of values for Project and Task, it is possible that you entered a combination of project organization, project type, class category, class code, or other attributes for which no project (or task) exists.

If you do not enter a task, the rule uses the amounts for all the tasks on the source line.

You can add columns (Project Name, Service Type, Task Name, and Task Org) to the Sources window. For more information, see: *Customizing the Presentation of Data Oracle Applications User's Guide*.

You can optionally limit the resources that are part of the designated projects. If you do not limit the resources, the rule uses all of the resource types in the specified project in the source pool amount. To limit the resources, do the following:

1. Choose Resources. The Resources window is displayed.
2. For Resource Structure, select either a resource list or a resource breakdown structure.

To use a resource breakdown structure for allocations, you must select the *Use for Allocations* option for the resource breakdown structure in the Resource Breakdown Structures window. A resource breakdown structure that you want to use for allocations cannot include rule-based elements.

**Note:** When you choose a resource breakdown structure as part of the criteria for determining either the sources or the basis for an allocation rule, all projects that you include in the allocation rule must be summarized by the same resource breakdown structure version. For more information about resource breakdown structures, see: *Resource Breakdown Structures*, page 2-113.

3. For Resource, enter the resource or resource group and the percent you want to include. To exclude a specific resource, select Exclude on the appropriate line.

If you include a resource group, you cannot include its members. If you exclude a resource group, you cannot include or exclude its members.

If you exclude a resource, then Oracle Projects excludes the entire amount for that resource regardless of the specified percentage.

**Note:** If you specify an allocation pool percentage in the Sources window, then the rule multiplies the percentage specified in the Allocation Pool % field (Sources window) to the percentage specified in the Resources window.

8. *(Optional)* The GL Sources region is available only if you selected the GL allocation period type in the Allocation Rule window. Specify one or more GL accounts whose amounts you want to include in the allocation pool:

For Line Num, enter an integer greater than 0. Then select from the list of values for Account and Description. You cannot select or enter GL summary accounts (also known as accounts that contain a parent segment value)

In the % field, enter the percentage of the account balance that you want to include.

To subtract the amount in the GL summary account from the source amount, select Subtract.

9. Save your work.
10. Return to the Allocation Rule window.

## Defining the Targets

*Targets* are the projects and tasks to which the allocation distributes amounts. You can define targets by specifying projects and tasks either in the Target window, or by designating projects and tasks in the Allocation Target client extension.

**Note:** You must define at least one target. All target projects must be open. All target tasks must be open and chargeable. If cross charging is enabled in Oracle Projects, you can allocate amounts to target projects that are in different operating units from the source projects.

## How the Target Interacts with the Basis

The rule charges allocation transactions to the target projects and tasks according to the basis method. (You select the basis method in the Allocation Rule window and define prorated methods further in the Basis window.)

The rule first allocates the specified percentage of the source pool to each target line, and then uses the information in the Basis window to prorate the allocated amount across the tasks on each line. For more information, see *Allocation Costs: Precedence, Oracle Project Costing User Guide*.



## Duplicate Target Projects

You can include the same project on multiple lines in the Target window. For example, you could enter Project Y in the Project field on one line, and then specify a project organization that includes Project Y on a different line.

If you include the same project on multiple lines, the Allow Duplicate Targets option in the Allocation Rule window affects the way the rule behaves:

- If you allow duplicate targets, the rule allocates amounts to the project as many times as it appears in the transactions generated by the PRC: Generate Allocations Transactions process.
- If you do not allow duplicate targets, the rule allocates amounts only to the project with the lowest line number.

## To define the targets:

1. In the Allocation Rule window, choose Targets.  
  
The Targets window opens. You can designate projects using Step2, page 3-131, Step 3, page 3-131, or both.
2. To use open projects designated in the Allocation Target client extension, select Use Client Extension Targets. See: Allocation Target Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
3. Specify one or more open projects to which you want to distribute the amounts in the allocation pool:
  1. Enter a number in the Line Num field, and then select from the list of values to enter project information in the Project Org, Project Type, Class Category, Class Code, Project, and Task fields.

### Notes:

- If the system does not display a list of values for Project and Task, it is possible that you entered a combination of project organization, project type, class category, class code, or other attributes for which no project (or task) exists.
- If you do not enter a task, the rule distributes the allocation to all the chargeable tasks in the proportion specified by the basis method.
- You can add columns (Billable/Capitalizable, Service Type, Task Name, and Task Org) to the Targets window. For more information, see: Customizing the Presentation of Data, *Oracle Applications User's Guide*.

2. (Optional) If you selected one of the target percentage basis methods in the Allocation Rule window (*Target % and Spread Evenly* or *Target % and Prorate*), enter a value in the % field. The value is the percentage of the source pool to allocate to the line. The total percentage for included targets must equal 100.

**Note:** The rule ignores the % field if you use the Allocation Target client extension (that is, if you select Use Client Extension Targets) and the extension returns a target percentage.

3. To exclude a project from the target definition, select Exclude on the appropriate line. To exclude a specific task within a project, enter the project on two lines: on one line, leave the Task field blank; on the other line, enter the task that you want to exclude and select Exclude.
4. Save your work.
5. Return to the Allocation Rule window.

### **(Optional) Defining the Offset**

*Offsets* are reversing transactions used to balance the allocation transactions with the source or other project. All projects and tasks to which you apply offsets must be open and chargeable.

Do not specify an offset to the source project if you do not want to change the total amount in the source project.

All offset projects and tasks must be open and chargeable, and in the same operating unit as the source projects.

The rule creates the offset transactions for the offset project and task when you run the PRC: Generate Allocations Transactions process.

#### **To define the offset:**

1. In the Allocation Rule window, choose Offset.  
The Offset window opens.
2. Select an offset method.

**Note:** If the source is an Oracle General Ledger account and you want to create offsetting transactions, select the offset method *UseClient Extension for Project and Task* or *SpecificProject and Task*. Then you can specify the project and task that you want to receive

the offset transactions. The following table provides a description of each offset method you can select in the Offset window.

Offset Method	Description
None (Default)	The PRC: Generate Allocations Transactions process does not create any offset transactions.
Source Project and Task	The rule creates reversing transactions for the source projects and tasks.
Source Project, Use Client Extension for Task	The rule creates reversing transactions in specific tasks in the source project. Specify the tasks in the Allocation Offset Tasks client extension.
Use Client Extension for Project and Task	The rule creates reversing transactions in projects and tasks as specified in the Allocation Offset Projects and Tasks client extension.
Specific Project and Task	The rule creates reversing transactions in one project and one of its tasks, as specified in the Project and Task fields.

3. For the fields in the Offset Transaction Attributes region, select from the list of values.
4. Save your work.
5. Return to the Allocation Rule window.

### **(Optional) Defining Prorated Basis Methods**

If you select a proration basis method (Prorate or Target % and Prorate) in the Allocation Rule window, you must define exactly how you want to prorate the source pool amount to the target projects. Proration basis methods derive the proportion of the source amount to be allocated to target projects and tasks. For example, based on the number of labor hours recorded by workers on a project, you can allocate a proportionate amount of the source to that project.

Use the following procedure to define the basis method. (Another way to prorate the source pool is to use an extension. See: *Allocation Basis Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.)

### **How the rule computes a proration basis**

**Prorate basis method:** The rule prorates the amount specified by the source pool to the targets based on the definition in the Basis window.

**Target % and Prorate basis method:** The rule first computes the percentage of the source pool to be allocated to the target lines. (The percentage is specified in the Targets window.) The rule prorates the result to the targets based on the definition in the Basis window.

For more information about basis methods, see: Selecting a Basis, page 3-123.

### To define the basis:

For more information on basis methods, see: Step 3, page 3-126.

1. In the Allocation Rule window, choose Basis.

The Basis button is available only if you selected the basis methods of *Prorate* or *Target % and Prorate*.

2. Enter the Basis information. Descriptions of selected fields are shown below:

**Basis Category** You can select Actuals, Budget, or Financial Plan Type.

**Relative Period** Enter a number to denote the current (0) or earlier (less than 0) period. For example, if you want to use the period preceding the current one, enter -1.

**Budget Type** (Available only if the basis category is Budget) Select from the list of budget types.

**Note:** The list of values displays only cost (non-revenue) budget types. The basis is computed using the latest baselined budget.

**Financial Plan Type** (Available only if the basis category is Financial Plan Type) Select from the list of financial plan types.

3. For Resource Structure, use the list of values to choose a resource breakdown structure or resource list from which you want to select resources to include in the basis computation. The basis category determines whether you can choose a resource breakdown structure or a resource list.
  - If the basis category is *Actuals*, then the Resource Structure list of values includes resource breakdown structures and resource lists.
  - If the basis category is *Budgets*, then the Resource Structure list of values includes only resource lists.
  - If the basis category is *Financial Plan Type*, then the Resource Structure list of values includes only resource breakdown structures.

4. In the Resources area, choose resources and resource groups from the list of values. To exclude a specific resource or resource group, select Exclude on the appropriate line.

### Using Resources to Define the Basis

If you include a resource group, you cannot also include a resource that is a member of that group. However, you can exclude the resource.

When you choose a resource breakdown structure as part of the criteria for determining either the sources or the basis for an allocation rule, all projects that you include in the allocation rule must be summarized by the same resource breakdown structure version.

To use a resource breakdown structure for allocations, you must select the *Use for Allocations* option for the resource breakdown structure in the Resource Breakdown Structures window. A resource breakdown structure that you want to use for allocations cannot include rule-based elements.

For more information about resource breakdown structures, see: Resource Breakdown Structures, page 2-113.

### Saving Your Work

Save your work when you have completed the definition of the allocation rule. You also can save intermittently as you define an allocation rule.

### Copying Allocation Rules

Copy a rule when you want to use an existing rule as a template. You can copy rules only within the same operating unit.

#### To copy an allocation rule:

1. In the Allocation Rule window, find an existing rule that you want to use as a template. See Finding and Viewing Allocation Rules, page 3-136.
2. Choose Copy To.
3. Enter a new name and optional description, and then choose OK.  
You see the new rule in the Allocation Rule window.
4. Change the attributes of the rule as needed. See: Deleting or Modifying Allocation Rules, page 3-136.
5. Save your work.

## Finding and Viewing Allocation Rules

The Last Run Details region in the Allocation Rule window show the period and date of the most recent allocation run (if any) and the status for each rule. For information about the Status field, see: About the Run Status, Allocations chapter, *Oracle Project Costing User Guide*.

### To find and view an allocation rule:

1. Navigate to the Allocation Rule window.
2. Select the Name field, and choose Find from the Query menu.
3. Select the rule you want to find and choose OK.

For more information about finding records (rules, in this case), see: Using Query Find, *Oracle Applications User's Guide*.

4. To view other aspects of the rule, choose Sources, Targets, Offset, and Basis.

## Deleting or Modifying Allocation Rules

You can modify most aspects of an allocation rule or delete a rule, with certain restrictions:

- If an allocation run exists for a rule, you cannot modify the:
  - allocation method
  - basis method, allocation period type, source amount class, source amount type, or offset method for an incremental rule
- You cannot delete a rule that is used in an existing allocation run.
- You can delete or modify source lines, but this may affect the audit trail of the earlier runs.

Error messages may notify you of other restrictions as you work with an allocation rule.

### To modify or delete an allocation rule:

1. Find the rule you want to modify or delete. See: Finding and Viewing Allocation Rules, page 3-136.
2. Delete or modify the rule as shown in the following table:

To...	Do This
Modify a rule	Navigate to the appropriate window and enter the changes.
Delete a rule	Choose Delete Record from the Edit menu.

3. Save your changes.

## Case Study: Incremental Allocations

This section includes a case study describing how Fremont Corporation uses incremental allocations:

Before you read the case study, you should be familiar with the allocations feature, particularly the concepts of *full allocation*, *incremental allocation*, *period name*, *allocation period type*, and *amount class*.

## Case Study: Comparing Full and Incremental Allocations

This case study demonstrates the effects of processing full and incremental allocation rules twice in a single run period.

### Setting Up the Rules

Secretarial labor supports all construction projects, so Fremont Corporation records all the overhead costs in a single project, ADMINISTRATION. (Typical overhead costs might include office supplies and project management.)

Fremont wants to allocate amounts proportionately to, or *prorate*, the target projects based on the total raw costs in two construction projects, BUILDING and POWER PLANT.

This case study shows how the results differ when you process the same information using two allocation rules:

- ADMIN FULL uses the full allocation method.
- ADMIN INCR uses the incremental allocation method.

ADMIN FULL and ADMIN INCR are identical except for the allocation method.

### Naming the Rule

Fremont uses the Allocation Rule window to enter a name, description, and other parameters for the rule. The full and incremental rules are identical except for the name and allocation method. The following table shows Fremont's entries into the Allocation Rule window.

Field	Full Allocation Rule	Incremental Allocation Rule
Name	ADMIN FULL	ADMIN INCR
Description	Administrative overhead	Administrative overhead
Effective Dates	<i>[date]</i>	<i>[date]</i>
Basis Method	Prorate	Prorate
Allocation Method	Full	Incremental
Allocation Period Type	GL	GL
Allocation Transaction	Finance	Finance
Attributes	Miscellaneous	Miscellaneous
Expnd Org	Allocation	Allocation
Expnd Type Class		
Expnd Type		
Auto Release	[unselected]	[unselected]
Allow Duplicate Targets	<i>[unselected]</i>	<i>[unselected]</i>

Fremont has business reasons for the way they set certain fields:

- Allocation Period Type is set to GL so that Fremont can perform allocation based on a monthly accounting cycle.
- Auto Release is disabled, at least initially, so that Fremont can review the results of the draft allocation run before releasing it.
- Allow Duplicate Targets is disabled so that Fremont can let the system prevent duplicate targets.

### Source, Target, Offset, and Basis

The two rules use the same source, target, offset, and basis information.

**Sources.** Fremont collects all administrative costs in a single project, ADMINISTRATION. Fremont uses the amount type *Total Raw Costs*. The following table shows Fremont's entries in the Sources window.



Field	Entry
Allocation Pool %	100
Fixed Source Amount	<i>[not entered]</i>
GL Amount Class	PTD
Amount Type	Total Raw Cost
Project <i>[in Line 1]</i>	ADMINISTRATION
<i>[Project Org and other columns]</i>	<i>[unused]</i>

**Targets.** Fremont wants to allocate the administrative expense to the tasks *Floors* in the BUILDING project and *Generator* in the POWER PLANT project. The following table shows Fremont's entries in the Targets window.

Line	Project	Task
1	BUILDING	Floors
2	POWER PLANT	Generator

**Offset.** Offsets are optional. Fremont decides not to use an offset for the rules.

**Basis.** The rules use the Prorate basis method, which computes the proportional allocation of the cost of administration to each construction project. The allocation formula divides the pool amount for each task proportionally, according to the raw costs for each target task. The following table describes Fremont's entries into the Basis window.

Field	Entry
Basis Category	Actuals
GL Amount Class	PTD
Budget Type	<i>[unused]</i>

Field	Entry
Amount Type	Total Raw Costs
Relative Period	0
Resource List	<i>[unused]</i>
Resource	<i>[unused]</i>

**Note:** \*All three allocation runs described below use the following formula to determine the allocation amount:

$$\text{allocation} = \frac{\text{source pool amount} * \text{raw cost of target task}}{\text{total raw costs of target tasks}}$$

\*\* The total allocation amounts in the runs described below are amounts in the source project.

### First Allocation Run

On 05-January-97 (in the GL period Jan-97), Fremont generates allocation transactions for the two rules ADMIN FULL and ADMIN INCR for the first time.

- The source pool amount, ADMINISTRATION, contains \$2,000 for this period.
- The tasks in the target projects contain the following raw costs for this period:
  - \$10 in the Floors task (BUILDING project)
  - \$90 in the Generator task (POWER PLANT project)

Recall that the rules prorate the pool amount to the two target tasks based on their raw costs.

After the first run, the two rules have the same results, as shown in the following table:

**Note:** The allocation formula is: source pool amount \* raw cost of target task / total raw costs of target tasks.

Target Project	Task	Raw Cost	Formula*	Total Allocation	Previous Allocation	Current Allocation
BUILDING	Floors	10	2000 (10/100)	200	0	200
POWER PLANT	Generator	90	2000 (90/100)	1800	0	1800
	Totals	100		2000**	0	2000

### Second Allocation Run

A week later, on 12-January-97 (in the GL period Jan-97), Fremont generates allocation transactions for the rules ADMIN FULL and ADMIN INCR a second time.

- The source pool amount has increased by \$2,000, so it now contains \$4,000 for this period
- The tasks in the target project now contain the following raw costs for this period:
  - \$6,000 in the Floors task (BUILDING project)
  - \$4,000 in the Generator task (POWER PLANT project)

During this second allocation run, the differences between the results of the two rules become apparent.

### ADMIN INCR Rule, Second Run

In the second run of the ADMIN INCR rule, the amounts allocated to the target for this run (shown in the Current Allocation column in the following table) equal the *increment*, the \$2000 that was added to the source between the first and second run.

Target Project	Task	Raw Cost	Formula*	Total Allocation	Previous Allocation	Current Allocation
BUILDING	Floors	6000	2000 (10/100)	2400	200	2200
POWER PLANT	Generator	4000	2000 (90/100)	1600	1800	(200)

Target Project	Task	Raw Cost	Formula*	Total Allocation	Previous Allocation	Current Allocation
	Totals	10000		4000**	2000	2000

For both the first and second run of the ADMIN INCR rule, the total pool amount is \$4,000. The total allocation amount is \$4,000, which is the sum of \$200 + \$1,800 + \$2,200 - \$200.

#### ADMIN FULL Rule, Second Run

The results of the second run of the ADMIN FULL rule, as shown in the following table, show that the \$2,000 that was allocated in the first run was allocated again.

Target Project	Task	Raw Cost	Formula*	Total Allocation	Previous Allocation	Current Allocation
BUILDING	Floors	6000	2000 (10/100)	2400	0	2400
POWER PLANT	Generator	4000	2000 (90/100)	1600	0	1600
	Totals	10000		4000**	0	4000

For both the first and second run of the ADMIN FULL rule, the total pool amount is \$4,000. The total allocation amount is \$6,000, which is the sum of \$200 + \$1,800 + \$2,400 + \$1,600. (The quantities \$200 and \$1,800 are from the first run.)

To correct the over-allocation, you can reverse the first run.

For more information, including comments on system performance for incremental allocations, see Full and Incremental Allocations, *Oracle Project Costing User Guide*.

## Setting up for AutoAllocations

The following instructions give details about the AutoAllocations steps, page 3-9 in the Oracle Project Costing Feature Implementation Checklist.

### Defining AutoAllocation Sets

To specify an allocation set:

1. Using the Projects responsibility, navigate to the AutoAllocation Workbench window.  
The AutoAllocation Workbench window opens.
2. For Allocation Set, enter a unique name for the set.
3. For Operating Unit, select an operating unit. The list of values displays operating units based on your responsibility and the data access set security.
4. *(Optional)* For Description, enter a set description.
5. For Allocation Set Type, select Step-Down or Parallel.

**Important:** After you save the allocation set, you cannot change the allocation set type.

The allocation set type that you select has important implications for your business. See: Terminology and Types of AutoAllocations Sets, *Oracle Project Costing User Guide* and AutoAllocations, *Oracle General Ledger User's Guide*.

If you create a step-down allocation that contains an Oracle Projects allocation rule, you cannot roll back any allocations transactions that you generate. You can, however, choose View Status to see which steps are complete and which steps failed.

6. Fill in the rest of the fields as shown below:

**Default Contact** *(Available only for step-down autoallocations)* Select or enter the user ID for the person that you want to approve or be notified about the status of the process.

**Descriptive Flexfield** Enter the information specified by your system administrator.

**Step** Enter a step number.

**Note:** The system carries out the steps in numerical order, although you can enter the steps in any order.

**Type** Select the type of allocation that you want to include in the set.

**Note:** The button in the lower-left

corner of the window changes to reflect the type you select.

<b>Batch/Rule</b>	Select a GL allocation batch (if GL is installed and integrated) or a Projects allocation rule from the list of values. Items available in the list of values depend on the selection in the Type field.
<b>Contact</b>	<i>(Available only for step-down autoallocations)</i> Select or enter the user ID (or accept the default) for the person to be notified about the status of the process for this rule.
<b>Allocation Method</b>	<i>(For GL batches)</i> Select Incremental or Full. For more information, see: Full and Incremental Allocations, <i>Oracle Project Costing User Guide</i>  <i>(Display only for Project Allocations rules)</i> The system displays the allocation method of the selected rule.

7. You can view information about the set or the steps within the set.

To see the status of a submitted autoallocation set, Choose View Status. See: Viewing the Status of AutoAllocation Sets, *Oracle Project Costing User Guide*.

To see information about the allocations rule or batch for a step, select a step, and choose the button in the lower-left corner of the AutoAllocations Workbench window. The window that you see depends on the type of batch or rule that you select. For example, if you select a Project Allocations rule, you see the Allocations Rules window. See: Defining Allocations Rules: page - 307, page 3-122. If you select a batch, you see the appropriate Oracle General Ledger window. See: AutoAllocations, *Oracle General Ledger User's Guide*.

8. Save your work.
9. Now you can submit the set, or schedule the submission for another time. See: Submitting an Allocation Set, *Oracle Project Costing User Guide*.

**Note:** In the AutoAllocation Workbench window, the operating unit field displays the operating unit associated with the ledger set. A ledger set is defined with ledgers that have a similar chart of accounts, calendar, and period type. You use the GL: Data Access Set profile option to define the ledger set value.

## Implementing Workflow and Client Extensions for AutoAllocations

You can implement Workflow and client extensions to expand the capabilities of AutoAllocations.

### Implementing Workflow for AutoAllocations

The PA Step Down Allocations workflow (item type) automates the execution of step-down autoallocation sets. For details, see: *AutoAllocations Workflow*, page 9-4.

### Implementing the Allocation Extension

You can use the allocation extension to expand the capabilities of the AutoAllocations feature.

For more information, see: *Allocation Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Related Topics

AutoAllocations, *Oracle General Ledger User's Guide*

## Burden Costing Definitions

The following instructions give details about the Burdening steps, page 3-9 in the Oracle Project Costing Feature Implementation Checklist.

Burden Costing is a method of applying burden costs to raw costs, allowing you to track the total burdened costs of your projects.

### ***How Fremont Corporation Implements Burden Costing***

Fremont Corporation's burden costing consists of the following configurations:

- Multiple burden structures
- Firm and provisional schedules
- Separate burden structures for different purposes

## Related Topics

Overview of Burdening, *Oracle Project Costing User Guide*

## View Burdened Costs Window

Use this window to view the total burdened cost for particular project transaction

criteria. You can also use this window to test your burden structure and burden schedule implementation.

To use this window, enter values in the first six fields of this window. Then choose Burden to obtain values for total burdened amounts in the Costing, Revenue, and Invoice fields. If the revenue and invoice totals are blank, the project is either an indirect or capital project or the criteria does not use a burden schedule for revenue accrual and invoicing.

To see the burden cost components that make up the total amounts, select the Costing, Revenue, or Invoice check boxes in the Details region. You can also view additional information about the burden schedule and burden cost code used to calculate the total burdened amount, such as the input multiplier and the compiled multiplier.

## Related Topics

Storing, Accounting, and Viewing Burden Costs, *Oracle Project Costing User Guide*

## Cost Bases and Cost Base Types

Cost bases refer to the bases of raw costs used for applying burden costs. You assign cost bases to burden structures, and then specify the types of raw costs that are included in the cost base along with the types of burden costs that are applied to the cost base.

You can also use cost bases as groupings of expenditure types for use in billing extension calculations. These cost bases are not used for burdening, and are defined with a cost base type other than Burden Cost. When you assign these cost bases with a type other than Burden Cost to a burden structure, you can specify expenditure types for the cost base, but you cannot specify burden cost codes for the cost base since the cost base is not used for burdening.

Cost base types refer to the use of cost bases. Oracle Projects predefines the cost base types *Burden Cost* and *Other*. Cost bases with the type *Burden Cost* are used in burden calculations. Cost bases with the a type other than *Burden Cost* are not included in burden calculations; these cost bases are used for grouping expenditure types for different purposes, such as for billing extension calculations.

### To define cost bases and cost base types:

1. In the Cost Bases window, enter a unique name for the cost base.  
  
In the Report Order field, specify the order in which this cost base should appear for reporting purposes.  
  
In the Type field, specify the type of this cost base.  
  
Enter Effective Dates for the cost base.  
  
Enter a description of the cost base.
2. If you want to define a cost base type, choose Cost Base Type to display the Cost



Base Type Lookups window. Enter the following information for the cost base:

- Code
- Meaning
- Description
- Tag Value (optional -- tag value is not used by Oracle Projects)
- Effective dates

Check the Enabled check box to enable the cost base.

3. Save your work.

### ***Fremont Corporation Cost Bases***

All of the cost bases that Fremont Corporation defines have the type *Burden Cost*, since they are used to group types of raw costs that are directly related to calculating burdened costs. Fremont does not define any additional cost base types.

Fremont defines the cost bases shown in the following table:

Cost Base	Report Order	Type
Labor	10	Burden Cost
Material	20	Burden Cost
Expenses	30	Burden Cost

### **Related Topics**

Using Burden Structures, *Oracle Project Costing User Guide*

### **Burden Cost Codes**

Burden cost codes represent the types of costs that you want to allocate to raw costs. You can use burden cost codes for internal costing, revenue generation, and billing. You can also use burden cost codes to report and account for on burden cost recovery components in Oracle Projects.

### **Prerequisites**

- Define an Expenditure Type for burden cost codes that will be processed as

separate, summarized burden transactions. See: Expenditure Types, page 3-21.

#### To define a burden cost code:

1. In the Burden Cost Codes window, enter the Burden Cost Code and a Description.
2. Optionally assign an expenditure type to the burden cost code for creating separate burden transactions.

The expenditure type you enter must have the *Burden Transactions* expenditure type class assigned to it. (Only expenditure types with the *Burden Transactions* expenditure type class assigned to them are displayed in the list of values for this field).

3. Save your work.

#### ***Fremont Corporation Burden Cost Codes***

Fremont defines many burden cost codes that correspond to the company's burden costs. The following table shows Fremont's burden cost codes for burdening:

Burden Cost Code	Description
Fringe	Employer paid payroll costs, insurance, and pension
Overhead	Support staff, equipment rental, supplies, building rent, facilities
G&A	Corporate expenses like corporate staff and marketing
Materials Handling	Materials handling costs

#### **Related Topics**

View Burdened Costs window, page 3-145

Burden Structure Components, *Oracle Project Costing User Guide*

#### **Burden Structures**

Burden structures group cost bases for a given use, and specify what types of raw costs are included in each cost base, and what burden costs are applied to the raw costs in each cost base. Your company may define many different burden structures; for example, you may define one for internal costing, one for revenue generation, and one for billing.

## Defining Burden Structures

### Prerequisites

- Define Expenditure Types. See: Expenditure Types, page 3-21.
- Define Cost Bases. See: Cost Bases and Cost Base Types, page 3-146.
- Define Burden Cost Codes. See: Burden Cost Codes, page 3-147.

### To define a burden structure:

1. Navigate to the Burden Structures window.

2. **Header Information**

Enter a unique name and description for the burden structure.

Select Additive if you want to apply each burden cost code assigned to a cost base using the same precedence when calculating burden costs. Additive schedules automatically provide a default value of 1 to each burden cost code in the structure. Select Precedence if you want to specify the order in which each burden cost code in a cost base should be applied to raw costs.

Select Allowed if users can use this burden structure when defining a burden schedule override for a project or task. Select Default if you want this burden structure to appear as the default structure for burden schedule overrides for projects and tasks. You can only select one default structure for burden schedule overrides.

3. **Cost Base Assignment**

Enter the names of the cost bases included in this burden structure.

If you need to define additional cost bases, choose the Cost Bases button.

**Tip:** After you enter a cost base, we recommend that you enter all of the associated expenditure types and burden cost codes for the cost base before you enter the next cost base.

4. **Burden Cost Codes**

Enter the burden cost codes associated with a particular cost base. If you are using a precedence based structure, enter the precedence in which you want to apply each burden cost code to raw costs within the cost base.

If you need to define a new burden cost code, choose the New Burden Cost Codes button.

## 5. Expenditure Types

Enter the expenditure types associated with a particular cost base. Expenditure types represent the types of raw costs within a cost base.

Each expenditure type can belong to only one cost base having a type of *Burden Cost* within each burden structure so that transactions of that expenditure type are not burdened more than once.

If you do not assign an expenditure type to a cost base, transactions using that expenditure type are not burdened. The burdened cost for these transactions equals the raw cost of the transaction.

## 6. Save your work.

## Copying Burden Structures

When you copy a burden structure, Oracle Projects copies the following assignments from the existing (*From*) structure to the new (*To*) structure:

- Cost base assignments
- Burden cost codes
- Expenditure types

**Note:** To copy an existing burden structure to a new burden structure, you must first enter header information for the new burden structure.

### To copy a burden structure:

1. In the Burden Structures window, review the copy from structure to ensure that it contains the information you want to copy to the new structure.
2. Clear the window and create the To structure, entering header information only.
3. Save your work.
4. Choose the Copy Structure button. The To field automatically defaults to the current copy To structure.
5. Enter the name of the burden structure you want to copy from.
6. Choose OK.

### **Fremont Corporation Burden Structures**

Fremont defines two burden structures: one standard corporate labor structure and one

structure for building up costs for cost plus processing. Fremont's burden structures are shown below:

<b>Labor Only Structure</b>	Structure Type: Additive
	Structure Usage in Override Schedule: Allowed
<b>CP Buildup Structure</b>	Structure Type: Precedence
	Structure Usage in Override Schedule: Allowed, Default

#### **Labor Only Structure**

Details of the Labor Only Structure are shown below:

<b>Cost Base: Labor</b>	Burden Cost Codes: Overhead (Precedence=1)
	Expenditure Types: Administrative, Clerical, Other Labor, Professional, Double Time, and Time and Half

#### **CP Buildup Structure**

Details of the CP Buildup Structure are shown in the following table:

<b>Cost Base: Labor</b>	Burden Cost Codes: Overhead (Precedence=10), Fringe (Precedence=20), G&A (Precedence=30)
	Expenditure Types: Administrative, Clerical, Other Labor, Professional, Double Time, Time and Half
<b>Cost Base: Materials</b>	Burden Cost Codes: Materials Handling (Precedence =25), G&A (Precedence=30),
	Expenditure Types: Material
<b>Cost Base: Expenses</b>	Burden Cost Codes: G&A (Precedence=30)
	Expenditure Types: Air Travel, Automobile Rental, Entertainment, Equipment Rental, Lodging, Meals, Misc. Travel Expenses, Other Expenses, Other Invoice, Personal Auto Use, Supplies

#### **Related Topics**

Using Burden Structures, *Oracle Project Costing User Guide*

#### **Burden Schedule Type Profile Option**

You can set the Burden Schedule Type profile option to specify the default burden schedule type that is assigned when you enter a standard burden schedule.

For more information, see: PA: Default Burden Schedule Type, page B-36.

## Burden Schedules

Use the Burden Schedules window to define firm and provisional burden schedules. When you create a schedule, you associate a burden structure to the schedule. You can create an unlimited number of schedules; for example, you may define unique schedules for the different purposes of internal costing, revenue, and invoicing.

For Single Business Group Access, you must set up and compile burden schedules for each business group. The schedule name must be unique within each business group. For Cross Business Group Access, you can share burden schedules across business groups. The schedule name must be unique across the system.

Burden schedules are shared among operating units defined by the burdening hierarchy. If organization burden multipliers are not explicitly defined in the Define Burden Schedule window, they will default from the next higher level organization in the hierarchy.

You assign burden schedules to project types, projects, or tasks; project type assignments provide default schedules to a project. Whenever special multipliers are negotiated for a project, you can create project or task burden schedule overrides with the negotiated burden multipliers.

## Prerequisites

- Define business groups.
- Define burden schedule hierarchy.
- Define Implementation Options.
- Define burden structures.

## Defining Burden Schedules

To define a burden schedule:

1. In the Burden Schedules window, enter the name and description of the burden schedule you are defining.

Enter the default burden structure for this schedule, which is automatically used whenever you create a new revision. You can see the structure of a particular revision when you review revision details. You can change the default structure of the schedule at any time. Oracle Projects uses the new default structure for any new revisions that you create. You can update the default structure to create revisions that use a different burden structure for a given burden schedule.

2. Choose the burdening hierarchy for this schedule.

The burden hierarchy you enter for the burden schedule is the default hierarchy for

the latest version. The burden hierarchy information is displayed in the Burden Schedule Version Details window and can be overridden at this level.

3. Choose the Type of schedule, either Firm or Provisional.
4. In the Versions region, define revisions. You may have many different revisions of a particular schedule; for example, you may have a schedule revision for each quarter in your fiscal year. You also create schedule revisions when you want to use a new burden structure, enter new burden multipliers, or apply actual rates to provisional multipliers.

You can set the burden schedule version start date and end date to be any calendar date. The start date and end date need not be associated with the general ledger period.

Whenever you create a new schedule revision, Oracle Projects automatically closes the previous open revision. The end date defaults to the date preceding the start date of the new revision.

Enable the Hold check box if you want to hold this schedule revision from compiling.

Choose the Details button to review the details of a particular revision.

Choose Actual if you want to apply actual multipliers to provisional revisions. See: Applying Actuals, page 3-157.

5. In the Multipliers region, enter multipliers for a schedule revision. You also use this region to compile burden multipliers.

Choose Copy to copy multipliers from one schedule revision to a new revision. See: Copying Multipliers, page 3-153.

6. Save your work.
7. After you have completed entry of all multipliers, choose Compile to compile new multipliers. When you compile a schedule, Oracle Projects automatically submits the Compile Rate Schedule Revision process. You can also use the Compile All Burden Schedule Revisions process to compile multiple schedules at one time.

## Copying Multipliers

If you have a responsibility with the Project Burden Schedule Copy function associated to it, you can copy multipliers across schedules and schedule revisions. Otherwise, you can only copy multipliers between revisions that use the same burden structure.

**Note:** You must create and save the Copy To revision before you can copy multipliers to the new revision.

### **Fremont Corporation Burden Schedules**

Fremont defines the following three burden schedules:

- **Labor Burden Only:** Initially, provisional multipliers are used in the billing schedule. As better estimates are available, Fremont defines new revisions of burden schedules.

The Labor Burden Only schedule is the standard schedule for labor costing on specific indirect projects. This schedule is based on firm multipliers, and consists of two revisions, one for 1993, and one for 1994.

- **Internal Costing:** This is the standard schedule for internal costing of contract and capital projects. This schedule is based on firm multipliers, and consists of one revision.

**Note:** Fremont defines the labor burden and internal costing schedules with firm multipliers, because the multipliers should not change for the year. Provisional multipliers are ultimately replaced by actual multipliers.

- **Cost Plus Billing:** This standard schedule for billing is based on provisional multipliers, and consists of two schedule revisions: one for each half of the calendar year. Burden costs for Overhead are higher for the Administration group and lower for other divisions of Fremont Corporation.

The attributes of the burden schedules are shown in the following table:

<b>Burden Schedule Name</b>	<b>Description</b>	<b>Structure</b>	<b>Type</b>
Labor Burden Only	Burden schedule for labor costing	Labor Only	Firm
Internal Costing	Burden schedule for internal costing	CP Buildup	Firm
Cost Plus Billing	Burden schedule for billing	CP Buildup	Provisional

### **Labor Burden Only Schedule Revisions**

The following table shows the Labor Burden Only schedule revisions:



Revision Name	Start Date	End Date
1993 Multipliers	01-JAN-1993	31-DEC-1993
1994 Multipliers	01-JAN-1994	31-DEC-1994
1995 Multipliers	01-JAN-1995	(no end date)

The following table shows the multipliers for the Labor Burden Only schedule revisions:

Revision Name	<u>Multipliers:</u> Organization	Burden Cost Code	Multiplier
1993 Multipliers	Fremont Corporation	Overhead	1.20
1994 Multipliers	Fremont Corporation	Overhead	1.25
1995 Multipliers	Fremont Corporation	Overhead	1.5

### ***Internal Costing Schedule Revision***

The Internal Costing schedule has one revision, with the following attributes:

- Revision Name: *Revision 1*
- Start Date: *01-JAN-1993*

The following table shows the multipliers for Revision 1 of the Internal Costing schedule revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	0.95
Fremont Corporation	G&A	0.15
Fremont Corporation	Fringe	0.30
Fremont Corporation	Materials Handling	0.08

**Cost Plus Billing Schedule Revision**

The following table shows the Cost Plus Billing schedule revisions:

Revision Name	Start Date	End Date
1993-1 Prov Multipliers	28-DEC 1992	27-JUN-1993
1993-2 Prov Multipliers	28-JUN-1993	26-DEC-1993
1994 Prov Multipliers	27-DEC-1993	(no end date)

The following table shows the multipliers for the Cost Plus Billing schedule 1993-1 Prov Multipliers revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	1.02
Fremont Corporation	G&A	0.15
Fremont Corporation	Fringe	0.35
Fremont Corporation	Materials Handling	0.05
Administration	Overhead	1.10

The following table shows the multipliers for the Cost Plus Billing schedule 1993-2 Prov Multipliers revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	1.10
Fremont Corporation	G&A	0.15
Fremont Corporation	Fringe	0.35
Fremont Corporation	Materials Handling	0.05

Organization	Burden Cost Code	Multiplier
Administration	Overhead	1.10

The following table shows the multipliers for the Cost Plus Billing schedule 1994 Prov Multipliers revision:

Organization	Burden Cost Code	Multiplier
Fremont Corporation	Overhead	1.00
Fremont Corporation	G&A	0.16
Fremont Corporation	Fringe	0.30
Fremont Corporation	Materials Handling	0.05
Administration	Overhead	1.05
Fremont Engineering	Overhead	0.95
Fremont Services	Overhead	0.90
Fremont Construction	Overhead	0.80
Fremont Construction	Materials Handling	.015

## Applying Actuals

You apply actuals by creating an actual schedule revision which replaces one or more provisional revisions. When you apply actual multipliers, the multipliers are applied retroactively to all transactions that were processed using the provisional revision being replaced. After you apply actual multipliers, you must process existing items to recalculate cost, revenue, or invoice amounts.

### To apply actuals:

1. In the Burden Schedules window, review the provisional schedule revisions that you want to replace with actual multipliers. Enter an End Date for any open provisional revisions if they do not already have an End Date.
2. Choose the Actual button to navigate to the Apply Actuals window.

3. Create an actual revision by entering a revision name in the Actual Revisions field.
4. Select the specific provisional revisions that you want to replace with the actual revision.  
  
The effective dates of the actual revision defaults from the earliest provisional revision and the latest provisional revision respectively.
5. Choose OK to return to the Burden Schedules window. Notice that Oracle Projects creates a new revision for the actual revision you specified.
6. Enter actual burden multipliers in the Multipliers region. When you are finished entering actual multipliers, save your changes.
7. Remove the hold placed on the actual revision.
8. Save your work.
9. Choose the Compile button to complete the task.

## Changing Burden Schedules

You can correct burden multipliers within a schedule revision, or you can create new schedule revisions to correct multipliers. After you create a burden schedule revision, or update your current schedule, you need to compile the multipliers.

**Note:** If you change any of the attributes of the burden hierarchy for a burden schedule version, you must recompile the schedule.

### To correct burden multipliers:

If you need to correct a multiplier within a particular burden schedule revision, you just change the multiplier for the organization and burden cost code. You can correct multipliers for any schedule type.

1. Correct the burden schedule revision by changing multipliers, adding new multipliers, or deleting existing multipliers in the Multipliers region.
2. Choose Compile to compile the new multipliers for the revision.

When you compile the schedule revision, Oracle Projects marks all items that were processed using the burden schedule revision. You must reprocess these items by running the appropriate cost, revenue, and invoice processes.

### To create a new revision:

If you do not want to apply corrected multipliers retroactively, but want the new multipliers to affect all expenditure items in the future, create a new schedule revision.

You use start and end dates to indicate the time period of the revision.

1. Create a new revision (or copy it from existing revision). Based on the start date of new revision, the old revision is automatically closed with an end date as the date preceding the new revision start date.
2. Enter organizations and multipliers in the Multipliers region.
3. Choose Compile to compile the new schedule revision.

When you compile the schedule revision, Oracle Projects marks all items that were processed using the burden schedule and have an expenditure item date that falls in the new revision's date range. You must then reprocess these items by running the appropriate cost, revenue, and invoice processes.

## Related Topics

Using Burden Schedules, *Oracle Project Costing User Guide*

Burden Schedule Overrides, *Oracle Projects Fundamentals*

## Burden Costing Extension

Use the Burden Costing Extension to override the burden schedule ID.

For more information, see: Burden Costing Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Allowing Incremental Accounting for Burden Schedule Revisions

You can optionally enable the *PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation* profile option. When this profile option is *enabled* and you reprocess transactions after burden multipliers are recompiled, Oracle Projects generates incremental accounting entries to post the difference between the original and new burden cost amounts. When this profile option is *not enabled* and you reprocess transactions, Oracle Projects reverses the original accounting entries and generates new entries to post the adjusted cost amounts.

## Related Topics

Processing Transactions After a Burden Schedule Revision, *Oracle Project Costing User Guide*

PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation, page B-19

## Report Separate Burden Transactions with Source Resources Profile Option

You can set the *PA: Report Separate Burden Transactions with Source Resources* profile

option to have Oracle Projects assign summary burden transaction expenditure items to the same resource class as their source raw cost expenditure items. This option enables you to assign both burden costs and their source raw costs to the same resource class for reporting purposes.

For more information, see: PA: Report Separate Burden Transactions with Source Resources, page B-21.

## Setting Up for Cross Charge Processing: Borrowed and Lent

The following instructions give details about the Cross Charge: Borrowed and Lent steps, page 3-10 in the Oracle Project Costing Feature Implementation Checklist.

Use borrowed and lent processing to charge expenditures between operating units, but within the same ledger (legal entity).

### Prerequisites:

- Oracle Projects uses the organization defined in the Default Legal Context field as the legal entity necessary for cross charge processing. This field is located in the Operating Unit Information region of the Define Organization window in Oracle Human Resources.
- Define organizations and organization hierarchies (operating units, legal entities, and business groups) that will share resources.

### Define Transfer Price Rules

See: Defining Transfer Price Rules, page 3-170.

### Define Transfer Price Schedules

See: Defining Transfer Price Schedules, page 3-172.

### Define Cross Charge Implementation Options

You must define cross charge implementation options for all operating units that will use borrowed and lent processing.

#### To define cross charge implementation options:

1. Navigate to the Implementation Options window and select the Cross Charge tab.
2. Enter the exchange rate date type and the exchange rate type that Oracle Projects uses to convert the transfer price amount to the functional currency of the provider operating unit:

- For Exchange Rate Date Type, choose Expenditure Item Date or PA Date.
  - For Exchange Rate Type, specify the rate type that will be used as the default for transfer price conversions.
3. Select a method for processing cross charges within an operating unit. If you select:
    - None, Oracle Projects will not process intra-operating unit transactions for cross charge.
    - Borrowed and Lent, the system creates borrowed and lent accounting entries only; Oracle Projects does not generate invoices for transactions processed by borrowed and lent accounting.
  4. To allow cross charges to all operating units within a legal entity, select the check box, and then choose a default processing method for these type of transactions. If you select:
    - None, Oracle Projects does not process inter-operating unit transactions for cross charge.
    - Borrowed and Lent, Oracle Projects creates borrowed and lent accounting entries only.
  5. Save your work.

## Defining Provider and Receiver Controls

See: Defining Provider and Receiver Controls, page 3-174.

## Defining AutoAccounting Rules for Borrowed and Lent Transactions

Define AutoAccounting rules for borrowed and lent cross charges in each provider operating unit (these transactions are processed in the provider operating units). Use the Borrowed Account and Lent Account AutoAccounting functions to select the appropriate intercompany borrowed and lent accounts. For more information on the related function transactions and parameters, see: AutoAccounting Functions, page G-2.

You can optionally set up Oracle Subledger Accounting to overwrite the default borrowed and lent accounts, or individual segments of the accounts, that Oracle Projects derives using AutoAccounting rules.

## Related Topics

Subledger Accounting for Costs, page 3-41

Using Accounting Setup Manager, *Oracle Financials Implementation Guide*

Defining Legal Entities Using the Legal Entity Configurator, *Oracle Financials Implementation Guide*

## Implement Cross Charge Extensions

You can implement your business rules for various aspects of cross charging using the Cross Charge Extensions.

See: Cross Charge Client Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Setting Up for Cross Charge Processing: Intercompany Billing

The following instructions give details about the Cross Charge: Intercompany Billing steps, page 3-11 in the Oracle Project Costing Feature Implementation Checklist.

Use intercompany billing to charge expenditures across ledgers (legal entities).

### Prerequisites

1. Install and implement Oracle Project Billing, Oracle Receivables, and Oracle Payables (for intercompany billing only). See: *Oracle Receivables Implementation Guide* and *Oracle Payables Implementation Guide*.
2. Define organizations and organization hierarchies (operating units, legal entities, and business groups) that will share resources.

## Global and Operating Unit Setup

The setup steps are divided into the following phases:

- Global Setup:
  - Define transfer price rules, page 3-163
  - Define transfer price schedules, page 3-163
  - Define additional expenditure types, agreement types, billing cycles, invoice formats, and supplier types, page 3-163
  - Define an internal supplier, page 3-163
  - Define an internal customer, page 3-163
- Operating Unit Setup:



- Define supplier sites for the internal supplier (receiver), page 4-86
- Define bill to and ship to sites for the internal customer (provider), page 3-164
- Define internal billing implementation options (each operating unit), page 3-165
- Set up tax for internal Oracle Receivables invoices and configure for provider operating unit in Oracle E-Business Tax , page 3-165
- Set up tax for internal Oracle Payables invoices and configure for receiver operating unit in Oracle E-Business Tax , page 3-169
- Define tax account codes for internal Oracle Receivables invoices, page 3-169
- Define an agreement for intercompany billing projects, page 3-165
- Define additional expenditure types, agreement types, billing cycles, invoice formats, and supplier types

## Defining Transfer Price Rules

For details about this step, see: Defining Transfer Price Rules, page 3-170.

## Defining Transfer Price Schedules

For details about this step, see: Defining Transfer Price Schedules, page 3-172.

## Defining Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types

For details about this step, see: Defining Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types, page 3-167.

## Defining Internal Suppliers

In Oracle Payables, define a supplier for intercompany billing transactions. Payables invoices will be sent to this internal supplier during the Tieback Invoices from Receivables process.

For this supplier, you define supplier sites for each operating unit. See: *Entering Suppliers, Oracle Payables User Guide* and *Oracle Purchasing User Guide*.

## Defining Internal Customers

In Oracle Receivables, define a customer for intercompany billing transactions. This internal customer generates intercompany invoices.

## Defining Supplier Sites for the Internal Supplier (Receiver)

You must define a supplier site for each internal supplier that provides cross charged transactions to the current operating unit. Supplier sites are defined in Oracle Payables. Oracle Payables invoices created by the internal billing process are sent to these supplier sites. When defining an internal supplier site, specify an Oracle Payables account for internal billing purposes. For more information on defining suppliers, see the *Oracle Payables User's Guide*.

## Defining Bill To and Ship To Sites for the Internal Customer (Provider)

You must define a customer bill and ship site for each internal customer that receives internal invoices from the current operating unit. Customer bill and ship sites are defined in Oracle Receivables.

Define internal billing implementation options for every operating unit that uses the internal billing feature of Oracle Projects as either a provider or receiver organization. You can designate an operating unit as a provider organization, a receiver organization, or both.

Define an agreement with a soft limit to fund each intercompany billing project. To define agreements for intercompany billing, enter the receiver operating unit as the customer, and an agreement type defined for intercompany billing. Use the agreement to fund the corresponding intercompany billing project. The Agreements window automatically updates the baselined amount from the funding amount (in other words, you do not need to create a budget for the project). Oracle Projects uses this agreement to generate internal Receivables invoices.

In Oracle E-Business Tax, set up tax and configure for the pair of receiver and provider operating units involved in the cross-charge transaction..

**Note:** The internal billing processes use the tax classification code on the internal Oracle Receivables invoice raised by the provider operating unit to create an internal Oracle Payables invoice on the receiver operating unit.

## Related Topics

Defining Internal Billing Implementation Options, page 4-87

Agreements, *Oracle Project Billing User Guide*

Setting up Tax in Oracle E-Business Tax for Internal Oracle Receivables Invoices (Provider), page 3-169

Setting up Tax in Oracle E-Business Tax for Internal Oracle Payables Invoices (Receiver), page 3-169

Defining Tax Account Codes for Internal Payables Invoices, page 3-169

Defining Automatic Accounting in Oracle Receivables, page 4-96

For more information on Automatic Accounting and setting up customers, see the *Oracle Receivables Implementation Guide*.

## **Defining Internal Billing Implementation Options (Each Operating Unit)**

For details, see: Defining Internal Billing Implementation Options, page 3-168.

## **Setting up Tax for Internal Oracle Receivables Invoices (Provider)**

For details, see: Setting up Tax for Internal Oracle Receivables Invoices, page 3-169.

## **Setting up Tax for Internal Oracle Payables Invoices (Receiver)**

For details, see: Setting up Tax for Internal Oracle Payables Invoices, page 3-169.

## **Defining Tax Account Codes for Internal Oracle Receivables Invoices**

For details, see: Defining Tax Account Codes for Internal Oracle Receivables Invoices, page 3-169.

## **Defining an Agreement for Intercompany Billing Projects**

Define an agreement for your intercompany billing projects. See: Agreements, *Oracle Project Billing User Guide*.

## **Define an Intercompany Project Type and Project Template**

Define an intercompany project type and project template, as described below.

### **Defining a Project Type for Intercompany Billing Projects**

You must define a project type of for intercompany billing projects. This project type must have the project type class Contract. Select the Intercompany Billing Project check box to distinguish this project type from non-intercompany billing project types. See: Project Types, page 2-126.

### **Defining Project Templates for Intercompany Billing Projects**

You will probably want to define project templates especially for cross charge processing projects. Use one of the project types defined for intercompany billing. See: Project Templates, *Oracle Projects Fundamentals*.

## **Defining Intercompany Billing Projects**

To use intercompany billing, you must set up an intercompany billing project for each

receiver operating unit that receives charges from the current operating unit.

Use one of the project templates created for intercompany billing. Then enter the project details:

1. Enter the internal customer defined for the receiver operating unit. The project must have only one customer with a contribution level of 100%.
2. Enter the bill and ship sites defined for the internal customer.
3. Select one of the invoice formats defined for cross charge processing.
4. Select one of the billing cycles defined for cross charge processing.
5. Enter the intercompany receivables manager as the project manager.
6. Enter billing currency and conversion attributes as required by the receiver operating unit.

## Defining Provider and Receiver Controls

See: Defining Provider and Receiver Controls, page 3-174.

## Defining the Supplier Invoice Charge Account Process for Internal Invoicing

See: Modifying the Supplier Invoice Charge Account Process, page 3-170.

## Implementing the Payables Open Interface Workflow

See: Customizing the Payables Open Interface Workflow, page 3-169.

## Defining AutoAccounting for Intercompany Billing Transactions

Intercompany billing accounting entries in the provider operating unit include a debit to an Intercompany Receivables account and a credit to an Intercompany Revenue account. Oracle Projects provides the *Intercompany Revenue Account* and *Intercompany Invoice Accounts* AutoAccounting functions to determine the appropriate intercompany revenue and receivables accounts. For more information on the related function transactions and parameters, see: AutoAccounting Functions, page G-2.

## Defining AutoAccounting Rules for Provider Cost Reclassifications

If you have enabled provider cost reclassification for intercompany billing, you must define AutoAccounting Rules for provider cost reclassification entries using the *Provider Cost Reclass Dr* and *Provider Cost Reclass Cr* functions.

You can optionally set up Oracle Subledger Accounting to overwrite the default provider cost reclassification accounts, or individual segments of the accounts, that

Oracle Projects derives using AutoAccounting rules.

## **Related Topics**

Subledger Accounting for Costs, page 3-41

## **Defining Invoice Rounding Account for Intercompany Transactions**

See: Invoice Rounding, page 4-79.

## **Implementing Cross Charge Extensions**

Use the Cross Charge Extensions to implement your business rules for intercompany billing.

See: Cross Charge Client Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## **Shared Setup Details for Cross Charge Processing**

Following are instructions for the setup steps that are shared by the setup procedures for borrowed and lent processing, intercompany billing, and inter-project billing.

## **Define Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types for Cross Charge Processing**

### **Defining Expenditure Types**

You may need to define expenditure types to associate with internal Payables invoices and distributions that contain project information.

You can associate the expenditure types that you define in this step with the Supplier Invoices expenditure type class. (These expenditure types are also used to create non-recoverable tax lines on internal Payables invoices.) See: Expenditure Types, page 3-21.

### **Defining Agreement Types**

You can define additional agreement types to help you distinguish internal agreements from those with your external customers. See: Agreement Types, page 4-50.

### **Defining Work Types for Cross Charge Processing**

If your transfer price rules vary for revenue sharing and cost reimbursement agreements between your provider and receiver organizations, define work types to distinguish the agreement types. See Work Types, page 2-120.

## Defining Supplier Types for Internal Suppliers

You can define separate supplier types in Oracle Payables for internal suppliers to distinguish them from external suppliers. You can also define separate supplier types in Oracle Purchasing. See: *Suppliers, Oracle Payables User's Guide* and *Oracle Purchasing User Guide*.

## Defining Transaction Sources for Cross Charge Processing

If you import cross charge transactions that are processed by an external system, enable the *Process Cross Charge* option for that system's transaction source. If you enable this option for the transactions source, Oracle Projects performs cross charge processing for transactions originating from that transaction source. See: *Transaction Sources*, page 3-29.

## Defining an Internal Supplier

In Oracle Payables, define a supplier for inter-project billing transactions. Payables invoices will be sent to this internal supplier during the Tieback Invoices from Receivables process.

For this supplier, you define supplier sites for each operating unit.

## Defining an Internal Customer

In Oracle Receivables, define a customer for inter-project billing transactions. This internal customer generates inter-project invoices.

## Defining Internal Billing Implementation Options

For each operating unit that uses the internal billing feature of Oracle Projects you must set up internal billing implementation options as either a provider or receiver organization, or both.

### To define internal billing implementation options:

1. Navigate to the Implementation Options window and select the Internal Billing tab.
2. If the current operating unit is a provider organization for internal billing, select Provider for Internal Billing.
3. For Supplier Name and Number, enter the name and number of the supplier associated with the current operating unit.
4. Select an invoice numbering method, as shown below:

To enter invoice numbers manually, Select Manual, and then select Alphanumeric

or Numeric Numbering.

To use invoice numbers generated by the system, Select Automatic, and then specify a starting number to use for internal invoices.

5. For Invoice Batch Source, select PA Internal Invoices.
6. Indicate how you want to reclassify cross charged costs for cost accrual and non-cost accrual projects. Select None if you do not want to reclassify cross charges for either category.
7. Select Receiver for Internal Billing if the current operating unit is a receiver organization for internal billing.  
  
Use the Cost Accrual Identification extension to identify the project as a cost accrual project. See: Cost Accrual Identification Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
8. For Customer Name and Number, enter the name and number of the customer associated with this operating unit.
9. Save your work.

## Setting Up Tax for Internal Oracle Receivables Invoices

In Oracle E-Business Tax, set up taxes and configure for each provider operating unit, see: Applying Tax to Project Invoices, page 4-13. For more information on tax setup and configuration, see the *Oracle E-Business Tax User Guide*.

For information on posting tax amounts to tax accounts, see: Defining Tax Account Codes for Internal Oracle Receivables Invoices, page 3-169.

## Setting Up Tax for Internal Oracle Payables Invoices

In Oracle E-Business Tax, set up taxes and configure for each receiver operating unit, see: Applying Tax to Project Invoices, page 4-13. For more information on tax setup and configuration, see the *Oracle E-Business Tax User Guide*.

## Defining Tax Account Codes for Internal Oracle Receivables Invoices

In Oracle E-Business Tax, define the tax account codes that Oracle Receivables uses to post calculated tax amounts to Oracle General Ledger on internal invoices of the project provider operating unit. For more information, see: Defining Automatic Accounting in Oracle Receivables, page 4-96.

## Customizing the Payables Open Interface Workflow

You can modify the AP Open Interface Workflow process to override the default

attributes used to convert the internal Payables invoice from the transaction currency to the functional currency of the receiver operating unit. See: Payables Open Interface Workflow, *Oracle Payables Implementation Guide*.

## Modifying the Supplier Invoice Charge Account Process

In Oracle Payables, you must modify the *Supplier Invoice Charge Account* process so that it returns a generic cost account for internal invoices.

You can use different supplier types to differentiate between regular and internal invoices. You can further differentiate internal invoices between intercompany and inter-project invoices by specifying the appropriate invoice source for Projects intercompany invoices and inter-project invoices.

## Defining Transfer Price Rules

The screenshot shows the 'Transfer Price Rules (Vision Services)' form. It includes the following fields and sections:

- Name:** A text input field.
- Type:** A dropdown menu with 'Labor' selected.
- Effective Dates:** A section with 'From' (17-JAN-2003) and 'To' (empty) date pickers.
- Description:** A text input field with a small icon to its right.
- Basis:** A dropdown menu with 'Raw Cost' selected.
- Use:** A section containing:
  - ☒ **Basis**
  - ☐ **Burden Schedule** with an adjacent text input field.
  - ☐ **Bill Rate Schedule** with an adjacent text input field.
  - Operating Unit:** A text input field.
  - Schedule:** A row of three text input fields.
- Apply:** A text input field with '100' and a '%' symbol.

Define transfer price rules at the business group level to determine how Oracle Projects calculates the transfer price for cross charged transactions.

Each rule consists of attributes that you can define:

- Rule name, type, description, and effective dates
- Basis and calculation method



- Rate (percentage) at which to apply the rule

Changes to transfer price rules affect only future transactions. To change a previously processed transaction, adjust the transaction manually from the Expenditure Items window.

Before you define a transfer price rule, you must define the bill rate or burden schedule that you want to use in the rule (if applicable). See: Rate Schedule Definition, page 2-62 and Burdening, *Oracle Project Costing User Guide*.

### To define a transfer price rule:

1. Navigate to the Transfer Price Rules window.
2. Enter a unique name for the rule, select a type (Labor or Non-Labor), and specify a description and the effective dates.

**Note:** Transfer price rule names must be unique within a business group if you are using Single Business Group Access. For Cross Business Group Access, transfer price rule names must be unique across the system.

3. For the [ ] field (descriptive flexfield), enter the information specified by your system administrator.
4. For Basis, select Raw Cost, Burdened Cost, or Revenue.
5. Select one of the calculation methods described in the following table to use to determine the transfer price:

Method	Description
Basis	Use the transfer price with no further adjustments.
Burden Schedule	Specify the name of an existing burden schedule to apply to the basis. See: Burden Schedules, page 3-152.
Bill Rate Schedule	For Operating Unit, specify the name of the operating unit that owns the bill rate schedule that you want to use. See Rate Schedule Definition, page 2-62.  For Schedule, specify a bill rate schedule to apply to the basis. The window will display the schedule's currency code.

6. For Apply, enter a percentage (zero or any positive number).

The percentage is the amount of a markup or discount to the transfer price amount calculated by the rule. Numbers less than 100 indicate a discount, and numbers greater than 100 indicate a markup. For example, to give a 20% discount on a bill rate, enter 80.

7. Save your work.

## Related Topics

Defining Transfer Price Schedules, page 3-172

Defining Cross Charge Implementation Options, page 3-160

Defining Internal Billing Implementation Options, page 3-168

Defining Provider and Receiver Controls, page 3-174

## Defining Transfer Price Schedules

A transfer price schedule is a list of transfer price rules. The schedule specifies which rules determine the transfer price amount for transactions charged from a provider organization to a receiver organization.

When defining transfer price schedule lines, you can use the amount type classification to assign different rules for revenue sharing and cost reimbursement agreements. As cross charge transactions are processed, the work type attribute classifies each transaction as cost or revenue, and therefore, determines the schedule line used when the transfer price is calculated. See *Work Types, Oracle Projects Fundamentals*.

You can define different schedules to use different rules for various projects and tasks between the same pairs of provider and receiver organizations. For example, you can define one schedule that contains all the rules for capital projects and another for contract projects.

Changes to a transfer price schedule affect only future transactions. To change a previously processed transaction, use the Expenditure Items window to adjust the transaction manually.

Before you define transfer price schedule, you must define:

- Organizations
- Transfer price rules (see: Defining Transfer Price Rules, page 3-170)

### To define a new transfer price schedule:

1. Navigate to the Transfer Price Schedules window.
2. Enter a unique name for the schedule, specify a description and the effective dates.

The schedule is effective during the dates you specify. You will be able to use this schedule for projects and tasks within the effective date range only.

3. For the [ ] field (descriptive flexfield), enter the information specified by your system administrator.
4. In the Schedule Lines region, specify the provider and receiver organizations and the transfer price rules that you want to associate with those organizations. For the provider organization, Oracle Projects uses the Expenditure/Event organization hierarchy assigned to the operating unit in the Expnd/Costing tab of the Implementation Options window to extract transfer price calculation information. For the receiver organization, Oracle Projects uses the Project/Task Owning hierarchy assigned to the operating unit in the Project Setup tab of the Implementation Options window to extract transfer price calculation information.

5. Enter the schedule lines, as shown below:

<b>Line Num</b>	Enter a number greater than zero to specify the display order for the lines.
<b>Provider</b>	Choose any organization, parent organization from organization hierarchy assigned to the operating unit in the Expenditures tab of the Implementation Options window, or business group
<b>(Optional) Receiver</b>	Choose any organization, parent organization, operating unit, or business group. If you leave this field blank, this transfer price schedule applies to any receiver organization receiving transactions from the specified provider organization.
<b>Labor Rule, Non Labor Rule</b>	<p>For Labor Rule, choose a valid transfer type rule with the type Labor for this provider and receiver organization pair.</p> <p>For Non Labor Rule, choose a rule with the type Non Labor.</p> <p>You must specify at least one transfer price rule (labor, non-labor, or both) for each schedule line.</p>
<b>Apply %</b>	<p><i>(One Apply % field applies to labor rules, the other to non-labor rules.)</i> Enter a percentage (zero or any positive number). The percentage is a markup or discount to the transfer price amount calculated by the rule. Numbers less than 100 indicate a discount, and numbers greater than 100 indicate a markup. For example, to give a 20% discount on a bill rate, enter 80.</p>

**Transfer Price Amount Type**

Select one of the following:

- **Cost Transfer:** The schedule line is applied to transactions when the assigned work type has the amount type Cost
- **Revenue Transfer:** The schedule line is applied to transactions when the assigned work type has the amount type Revenue.
- **Cost and Revenue:** The schedule line applies to all cross charge transactions.

**Effective Dates**

Enter effective dates for this schedule line. The schedule line will be applied to transactions within the effective date range only.

**Default**

Choose one schedule line to be a default for this schedule. The rule associated with this line is used to derive the transfer price if none of the other lines match your transaction.

**Note:** The system does not require that a transfer price schedule line be identified as the default line. However, the system does issue an error message if it cannot determine a rule to apply to a transaction.

**Descriptive flexfield**

Enter the information specified by your system administrator.

6. Save your work.

**Related Topics**

*Oracle Financials Implementation Guide*

*Oracle HRMS Implementation Guide*

**Defining Provider and Receiver Controls**

This section describes how to define provider and receiver controls to:

- Control the ability to allow cross charges to other operating units within and across legal entities by an individual receiver operating unit

- Override the default processing method for cross charges to receiver operating units within a legal entity
- Allow cross charges to operating units outside the legal entity
- Use internal billing

## Defining Provider Controls

You can define provider controls.

### To define provider controls:

1. Navigate to the Provider/Receiver Controls window.
2. Select the Provider Controls tab.

The *Allow Cross Charge To All Operating Units within Legal Entity* and *Default Processing Method* options display the implementation options you selected. You can change these options only from the Implementation Options window.

3. Enter the name of the operating unit that can receive cross charges from the current operating unit.

The operating unit can belong to a different legal entity than the current legal entity displayed at the top of the window. Once you enter an operating unit, Oracle Projects displays the name of the corresponding legal entity.

4. Select *Allow Cross Charge* to allow cross charges to this operating unit.

This value overrides the *Allow Cross Charges To All Operating Units Within Legal Entity* option. Changes to the *Allow Cross Charge* check box affect future cross charges to this receiver operating unit.

5. For Processing Method, select the cross charge processing method that you want to use for transactions charged to this receiver operating unit.

You can choose Intercompany Billing only if you have identified the operating unit as a receiver for internal billing. If you change the processing method to or from Intercompany Billing, you must mark any unprocessed transactions for cross charge reprocessing (do so in the Expenditure Items window). If you do not mark these items, they may fail processing for intercompany billing. You can choose Borrowed and Lent only if the receiver operating unit and provider operating unit are in the same legal entity.

6. *(Intercompany billing only)* Enter the name of the intercompany billing project created to generate intercompany Receivables invoices for this provider operating unit.

Oracle Projects validates that the customer associated with the receiver operating

unit is the same as the customer for the intercompany billing project.

You cannot change the intercompany billing project once you have created any billing transactions by running the Generate Intercompany Invoices process.

7. *(Intercompany billing only)* Enter an invoice grouping method.
  - **Receiver Project.** Oracle Projects generates a separate invoice for each project that receives cross charges from the current operating unit.
  - **Receiver Operating Unit.** Oracle Projects generates a single invoice for all projects in the receiver operating unit that receive cross charges from the current operating unit.
8. For [ ] (descriptive flexfield), enter the information specified by your system administrator.
9. Save your work.

## Defining Intercompany Receiver Controls

To define receiver controls:

1. Navigate to the Provider/Receiver Controls window.
2. Select the Receiver Controls tab and then enter the Provider lines, as shown below:

<b>Operating Unit</b>	Enter the name of the operating unit that provides internal invoices to the current operating unit. You can choose among the operating units identified as providers for internal billing (in the Internal Billing tab of the Implementation Options window).
<b>Legal Entity, Supplier</b>	After you enter an operating unit, Oracle Projects displays the name of the corresponding legal entity and supplier.
<b>Supplier Site</b>	Enter a supplier site to use for this operating unit.
<b>Expenditure Type</b>	Enter an expenditure type. Oracle Projects uses the expenditure type to create distribution lines for internal Payables invoices. You can choose only those expenditure types with an expenditure type class of Supplier Invoices.
<b>Expenditure Org</b>	Enter an organization to use as the expenditure organization for all distribution lines of the internal Payables invoices from this provider operating unit.

3. Save your work.

**Note:** You can override the expenditure type and expenditure organization assigned to internal Payables invoices using a client extension. See *Internal Payables Invoice Attributes Override Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Related Topics

Defining Legal Entities Using The Legal Entity Configurator, *Oracle Financials Implementation Guide*

Using Account Setup Manager, *Oracle Financials Implementation Guide*

## Oracle Payables and Purchasing Integration

The following instructions give details about the Oracle Payables and Purchasing Integration steps, page 3-13 in the Oracle Project Costing Feature Implementation Checklist.

## Install and Implement Oracle Payables and Oracle Purchasing

To integrate Oracle Projects with Oracle Payables and Oracle Purchasing, first install the Oracle Payables and Oracle Purchasing products.

## Implementing Oracle Payables for Projects Integration

Install and implement Oracle Payables if you want to perform any of the following activities:

- Enter project-related expense reports in Oracle Payables in the Invoice Workbench.

**Note:** To enter project-related expense reports for an employee in the Invoice Workbench, you must first associate a supplier with the employee.

- Enter project-related expense reports in Oracle Internet Expenses and import them into Oracle Payables.
- Use supplier and invoice information in Oracle Payables to create expenditure items for projects in Oracle Projects.

For more information about setting up Oracle Payables, refer to the *Oracle Payables Implementation Guide*.

## Defining Payables Options for Expense Reports

When you integrate Oracle Projects with Oracle Payables, you define the following options in the Expense Reports region of the Payables Options window of Oracle Payables.

- Automatically Create Employee as Supplier

If you do not enter employees manually as suppliers, enable the Oracle Payables option for automatically creating suppliers from employee information. If you enable this option, Oracle Payables enters the employee as a supplier the first time it imports an expense report for the employee. Oracle Payables cannot create invoices from expense reports if the employee is not a supplier and you have not enabled this Oracle Payables option.

- Terms/Pay Group/Payment Priority

If you enable the Automatically Create Employee as Supplier option in the Expense Report Payables Options, Oracle Payables will use the default values you supply to create the supplier records.

- Apply Advances

This option determines the default value for the Apply Advances option in the Expense Reports window. If you enable this option, Oracle Payables applies advances to employee expense reports if the employee has any outstanding paid advances.

## ***Fremont Corporation Payables Options***

Fremont Corporation's accounting department prefers to have Oracle Payables create supplier entries for employees who submit expense reports. Fremont creates the following Payables option:

- Automatically Create Employee as Supplier: *Enabled*

## Defining Payables Options for Discounts

The discount method you specify on the Accounting Option tab of the Payables Options window in Oracle Payables determines how Oracle Payables accounts for discount amounts. The discount method, in conjunction with the value you set for the profile option PA: AP Discounts interface start date (mm/dd/yyyy), determines what the process interfaces to Oracle Projects. For additional information about the profile option, see: PA: AP Discounts Interface Start Date (mm/dd/yyyy) , page B-41.

You must specify one of the following discount methods in Oracle Payables:

- **Prorate Expense:** Oracle Payables automatically prorates discount amounts across all invoice distribution lines. Oracle Payables credits discount amounts to the invoice distribution line accounts unless the invoice is matched to a purchase order



with Accrue at Receipt enabled. In this case, Oracle Payables credits the discount amounts to the price variance account defined on the purchase order. For accrual basis accounting, Oracle Projects interfaces discount amounts for all project-related invoice distribution lines with the destination type *Expense* to Oracle Projects. For cash basis accounting, Oracle Projects interfaces the payment amount, minus the discount amount.

- **Prorate Tax:** Oracle Payables automatically prorates a percentage of the discount amount across the tax distribution lines. Oracle Payables credits only the percentage of the discount amount equal to the percentage of the tax amount. Oracle Payables does not prorate amounts to expense account lines. Oracle Payables credits the remaining discount amount to the Discount Taken Account that you define in the Financial Options window. For accrual basis accounting, Oracle Projects interfaces discount amounts for project-related nonrecoverable tax invoice lines to Oracle Projects. For cash basis accounting, Oracle Projects interfaces the payment amount, minus the discount amount.
- **System Account:** Oracle Payables credits the total discount to the Discount Taken Account that you define in the Financial Options window. Oracle Payables does not distribute amounts to invoice distribution lines. For accrual basis accounting, Oracle Projects does not interface discount amounts to Oracle Projects. For cash basis accounting, Oracle Projects interfaces two expenditure items. One expenditure item is for the payment amount minus the discount, and the other expenditure item is for the amount of the discount. Together, the two expenditure items total to the full amount of the cost.

**Note:** You can interface discounts associated with project-related invoices to Oracle Projects before or after you interface the supplier invoice to Oracle Projects.

## Implementing Oracle Purchasing for Projects Integration

Install and implement Oracle Purchasing if you want to use Oracle Purchasing to enter project-related requisitions, requests for quotation (RFQs), and purchase orders, and then report outstanding committed costs of requisitions and purchase orders on your projects. You can also interface project-related receipt accruals from Oracle Purchasing to Oracle Projects as actual supplier costs.

For more information about setting up Oracle Purchasing, refer to the *Oracle Purchasing User's Guide*.

## Enable Encumbrance Financial Options

To use budgetary controls, you must implement budgetary control and encumbrance accounting for the ledger in Oracle General Ledger and enable encumbrance accounting in Oracle Payables or Oracle Purchasing. Encumbrance accounting automatically

creates encumbrances for requisitions, purchase orders, and invoices. For additional details, see: *Implementing Budgetary Controls*, page 6-35.

## Customizing the Commitment View

You can customize the set of transactions that are considered to be committed amounts. For details, see: *Commitments from External Systems*, page 6-79.

## Related Topics

Payables Options, *Oracle Payables Implementation Guide*

Integrating Commitments from External Systems, page 6-79

Integrating Expense Reports with Oracle Payables and Oracle Internet Expenses, *Oracle Project Costing User Guide*

Integrating Oracle Purchasing and Oracle Payables, *Oracle Project Costing User Guide*

## Profile Options for Project-Related Documents

Set the following profile options for project-related documents:

- PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance , page B-39  
  
Specify whether a you can adjust receipt, receipt nonrecoverable tax, and exchange rate variance expenditure items in Oracle Projects when exchange rate variance exists and you convert journals to another currency. For additional information, see: *Restrictions to Supplier Cost Adjustments*, *Oracle Project Costing User Guide*.
- PA: Allow Override of PA Distributions in AP/PO, page B-15  
  
Specify whether Oracle Purchasing and Oracle Payables pass user-entered account segment values to the Account Generator workflow. If you want to enable users to override generated accounts, then you must set this profile option to *Yes* and also set the *Replace Existing Value* attribute in the Account Generator workflow to *False*. The default value for the *Replace Existing Value* is *False*.
- PA: Default Expenditure Item Date for Supplier Cost, page B-41  
  
Specify the source for the expenditure item date. Oracle Projects uses this profile option when you run the process PRC: Interface Supplier Costs to determine the expenditure item date for Oracle Purchasing receipts, invoice payments, and discounts. In addition, Oracle Payables uses this profile option during the invoice match process, and when you enter unmatched invoices, to determine the default expenditure item date for supplier invoice distribution lines.
- PA: Default Expenditure Organization in AP/PO, page B-35  
  
Specify the default expenditure organization for project-related information in

Oracle Payables and Oracle Purchasing.

- PA: Expense Report Invoices Per Set, page B-18

Specify the number of expense report invoices (entered in Oracle Internet Expenses or Oracle Payables) for the process PRC: Interface Expense Reports from Payables to process in each set.

## Setting the Discount Interface Start Date

Set the profile option PA: AP Discounts interface start date (mm/dd/yyyy) to specify when Oracle Projects retrieves and interfaces payment discounts from Oracle Payables.

For more information, see: PA: AP Discounts Interface Start Date (mm/dd/yyyy), page B-41.

The value of this profile option, in conjunction with the discount method that you specify for the Payables Options, determines what discounts the process PRC: Interface Supplier Costs interfaces to Oracle Projects. For more information on the Payables Options, see: Defining Payables Options for Discounts, page 3-178.

## Defining the Supplier Invoice Account Generator

Define the Account Generator for the supplier invoice account. For more information, see: Generating Accounts for Oracle Payables, page G-25.

## Defining a Project-Related Purchasing Transactions Account Generator

Define the Account Generator for project-related purchasing transactions. For more information, see: Generating Accounts for Oracle Purchasing, page G-25.

## Defining Project-Related Distribution Sets

In the Distribution Sets window of Oracle Payables, you can define project-related distribution sets. When you assign a project-related distribution set to an invoice you are entering, Payables automatically creates project-related invoice distributions for the invoice.

For more information, see: Distribution Sets, *Oracle Payables Implementation Guide*.

## Specify a Default Supplier Cost Credit Account

Specify a default supplier cost credit account in Oracle Projects implementation options. The process PRC: Generate Cost Accounting Events uses the specified account as the default account for supplier cost adjustments and expense report cost adjustments performed in Oracle Projects.

If you allow adjustments to supplier cost expenditure items in Oracle Projects, then you

must either specify a default supplier cost credit account in Oracle Projects or set up a rule to derive the account in Oracle Subledger Accounting.

## Related Topics

Specify a Default Supplier Cost Credit Account, page C-11

Subledger Accounting for Costs, page 3-41

## Defining Payables Descriptive Flexfields

Define descriptive flexfields in Oracle Payables. For more information, see the *Oracle Payables Implementation Guide*.

## Setting Descriptive Flexfield Profile Options

Set the following profile options:

- PA: Transfer DFF with AP, page B-36  
Specifies whether the process PRC: Interface Supplier Costs and the process PRC: Interface Expense Reports from Payables interface descriptive flexfield segments from Oracle Payables to Oracle Projects.
- PA: Transfer DFF with PO, page B-45  
Specifies whether the process PRC: Interface Supplier Costs interfaces descriptive flexfield segments from Oracle Purchasing to Oracle Projects. This profile option only applies to receipt accruals.

## Implementing Oracle Internet Expenses Integration

The following instructions give details about the Oracle Internet Expenses Integration steps, page 3-14 in the Oracle Project Costing Feature Implementation Checklist.

## Install and Implement Oracle Internet Expenses

For details, see the setup steps for Oracle Internet Expenses in the *Oracle Internet Expenses Implementation and Administration Guide*.

## Set Profile Options to Enable Project-Related Expense Report Entry

Set the following profile options to enable project-related expense report entry in Oracle Internet Expenses:

- PA: Allow Project-Related Entry in Oracle Internet Expenses  
Specify whether you can enter project-related information on expense reports. If

you set this option to Yes, then you must set the OIE: Enable Projects profile option to Yes as well. See: PA: Allow Project-Related Entry in Oracle Internet Expenses, page B-40.

- **OIE: Enable Projects**

Specify whether you can enter project-related information on expense reports in Oracle Internet Expenses. Select one the following values:

- **Yes** - Enables the entry of project information.
- **No** - Disables the entry of project information
- **Required** - Requires the entry of project information.

For additional information, see *Oracle Internet Expenses Implementation and Administration Guide*

## Set Expense Report Approval Profile Options

Set the following profile options related to expense report approval in Oracle Internet Expenses:

- **PA: AutoApprove Expense Reports**, page B-40

Specify whether to automatically approve project-related expense reports submitted in Oracle Internet Expenses.

- **OIE: Enable Approver**

Specify whether to enable the Approver field in Oracle Internet Expenses. When you set this profile option is set to *Yes*, the Approver field is available for users to specify a different employee to approve their expense report. When this profile option is set to *No*, the Approver field is hidden.

- **OIE: Approver Required**

Specify whether users must designate an approver for their expense reports. Select one the following values:

- **Yes** - Users must always designate an approver.
- **Yes with Default** - Users must always designate an approver and the employee's supervisor, as defined in Oracle HRMS, is the default value in the Approver field.
- **No** - Users are not required to designate an approver.

**Note:** If you set the OIE: Approver Required profile option to *Yes* or

*Yes with Default*, do not set the OIE: Enable Approver profile option to *No*. If you do, the Approver field does not appear on the General Information page, but users will receive an error message that the field is required.

For additional information, see: *Oracle Internet Expenses Implementation and Administration Guide*

## **Define the Project Expense Report Account Generator**

The Project Expense Report Account Generator is an Oracle Projects workflow process that determines the account for each project-related expense line created in Oracle Internet Expenses. For information about defining the Project Expense Report Account Generator, see: *Setting Up the Account Generator Processes*, page G-27.

## **Define a Project-Related Expense Report Template in Oracle Payables**

In the Expense Report Templates window in Oracle Payables, define a project-related expense report template. You must define at least one project-related template to submit project-related expense reports using Oracle Internet Expenses. For information about defining expense report templates, see: *Oracle Payables User's Guide*.

## **Implementing Oracle Inventory for Projects Integration**

The following instructions give details about the Oracle Inventory Integration steps, page 3-15 in the Oracle Project Costing Feature Implementation Checklist.

## **Install and Implement Oracle Inventory**

For details, see the setup steps for Oracle Inventory in the *Oracle Inventory User's Guide*.

## **Define Project-Related Transaction Types in Oracle Inventory**

In Oracle Inventory, create one or more transaction types that are enabled for project use. See *Defining and Updating Transaction Types*, *Oracle Inventory User's Guide*.

## **Integrating Projects with Inventory without Project Manufacturing**

You can implement Inventory to Projects integration so that you can issue from inventory to projects without installing Project Manufacturing. To implement this integration, follow these steps:

1. **Enable Project Cost Collection.** In the Organization Parameters window in Oracle Inventory, enable the Project Cost Collection Enabled box. See *Defining Costing*

Information, *Oracle Inventory User's Guide*.

2. **Create a Project-Enabled Transaction Type.** See: Define Project-Related Transaction Types in Oracle Inventory, page 3-184.
3. **Set the INV: Project Miscellaneous Transaction Expenditure Type Profile Option.** In Oracle Inventory, set the value of this profile option to *User Entered*. With this setting, You must enter expenditure types for project miscellaneous transactions. See Inventory Profile Options, *Oracle Inventory User's Guide*.
4. **Create an Inventory Expenditure Type.** In Oracle Projects, create an expenditure type with the transaction type class *Inventory*. See: Expenditure Types, page 3-21.

## Related Topics

Integrating with Oracle Inventory, *Oracle Project Costing User Guide*

## Implementing Oracle Project Manufacturing

The following instructions give details about the Oracle Project Manufacturing Integration steps, page 3-16 in the Oracle Project Costing Feature Implementation Checklist.

## Install and Implement Oracle Project Manufacturing

For details, see the setup steps for Oracle Project Manufacturing in the *Oracle Project Manufacturing Implementation Guide*.

## Implementing Oracle Time & Labor Integration

The following instructions give details about the Oracle Time & Labor Integration steps, page 3-16 in the Oracle Project Costing Feature Implementation Checklist.

## Install and Implement Oracle Time & Labor

For details, see the setup steps for Oracle Time & Labor in the *Oracle Time & Labor Implementation and User Guide*.

## Set Profile Options for Project-Related Timecards

Set the following profile options related to timecard approval in Oracle Time & Labor:

- PA: Allow Time Entry of Negative Hours, page B-40  
Specify whether you can enter negative hours on timecards in Oracle Time & Labor.

- PA: AutoApprove Timesheets, page B-41  
Specify whether to automatically approve timecards submitted in Oracle Time & Labor.
- PA: Enable Business Messages on Time Entry, page B-44  
Specify whether Oracle Time & Labor displays the custom business message field.  
  
**Note:** This field displays a value only if the Business Message Display extension returns a value. Otherwise, the message field is empty.
- PA: Override Approver, page B-34  
Specify whether you can enter an overriding approver for timecards in Oracle Time & Labor.

## Implement Client Extensions to Route and Approve Timecards

You can modify the AutoApproval client extensions to route and approve timecards according to your requirements and to enforce business rules. For information about implementing the AutoApproval client extensions, see: *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference* and *Oracle Time & Labor Implementation and User Guide*.

## Implementing Supplier Payment Control

The following instructions give details about the Supplier Payment Control steps, page 3-16 in the Oracle Project Costing Feature Implementation Checklist.

Supplier Payment Control enables the construction industry to implement Pay When Paid payment terms on subcontractor agreements in order to effectively manage the cash flow for a project and the output and payment of the portions of project work that are given out to subcontractors.

## Implementing Oracle Payables and Oracle Purchasing

To implement and use supplier payment control, first install the Oracle Payables and Oracle Purchasing products. For details on how to install and implement these products, see Oracle Payables and Purchasing Integration steps, page 3-13 in the Oracle Project Costing Feature Implementation Checklist.

## Enabling the PA: Pay When Paid Profile Option

Set this profile option to Yes for the Purchasing user responsibility to create complex purchase orders from the Buyers Work Center for contractual project work. Enabling



Pay When Paid gives you the option to enable Pay When Paid payment terms on the purchase order and initiate payment holds against deliverables that you create for it.

To create deliverables and initiate payment holds for them, save the Pay When Paid payment terms and apply a contract template to the purchase order. You can initiate payment holds for deliverables either when deliverables are overdue or on a given number of days, weeks, months or years before the due date of the deliverables.

Supplier invoices created in Oracle Payables from such purchase orders are automatically placed on payment holds. For more information, see *Integration with Other Applications, Oracle Purchasing User's Guide*.

Set this profile option to Yes for the Projects user responsibility to enable the project manager to link supplier invoices on pay when paid holds to customer invoices for a project and track payment on customer invoices before releasing holds on the corresponding supplier invoices. For more information, see PA: Pay When Paid, page B-44.

## Creating a Purchase Order Document Style

In Oracle Purchasing, create a document style of the Standard Purchase Order document type that you can use to raise purchase orders with complex payment and contract terms for contractual project work. Enable the document style for the purchase order bases of goods, services, and temporary labor, and enable all complex payment terms of advances, retainage, and progress payments, as well as milestone, rate, and lump sum payment items.

If you enabled the Pay When Paid profile option for Oracle Purchasing, you can use this document style to create purchase orders enabled for Pay When Paid payment terms and initiated for payment holds against supplier deliverables that are due as part of the contract terms. For more information on supplier deliverables, see *Payment Control, Oracle Project Costing User Guide*.

## Enabling Automatic Release of Pay When Paid Invoices

When you enable the Pay When Paid profile option for Oracle Projects and you are using cost-based billing, the Generate Draft Invoices concurrent program automatically links supplier invoices on pay when paid holds to draft customer invoices. In addition, you can manually link supplier invoices to draft invoices from the Supplier Workbench or during invoice review.

Enabling a project for the automatic release of pay when paid invoices ensures that the PRC: Release Pay When Paid Holds concurrent program considers this project and releases holds on supplier invoices where receipts are applied to linked customer invoices. You can enable automatic release of pay when paid invoices for a project type or a project.

## Related Topics

Project Types Window Reference , page 2-128

## **Implementing and Enabling AR Notification**

When you enable AR Receipt Notification for a project, the Send AR Notification workflow sends notifications that enable you to track payments received from customers on project invoices in Oracle Receivables. You can enable AR Receipt Notification for a project type or a project. The workflow sends notifications to project managers. You can customize the workflow to send notifications to other named recipients.

The notification provides details of project and payment amount. Project managers can use this information to review supplier invoices on pay when paid holds, check if the payment received on customer invoices are for draft invoices linked to such supplier invoices, and manually release hold on corresponding supplier invoices. For more information, see the Send AR Notification Workflow, page 9-24.

## **Implementing Pay When Paid Client Extension**

Implement this client extension to set conditions for the release of holds on supplier invoices other than full payment of linked customer invoices. When you implement this client extension, the PRC: Release Pay When Paid Holds concurrent program calls this extension and considers the release of holds on supplier invoices based on the conditions in the client extension.

For more information, see Release Pay When Paid Holds, *Oracle Projects Fundamentals*.

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## Implementing Oracle Project Billing

This chapter contains instructions for implementing Oracle Project Billing.

This chapter covers the following topics:

- Oracle Project Billing Implementation Checklists
- Licensing Oracle Project Billing
- Revenue and Invoicing
- Setting Up for Agreements and Funding
- Customers
- Accounting for Revenue and Billing
- Setting Up for Inter-Project Billing
- Customer Billing Retention
- Integration with Oracle Receivables

### Oracle Project Billing Implementation Checklists

Oracle Project Billing, together with Oracle Project Costing, provides a complete, integrated project billing solution. Oracle Project Billing can automate revenue generation, simplify your client invoicing, improve your cash flow, and measure the performance and profitability of your contract projects. Oracle Project Billing is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

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

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

## Oracle Project Billing Product Implementation Checklist

The following checklist shows the steps required to implement Oracle Project Billing. The product setup checklist is organized by area of functionality. The *Required/Optional* column indicates if the step is required or optional for use of the product.

To implement Oracle Project Billing, complete the steps in the following order:

1. Licensing, page 4-2
2. Revenue and Invoicing, page 4-2
3. Agreements and Funding, page 4-5
4. Customers, page 4-5
5. Accounting for Revenue and Billing, page 4-6

### 1. Licensing

The following table lists the step required for licensing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-P1.1	Set the profile option PA: Licensed to Use Project Billing	Required	Site	System Administrator

**Note:** For details about the licensing step, see Licensing Oracle Project Billing, page 4-12.

### 2. Revenue and Invoicing

The following table lists the steps required for revenue and invoicing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-P2.1	Define Receivables System Options	Required	OU	Receivables Manager (Defined in Oracle Receivables)

<b>Step</b>	<b>Description</b>	<b>Required /Optional</b>	<b>Setup Level</b>	<b>Responsibility</b>
PJB-P2.2	Set up tax in Oracle E-Business Tax and assign tax classification codes	Required	OU	Tax Managers
PJB-P2.3	Define payment terms	Required	Site	Projects Implementation Super User
PJB-P2.4	Define rate schedules	Optional	OU (based on PJF)	Projects Implementation Super User
PJB-P2.5	Define invoice formats	Required	Site	Projects Implementation Super User
PJB-P2.6	Define invoice print method	Optional	Site	Projects Implementation Super User
PJB-P2.7	Define credit types	Required	Site	Projects Implementation Super User
PJB-P2.8	Define event types	Optional	Site	Projects Implementation Super User
PJB-P2.9	Define and assign billing assignments	Optional	Site	Projects Implementation Super User
PJB-P2.10	Define percent complete revenue accrual and invoicing options	Optional	Site	Projects Implementation Super User
PJB-P2.11	Set the profile option PA: Maintain Unbilled Receivables and Unearned Revenue Balances	Optional	Site	System Administrator
PJB-P2.12	Set the profile option: PA Interface Unreleased Revenue to GL	Optional	OU (can vary by OU)	System Administrator

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-P2.13	Implement billing extensions	Optional	Site	Projects Implementation Super User
PJB-P2.14	Implement labor billing extension	Optional	Site	Projects Implementation Super User
PJB-P2.15	Implement billing cycle extension	Optional	Site	Projects Implementation Super User
PJB-P2.16	Implement retention billing extension	Optional	Site	Projects Implementation Super User
PJB-P2.17	Implement automatic invoice approve/release extension	Optional	Site	Projects Implementation Super User
PJB-P2.18	Implement the AR transaction type extension	Optional	Site	Projects Implementation Super User
PJB-P2.19	Implement the output tax extension	Optional	Site	Projects Implementation Super User
PJB-P2.20	Implement revenue-based cost accrual extension	Optional	Site	Projects Implementation Super User
PJB-P2.21	Implement cost accrual billing extension	Optional	Site	Projects Implementation Super User

**Note:** For details about the revenue and invoicing steps, see Revenue and Invoicing, page 4-12.

### 3. Agreements and Funding

The following table lists the steps required for agreements and funding:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-P3.1	Define agreement types	Required	Site	Projects Implementation Super User
PJB-P3.2	Define agreement templates	Optional	OU	Projects Implementation Super User
PJB-P3.3	Enter prepayment receivable activities	Optional	OU	Receivables Super User
PJB-3.4	Implement funding revaluation factor extension	Optional	Site	Projects Implementation Super User
PJB-P3.5	Implement Advance Required extension	Optional	Site	Projects Implementation Super User

**Note:** For details about the agreements and funding steps, see Setting Up for Agreements and Funding, page 4-50.

### 4. Customers

The following table lists the step required for customers:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-P4.1	Define customers	Required	OU	Receivables Manager

**Note:** For details about the customer step, see Customers, page 4-53.

## 5. Accounting for Revenue and Billing

These steps describe setting up accounting for revenue and billing in Oracle Subledger Accounting and Oracle Projects AutoAccounting.

The following table lists the steps required to set up accounting for revenue and billing in Oracle Subledger Accounting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-P5.1	Define custom sources	Optional	Ledger	Projects Implementation Super User
PJB-P5.2	Define journal line types	Optional	Ledger	Projects Implementation Super User
PJB-P5.3	Define journal entry descriptions	Optional	Ledger	Projects Implementation Super User
PJB-P5.4	Define mapping sets	Optional	Ledger	Projects Implementation Super User
PJB-P5.5	Define account derivation rules	Optional	Ledger	Projects Implementation Super User
PJB-P5.6	Define journal lines definitions	Optional	Ledger	Projects Implementation Super User
PJB-P5.7	Define application accounting definitions	Optional	Ledger	Projects Implementation Super User
PJB-P5.8	Assign application accounting definitions to a subledger accounting method	Optional	Ledger	Projects Implementation Super User
PJB-P5.9	Assign a subledger accounting method to a ledger	Optional	Ledger	Projects Implementation Super User
PJB-P5.10	Update post-accounting program assignments	Optional	Ledger	Projects Implementation Super User

The following table lists the steps required to set up accounting for revenue and billing in Oracle Projects AutoAccounting:



<b>Step</b>	<b>Description</b>	<b>Required /Optional</b>	<b>Setup Level</b>	<b>Responsibility</b>
PJB-P5.11	Set the profile option PA: Selective Flexfield Segment for AutoAccounting	Required	Site (cannot vary by OU)	System Administrator
PJB-P5.12	Define accounting for labor revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.13	Define accounting for expense report revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.14	Define accounting for usage revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.15	Define accounting for miscellaneous revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-5.16	Define accounting for burden transaction revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.17	Define accounting for inventory revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.18	Define accounting for work in process revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.19	Define accounting for supplier invoice revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.20	Define accounting for event revenue	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-P5.21	Define accounting for unbilled receivables, unearned revenue, and receivables	Required	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.22	Define accounting for realized gains	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.23	Define accounting for realized losses	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.24	Define accounting for interproject transactions	Optional	OU (AutoAccounting, based on PJF)	Projects Implementation Super User
PJB-P5.25	Define invoice rounding account	Required	OU	Projects Implementation Super User
PJB-P5.26	Define accounting for invoice write-offs	Required	OU	Projects Implementation Super User

**Note:** For details about setting up AutoAccounting for revenue and billing, see *Accounting for Revenue and Billing*, page 4-55.

## Oracle Project Billing Feature Implementation Checklist

The following checklist shows the steps required to implement each Oracle Project Billing feature. The list is organized by feature. The *Required/Optional* column indicates if the step is required or optional for use of each feature.

To implement Oracle Project Billing features, complete the steps in the following order:

1. Inter-Project Billing, page 4-9
2. Customer Billing Retention, page 4-10
3. Integration with Oracle Receivables, page 4-11

## 1. Inter-Project Billing

The following table lists the steps required for inter-project billing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-F1.1	Define additional expenditure types, agreement types, billing cycles, invoice formats, and supplier types for inter-project billing	Optional	Site	Projects Implementation Super User
PJB-F1.2	Define an internal supplier for the provider operating unit (global setup)	Required	OU	Purchasing Super User, Payables Manager  Defined in Oracle Payables or Oracle Purchasing
PJB-F1.3	Define an internal customer for the receiver operating unit (global setup)	Required	OU	Receivables Manager
PJB-F1.4	Define supplier sites for internal suppliers (for each receiver operating unit)	Required	OU	Purchasing Super User, Payables Manager  Defined in Oracle Payables or Oracle Purchasing
PJB-F1.5	Define bill to and ship to sites for internal customer (for each provider operating unit)	Required	OU	Receivables Manager
PJB-F1.6	Define internal billing implementation options (for each operating unit)	Required	OU	Projects Implementation Super User
PJB-F1.7	Define provider and receiver controls (for each operating unit)	Required	OU	Projects Implementation Super User
PJB-F1.8	In Oracle E-Business Tax, set up tax for internal Oracle Receivables invoices and configure for each provider operating unit	Required	OU	Tax Managers

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-F1.9	In Oracle E-Business Tax, set up tax for internal Oracle Payables invoices and configure for each receiver operating unit	Required		
PJB-F1.10	Define provider and receiver projects	Required	OU	Projects Implementation Super User
PJB-F1.11	Define the Supplier Invoice Charge Account for internal invoicing	Required	OU	Workflow Builder
PJB-F1.12	Implement Payables Open Interface Workflow	Required	Site	Workflow Builder
PJB-F1.13	Implement Inter-Project Billing extensions	Optional	Site	Projects Implementation Super User

**Note:** For details about the inter-project billing steps, see Setting Up for Inter-Project Billing, page 4-86.

## 2. Customer Billing Retention

The following table lists the steps required for customer billing retention:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-F2.1	Define billing implementation options	Required	OU	Projects Implementation Super User
PJB-2.2	Define retention invoice format	Required	OU	Projects Implementation Super User
PJB-2.3	Define accounting for unbilled retention	Optional	OU	Projects Implementation Super User

**Note:** For details about the customer billing retention steps, see

### 3. Integration with Oracle Receivables

The following table lists the steps required for integration with Oracle Receivables:

Step	Description	Required /Optional	Setup Level	Responsibility
PJB-F3.1	Install and implement Oracle Receivables	Required	OU	Receivables Manager defined in Oracle Receivables
PJB-F3.2	Define transaction types	Required	OU	Receivables Manager defined in Oracle Receivables
PJB-F3.3	Set profile options for project invoices	Required	OU	System Administrator
PJB-F3.4	Define Automatic Accounting in Receivables	Optional	OU	Receivables Manager defined in Oracle Receivables
PJB-F3.5	Define salespersons for sales credit	Optional	OU	Receivables Manager defined in Oracle Receivables
PJB-F3.6	Implement Receivables installation override extension	Optional	Site	Receivables Manager

**Note:** For details about the Oracle Receivables integration steps, see *Integration with Oracle Receivables*, page 4-93.

#### Related Topics

Overview of Setting Up Oracle Projects, page 1-5

## Licensing Oracle Project Billing

The following instructions give details about the Licensing steps, page 4-2 in the Oracle Project Billing Product Implementation Checklist.

To indicate to the system that Project Billing is licensed, set the profile option PA: Licensed to Use Project Billing.

See: PA: Licensed to Use Project Billing, page B-29.

## Revenue and Invoicing

The following instructions give details about the Revenue and Invoicing steps, page 4-2 in the Oracle Project Billing Product Implementation Checklist.

These instructions give you the information you need to create the settings and basic information required for revenue and invoicing.

## Defining Receivables System Options

Start by specifying the system parameters for Oracle Projects. If you have installed the standalone version of Oracle Projects, these system parameters provide default values required for customer entry.

Use the System Options window to view and update the system options used by Oracle Receivables. See: System Options, *Oracle Receivables Implementation Guide*.

### Purge Interface Tables Option

You set up Oracle Receivables AutoInvoice to purge rows from its interface tables. When you tie back invoices, Oracle Projects processing requires that successfully processed rows be purged from the Receivables interface tables. To do so, enable the *Purge Interface Tables* option for Oracle Projects. This option is located in the AutoInvoice zone of the Invoices and Customers region.

### Require Salesperson Option

If you are interfacing salesperson information, enable the *Require Salesperson* option. This option is located in the Miscellaneous tab.

For more setup information, see: Salespersons and Credit Types, page 4-97.

### ***Fremont Corporation Receivables Options***

Fremont Corporation's implementation team enables the following invoice options:

- Purge Interface Tables: *Enabled*

- Require Salesperson: *Disabled*

## Applying Tax to Project Invoices

Oracle Projects and Oracle Receivables allow you to tax customers based on tax requirements of your company, your customers, and tax authorities.

Customers and tax authorities may have many different tax requirements. For example:

- A customer may be tax exempt for all services provided.
- A tax authority may require taxing all labor and materials.
- A tax authority may require that only labor is taxed.

Oracle Projects enables you to specify the tax information assigned to each invoice line on a line-by-line basis. Tax information for an invoice line consists of the tax classification code. Oracle Projects derives the default tax classification code on an invoice line based on the hierarchy for tax options that you define for Oracle Projects and the project's operating unit in Oracle E-Business Tax. You can override the default tax classification code.

To ensure that every project invoice line has a tax classification code, you must perform certain setups in Oracle Projects, Oracle E-Business Tax, and Oracle Receivables. Oracle E-Business Tax uses the tax classification code to apply tax rules and rate to determine tax amounts.

**Note:** While setting up taxes for Oracle Projects, note that Oracle Project Billing does not support inclusive tax codes.

## Setting Up Tax in Oracle E-Business Tax

You must complete the following setup steps in Oracle E-Business Tax to create and derive default tax classification codes for use on customer invoices. For more information on setting up taxes and application tax options, see the *Oracle E-Business Tax User Guide*.

### Setting Up Tax

Use the Oracle E-Business Tax Regime to Rate Flow business process to set up tax rates for the combination of a tax regime, tax name, and tax status. For every tax rate that you define, Oracle E-Business Tax stores the value as identical application lookup codes; one under the lookup type of ZX\_INPUT\_CLASSIFICATION and the other under the lookup type of ZX\_OUTPUT\_CLASSIFICATION. For more information on using the Regime to Rate Flow process, see the *Oracle E-Business Tax User Guide*.

**Note:** To ensure the calculation of identical tax amounts on internal

Oracle Receivables and Oracle Payables invoices for intercompany billing, subscribe the provider and receiver operating units to the tax regime with Configuration for Taxes and Rules as Common Configuration and define taxes for the tax regime and Global Configuration Owner in Oracle E-Business Tax.

### Using Application Tax Options for Default Tax Classification Codes

The hierarchy of tax options in Oracle E-Business Tax determines the default tax classification code on a customer invoice. You can configure the hierarchy of tax options for the Oracle Projects application and the provider operating unit. You can associate a tax classification code with one or more of the available tax option sources for project invoices. For example, you can assign a tax classification code to the following tax option sources.

- A customer, the customer's bill-to or ship-to site, and to the system options for Oracle Receivables on the Application Tax Options page in Oracle E-Business Tax
- A project, an expenditure type, an event, and for retention billing In Oracle Projects

The Generate Draft Invoices process uses the Application Tax Options hierarchy in Oracle E-Business Tax to find and assign the default tax classification code to an invoice line. For more information, see the *Oracle E-Business Tax User Guide*.

### Using Profile Options to Override Defaults

You can set up the following Oracle E-Business Tax profile options to override the derivation of default tax classification codes on project invoices.

- eBTax: Allow Override of Tax Classification Code, page B-62
- eBTax: Allow Override of Customer Exemptions, page B-62

You can set these options at the site, application, responsibility, and user levels. These profile options enable you to review the generated invoice in Oracle Projects and select any other tax rate or tax classification code for the recalculation of tax amounts. You can only select tax rates or tax classification codes that your operating unit is subscribed to.

For more information on profile options, see the *Oracle E-Business Tax User Guide*.

### Assigning Tax Classification Codes

You can assign tax classification codes in Oracle E-Business Tax to the following Application Tax Options hierarchy sources. Based on the hierarchy that you define for Oracle Projects and the project operating unit, Oracle E-Business Tax uses the first available tax classification code that it finds as the default tax classification code for the project invoice.

- **Customer Site.**



Assign a tax classification code to a customer location when setting up Party Tax Profiles in Oracle E-Business Tax. If you use this source, then the following logic determines the tax classification code that Oracle E-Business Tax selects at the customer site level.

- If you select a tax classification code for the customer ship-to site, then Oracle E-Business Tax uses this code as the default.
- If you do not select a tax classification code at the customer ship-to site, then Oracle E-Business Tax uses the tax classification code that you assign to the customer bill-to site.
- **Customer.**  
Assign a tax classification code to a customer when setting up Party Tax Profiles in Oracle E-Business Tax.
- **Oracle Receivables System Option.**  
Assign a tax classification code to this financial tax option when defining tax options for Oracle Projects and the project operating unit.

## Setting Up Tax in Oracle Projects

Follow these steps in Oracle Projects to set up tax for project invoices.

### Assigning Tax Classification Codes

Assign a tax classification code to the following sources in Oracle Projects that are available in the Application Tax Options hierarchy of Oracle E-Business Tax.

- **Project.**  
In the Billing Setup project option window, you can enter a default tax classification code for billing. See: Project Options: Billing Setup, *Oracle Projects Fundamentals*.
- **Expenditure Type Level.**  
In the Expenditure Types window, you can enter a default tax classification code for each expenditure type. See: Defining Expenditure Types, page 3-22.
- **Event Type Level.**  
In the Event Types window, you can enter a default tax classification code for each event type. See: Defining Event Types, page 4-37.
- **Retention Level.**  
In the Billing Setup project option window, you can enter a default tax classification code for retention billing. See: Project Options: Billing Setup, *Oracle Projects Fundamentals*.

- **Output Tax Client Extension.**

Oracle Projects provides the Output Tax client extension to enable you to address the unique requirements of your business. You can use this extension to implement and automate company-specific rules for assigning default tax classification codes to invoice lines. For more information, see: *Output Tax Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference* .

## **Setting up Tax in Oracle Receivables**

Follow these steps in Oracle Receivables to ensure that the tax classification code assigned to the invoice in Oracle Projects is used to calculate taxes.

### **Enabling Default Tax Classification for Oracle Receivables Transaction Types**

During the Interface Invoices to Receivables process, Oracle Projects assigns an Oracle Receivables transaction type to each invoice. These transaction types have the Default Tax Classification check box disabled by default. The Default Tax Classification check box works as follows:

- If the Default Tax Classification check box is enabled, Oracle Receivables imports the default tax classification codes on invoice lines from Oracle Projects.

When you enable this check box, you must ensure that each invoice line has a tax classification code. If the tax classification code on the customer invoice is missing, then the Interface Invoices to Receivables process rejects the invoice. You must then return to the Invoice Review window, assign the tax classification code to the invoice, and rerun the interface process.

- If the Default Tax Classification check box is disabled, the Interface Invoices to Receivables process does not check to see if the invoice contains the tax classification code.

Review invoice transaction types in Oracle Receivables and ensure that the Default Tax Classification check box is set correctly for your business needs.

## **Processing Taxable Invoice Lines**

To process taxable customer invoices, you perform the following steps in Oracle Projects:

### **Generating an Invoice**

The Generate Draft Invoices process groups expenditure items, events, and retention into invoice lines based on the invoice formats. The process assigns default tax classification codes based on the hierarchy of tax options that you defined for Oracle Projects in Oracle E-Business Tax.

The process assigns tax exemptions based on the exemptions you have defined for the Customer or Customer Site in Oracle E-Business Tax.

## **Review Invoice Tax Classification Codes**

You can review the tax classification codes in the draft invoice lines using the Invoice Review windows. You can override invoice line tax classification codes, if you are permitted to do so by the Oracle E-Business Tax profile options and project security.

After you release an invoice, you cannot change the tax classification codes.

## **Interface Invoices to Oracle Receivables**

After you release an invoice, you interface invoices to Oracle Receivables. The Interface Invoices to Receivables process moves invoice lines and tax classification codes to the Oracle Receivables interface tables.

The Oracle Receivables Auto Invoice process creates invoices in Oracle Receivables from the invoice lines in the interface table.

Oracle Receivables uses the tax classification codes for each invoice to retrieve calculated tax amounts from Oracle E-Business Tax.

## **Report and View Tax Information**

You can report company tax liabilities using Oracle Receivables reports.

You can print tax information on a customer invoice using the Oracle Receivables invoice printing program or using a custom invoice printing program that reports tax information from the Oracle Receivables invoice tables.

## **Related Topics**

Using Profile Options to Override Defaults, page 4-14

Reviewing Invoices, *Oracle Projects Billing User Guide*

Create Invoice Organization Transaction Types Process, *Oracle Projects Fundamentals*

For more information on transaction types, see the *Oracle Receivables Implementation Guide*

## **Payment Terms**

You associate payment terms with your customer invoices to determine your customer's payment schedule. You specify payment terms when you define agreement types and agreements in Oracle Projects. These payment terms are used for each invoice that is funded by a particular agreement. Payment terms can include discount percents for early payment and due dates for a total invoice or for parts of an invoice.

You use the Oracle Receivables Payment Terms window to define payment terms that reflect your company's procedures.

## ***Fremont Corporation Payment Terms***

Since Fremont Corporation uses 30 Net which is predefined, the implementation team

does not define any other payment terms.

## Related Topics

Agreement Types, page 4-50

Payment Terms, *Oracle Receivables Implementation Guide*

## Defining Bill Rate Schedules

Rate schedules are defined for costing, billing, and work and financial planning. As part of your implementation of Oracle Project Billing, you can define bill rate schedules. A bill rate schedule maintains the rates and percentage markups over cost that you charge clients for your labor and non-labor expenditures.

You can define or copy rate schedules for your entire organization. You can also define or copy rate separate rate schedules for individual business units.

For detailed information about defining bill rate schedules, see: Rate Schedule Definition, page 2-8.

For additional discussion regarding rates in Oracle Projects, please see Rates: *Oracle Project Fundamentals*.

## Bill Rates on Invoices

If you set up an invoice format that specifies Bill Rate or Bill Rate Prorated on an invoice line, select the bill transaction currency as well, to display the bill rate currency.

## Fremont Corporation Bill Rate Schedules

Fremont Corporation uses the following bill rate schedules:

- Two employee-based bill rate schedules:
  - **Standard:** A standard corporate schedule
  - **Hazardous Work:** A hazardous work schedule used in Fremont Engineering's Environmental group
- **Block Rates:** A job-based schedule for the Construction group, which bids using block rates for highly competitive jobs
- **Standard Non-Labor:** An expenditure type-based schedule to bill clients for non-labor items. In this schedule, each expenditure type is assigned either a bill rate or a markup percentage.

The following table shows Fremont's bill rate schedules:

<b>Bill Rate Schedule Attributes:</b>	<b>Standard Schedule</b>	<b>Hazardous Work Schedule</b>	<b>Block Rates Schedule</b>	<b>Standard Non-Labor Schedule</b>
Organization:	Fremont Corporation	Environmental	Fremont Construction	Fremont Corporation
Schedule Name:	Standard	Hazardous Work	Block Rates	Standard Non-Labor
Description:	Corporate standard bill rates	Hazardous area bill rates	Construction block rate schedule	Corporate standard non-labor schedule
Schedule Type:	Employee	Employee	Job	Non-Labor
Job Group:			Engineering	

The following table shows the bill rates defined under the Standard and Hazardous Work bill rate schedules:

<b>Rate Schedule</b>	<b>Employee</b>	<b>Bill Rate</b>
Standard	James Robinson	120/hr
Standard	Donald Gray	140/hr
Standard	Amy Marlin	130/hr
Hazardous Work	James Robinson	170/hr
Hazardous Work	Donald Gray	190/hr

In addition, the following bill rates are defined for jobs under the Block Rates schedule:

<b>Job</b>	<b>Bill Rate</b>
Senior Engineer	140/hr
Staff Engineer	85/hr

<b>Job</b>	<b>Bill Rate</b>
Principal	200/hr
Staff Clerk	55/hr
Staff Draftsman	75/hr
Senior Consultant	150/hr
Staff Consultant	95/hr
Principal Consultant	200/hr

The following table shows the bill rates and markup percentages assigned to each expenditure type under the Standard Non-Labor bill rate schedule:

<b>Expenditure Type</b>	<b>Resource</b>	<b>Bill Rate</b>	<b>Markup Percentage</b>
Air Travel			5
Automobile Rental			5
Personal Auto Use		0.26/mi	
Meals			5
Entertainment			0
Other Expense			5
Computer Services		10/hr	
Computer Services	VAX 9000	40/hr	
Computer Services	HQ1 Seq	30/hr	
Computer Services	Sparc	15/hr	
Vehicle		90/day	

Expenditure Type	Resource	Bill Rate	Markup Percentage
Vehicle	Van	70/day	
Field Equipment		8/hr	
Other Asset			20
Consulting			30
Construction			40
Other Invoice			20
Supplies			10

## Related Topics

Standard Rate Schedules Listing, *Oracle Projects Fundamentals*

Invoice Formats, page 4-21

## Invoice Formats

An invoice format determines how Oracle Projects creates an invoice line. You can define different formats for labor, non-labor, retention, and retention billing invoice line items, and specify if you want to use the format for customer invoices, intercompany invoices, or both, how you want to summarize expenditure items, and the fields you want an invoice line to display. You can also include free-form text on an invoice line.

You can use customer invoice formats only for regular contract projects, and intercompany invoice formats only for invoices generated by intercompany billing projects. You can also share invoice formats between customer and intercompany invoices.

The grouping option specifies which expenditure items you want to summarize in an invoice line, and whether an invoice line item is labor, non-labor, or retention. Which grouping options you can select depends on the purpose of the invoice format.

The choice of fields you can display in an invoice line depends on the purpose of the invoice format and which grouping option you choose.

## Defining Invoice Formats

To define an invoice format:

1. In the Invoice Formats window, specify an invoice format name, format type, use, and a grouping option. You must also specify a From effective date.
2. Specify start and end positions for each field you want to include in the invoice line and any text that you want to display in the line.
3. Save your work.

## Invoice Formats Window Reference

**Name.** Enter a unique, descriptive name for this invoice format.

**Format Type.** Select a format type. The format type controls the invoice formats you see for labor, non-labor, retention , and retention billing when you enter invoice formats using the Projects window.

**Effective From.** Enter the date range during which you want the invoice format to be effective.

**Use For.** Select an option to indicate if you want to use this invoice format for customer invoices, intercompany invoices, or both.

**Grouping.** Enter a grouping option for this invoice format. You can choose any grouping option available for this type of invoice. A grouping option specifies what fields are the primary grouping of items into invoice lines, and is based on the funding level of the project. A project budgeted at the top task will have a top task grouping rule.

**Invoice Format Details.** Enter the items you want to appear in the invoice line description:

**Start and End.** Specifies where you want this field to appear on the invoice line. Enter numbers between 1 and 240.

**Field Name.** Enter the name of the field that you want to appear on the invoice line. You can choose any invoice line field available for grouping option or the invoice format. However, if you are defining an invoice format that supports both customer and intercompany invoices, you can select only those fields that are shared by the two formats. Enter *Text* if you want to enter literal text in this position.

When you group invoice lines by expenditure category or expenditure type and choose to display units on the invoice, the system groups invoice transactions based on a combination of the expenditure category or expenditure type, and the transaction unit of measure. Therefore, if more than one unit of measure is associated with the transactions that relate to an expenditure category or expenditure type, then the system displays separate invoice lines for each combination of expenditure category or expenditure type, and unit of measure.

When you select Organization as Field, the invoice line displays Override to Organization in the invoice line description. If no override organization is defined, the invoice line displays Non Labor Resource Organization as text, which is defined only



for usages.

If the process is unable to retrieve any value for invoice line description, No Description is displayed as the invoice line text.

**Note:** If you select *Bill Rate* or *Bill Rate Prorated*, select the bill transaction currency, as the bill rate is displayed in the bill transaction currency.

**Text.** Enter the literal text that you want Oracle Projects to display as the value for this field. Oracle Projects skips this field unless you have entered *Text* in the previous field.

**Right Justify** Select if you want this field value to appear right justified between the specified start and end positions.

Oracle Projects enables this option for all numeric field values. Otherwise, Oracle Projects disables it.

### About Invoice Formats for Intercompany Billing

If you are using intercompany billing, define an invoice format for summarizing cross-charge transactions. Depending on the requirements of the receiver operating units, you may need to define several invoice formats.

Formats defined for use by intercompany invoices cannot have a type of Retention.

Although one invoice format can support both customer and intercompany invoices, the list of values in the Field Name area will only include those values that are shared by the two formats.

### Fremont Corporation Invoice Formats

Fremont Corporation uses three labor invoice formats: two non-labor invoice formats, one invoice format for retention, and one invoice format for retention billing. Invoice formats for Fremont are shown in the following table:

Invoice Format Name	Format Type	Grouping
Job	Labor	job
Employee	Labor	Employee
Job by Task	Labor	Top Task, Job
Expenditure Type	Non-Labor	Expenditure Type
Expenditure Type by Task	Non-Labor	Top Task, Expenditure Type

Invoice Format Name	Format Type	Grouping
Retention Percentage	Retention	Retention
Retention Billing	Retention Billing	Retention Billing

#### ***Job Invoice Format Details***

The details of the Job invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Job	(blank)	Disabled
35	50	Total Hours	(blank)	Enabled
52	57	Text	Hours	Disabled

#### ***Employee Invoice Format Details***

The details of the Employee invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Employee Full Name	(blank)	Disabled
40	50	Billing Title	(blank)	Disabled
55	70	Total Hours	(blank)	Enabled
72	77	Text	Hours	Disabled

#### ***Job by Task Invoice Format Details***

The details of the Job by Task invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	25	Top Task Name	(blank)	Disabled

<b>Start</b>	<b>End</b>	<b>Field Name</b>	<b>Text</b>	<b>Right Justify</b>
30	40	Job	(blank)	Disabled
45	60	Total Hours	(blank)	Enabled
62	67	Text	Hours	Disabled

#### ***Expenditure Type Invoice Format Details***

The details of the Expenditure Type invoice format are shown in the following table:

<b>Start</b>	<b>End</b>	<b>Field Name</b>	<b>Text</b>	<b>Right Justify</b>
1	30	Expenditure Type	(blank)	Disabled
35	40	Total Amount	(blank)	Enabled
42	50	Units	(blank)	Disabled

#### ***Expenditure Type by Task Invoice Format Details***

The details of the Expenditure Type by Task invoice format are shown in the following table:

<b>Start</b>	<b>End</b>	<b>Field Name</b>	<b>Text</b>	<b>Right Justify</b>
1	30	Top Task Name	(blank)	Disabled
35	50	Expenditure Type	(blank)	Enabled
55	60	Non-Labor Resource	(blank)	Disabled
62	67	Total Amount	(blank)	Enabled
70	75	Units	(blank)	Disabled

#### ***Retention Invoice Format Details***

The details of the Retention Invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	50	Withholding Term	(blank)	Enabled
55	70	Withholding Basis Amount	(blank)	Disabled
72	80	Withholding Percentage / Amount	(blank)	Disabled
85	90	Invoice Processing Currency	(blank)	Disabled
95	115	Text	Retention Line	Disabled

### **Retention Billing Format Details**

The details of the Retention Billing invoice format are shown in the following table:

Start	End	Field Name	Text	Right Justify
1	30	Retention Billing Method	(blank)	Enabled
35	50	Method Value	(blank)	Disabled
55	70	Total Withheld Amount	(blank)	Disabled
75	90	Retention Billing Amount	(blank)	Disabled
95	100	Retention Billing Percentage	(blank)	Disabled
105	110	Invoice Processing Currency	(blank)	Disabled

### **Related Topics**

Approving, Releasing, and Printing Invoices, *Oracle Project Billing User Guide*

Invoice Formats Listing, *Oracle Projects Fundamentals*

## **Determining Your Invoice Printing Method**

Oracle Projects provides you with powerful methods to create, adjust, review, approve, and print invoices.

You should determine your company's invoice printing strategy as part of your implementation process.

### **Considerations for your Company's Invoice Printing Strategy: Company Requirements and Constraints**

You need to consider your company's invoice printing requirements and constraints as factors in formulating an appropriate invoice printing strategy for your company. These considerations may include:

- The groups in your organization that create and print invoices
- The printers and types of printers available for printing invoices
- The preformatted paper that your company uses to print invoices
- The frequency of creating and printing invoices in your organization
- The timing of invoice printing in the invoicing flow
- The different types of invoice layouts required by groups in your company or for certain types of projects
- The exact layout of the invoice, including the header and detail regions, when printed on paper
- The detail backup reports required for invoicing

### **Oracle Applications Printing Options**

Oracle Projects interfaces invoices to Oracle Receivables for printing. You can print invoices from Oracle Projects or from Oracle Receivables.

Oracle Receivables provides an invoice printing program. You should examine the format of the Oracle Receivables invoices and the invoice printing program and determine if it meets your business requirements. If it does not, you can modify the standard report or create a new report.

You can print invoices from Oracle Projects. To do this, you need to write a custom invoice printing program. The benefits of printing invoices from Oracle Projects rather than Oracle Receivables is that you can print invoices once they are released in Oracle Projects without waiting until the invoices are interfaced to Oracle Receivables.

You may create a custom report which you use to download released invoices data from Oracle Projects into a spreadsheet, word processor, or any other tool to do flexible formatting.

**Note:** If you print or download invoices from Oracle Projects, you should process only released invoices. With this precaution, you ensure

that the invoice is not changed after it is printed. Invoices cannot be changed once they are released in Oracle Projects; the released invoices may be credited but not changed.

**Tip:** If you print or download invoices from Oracle Projects, you can record the date that the invoice is processed using the *Extracted Date* column in the draft invoices table. Oracle Projects does not currently use this column.

If some invoice lines have tax information, you must print the related invoices after they are interfaced to Oracle Receivables, because the Oracle Receivables AutoInvoice program calculates the tax amounts for these invoices. You can print the invoices from Oracle Receivables or from Oracle Projects. If you print from Oracle Projects, you need to report the tax amounts, rates, and accounting from the Oracle Receivables invoice tables.

If you want to print the remit to address on the invoice, you must print invoices after the invoices are interfaced to Oracle Receivables because Oracle Receivables determines the remit to address for invoices.

You can print invoices in the customer's language. For more information, see: Multilingual Support in Oracle Projects, *Oracle Projects Fundamentals*.

## **Invoice Formats as Part of Your Company's Invoice Printing Solution**

All of these invoice printing strategies, which use different applications and different tools, rely on the invoice data that is created in Oracle Projects. You can control the format of the invoices using invoice formats. You should consider the definition of your invoice formats as part of your invoice printing solution.

The sections below describe what an invoice format is, how to define and use invoice formats, how the Generate Draft Invoice process uses invoice formats to select and group expenditure items on an invoice line. Some sample invoice formats and the resulting invoice lines are also illustrated.

### **What is an invoice format?**

An invoice format determines how Oracle Projects creates an invoice line for a project that is billed based on time and materials.

### **Defining Invoice Formats**

In defining invoice formats, consider the layout of the invoice, including the header and detail regions, when printed on paper, and the different types of invoice layouts required by groups in your company or for certain types of projects.

You can define different formats for labor, non-labor, retention, and retention billing invoice lines. You can define as many invoice formats as you need for different types of

projects or organizations.

When you define contract project types during implementation, you specify default invoice formats for labor and non-labor invoice lines. These invoice formats provide default values to all projects that are classified by the project type. See: Invoice Formats, page 4-21 and Project Types, page 2-126.

### **Using Invoice Formats**

When you enter a contract project, the invoice formats are defaulted from the project type that you selected for the project. You can override the default invoice formats in the Projectsform using any of the formats defined during implementation.

When you generate invoices for the project, the Generate Draft Invoice process looks to the project to determine which format to use when grouping expenditure items on an invoice.

### **Processing Invoice Lines Using Invoice Formats**

The Generate Draft Invoice process performs the following steps to create invoice lines:

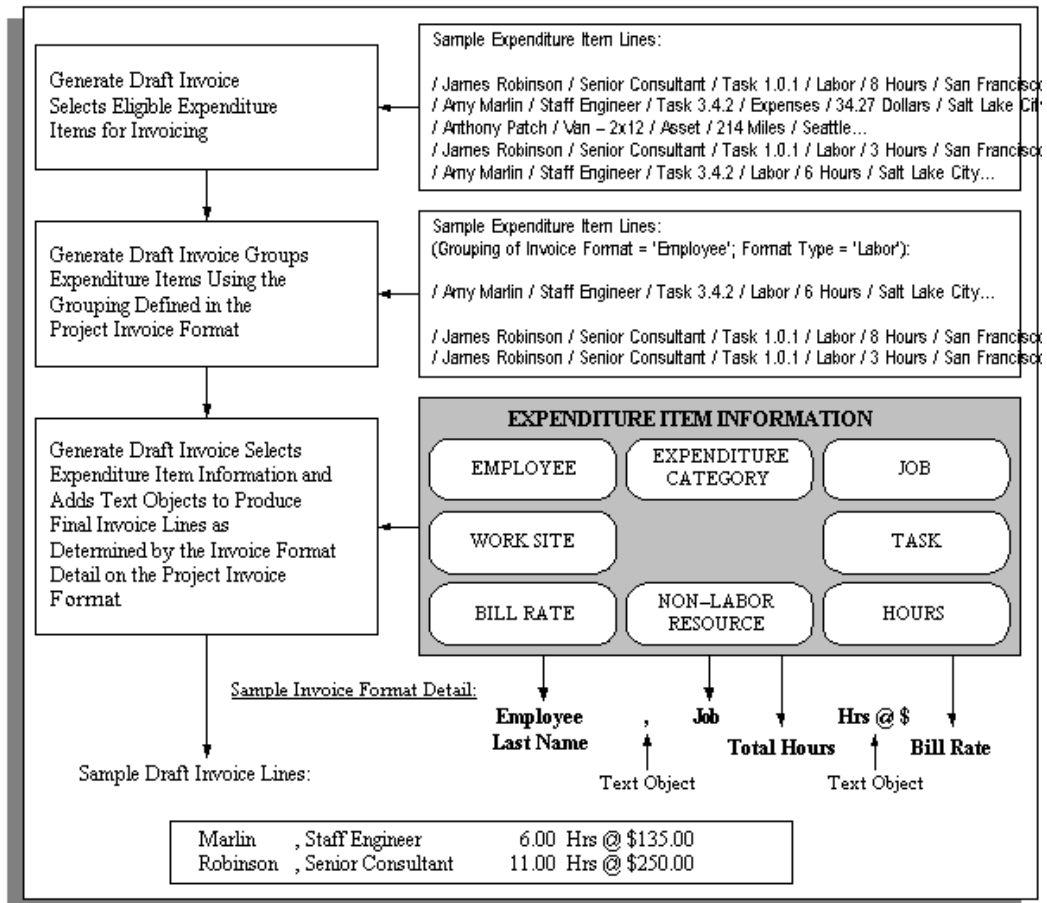
- Selects eligible expenditure items for invoicing
- Groups selected expenditure items according to the grouping defined for a project's invoice format
- Selects expenditure item information and adds text objects to produce final invoice lines as determined by the invoice format detail on the project invoice format.

Figure 1 - 6, page 4-30 illustrates how you can create and format invoice lines using the Generate Draft Invoice process.

Before the expenditure items are processed for billing, Generate Draft Invoice sets the job, job title, and employee billing title for all labor items for easier processing of invoice formats.

## Creating and Formatting Invoice Lines

### Creating and formatting invoice lines



### Invoice Formats - Sample Invoice Lines

The invoice formats of three sample projects are listed below along with the resulting invoice lines created from the expenditure items invoiced on the project. You can study these sample invoice formats and resulting invoice lines to help you determine how to define your company's invoice formats.

This graphic lists the invoice formats of Project A. They are defined as follows:

- *Labor Invoice Format*
  - Expenditure items are grouped by Employee
  - The invoice lines show the following detail: Employee Last Name, ",", Employee First Name, Job, Total Hours, Hrs@\$, Bill Rate



- *Non-Labor Invoice Format*
  - Expenditure items are grouped by Expenditure Type
  - The invoice lines show the following detail: Expenditure Type, Total Amount, Units
- *Retention Invoice Format*
  - Expenditure items are grouped by Retention
  - The invoice lines show the following detail: % Retention

**Sample invoice lines: Project A**

**Project A**

*Labor Invoice Format*

Grouping: Employee  
 Invoice Detail: **Employee Last Name** , **Employee First Name** **Job** **Total Hours** Hrs @ \$ **Bill Rate**

*Non-Labor Invoice Format*

Grouping: Expenditure Type  
 Invoice Detail: **Expenditure Type** **Total Amount** **Units**

*Retention Invoice Format*

Grouping: Retention  
 Invoice Detail: **Retention Percentage** % Retention

Sample Invoice Line Items:

Item Description							Bill Amount
Labor Items	Carlisle	Jeff	Senior Consultant	45.0	Hrs @ \$	180.00	8100.00
	Connors	Zach	Staff Consultant	12.5	Hrs @ \$	100.00	1250.00
	Marlin	Amy	Principal Consultant	20.0	Hrs @ \$	200.00	4000.00
Non-Labor Item	Computer Services			54.00	Hours		540.00
Retention Item	10% Retention						-1389.00
Total Amount							12501.00

The following table describes the sample invoice line items created.

Item Type	Item Description	Bill Amount
Labor	Carlisle , Jeff Senior Consultant 45.0 Hrs@\$ 180.00	8100.00

Item Type	Item Description	Bill Amount
Labor	Connors , Zach Staff Consultant 12.5 Hrs@\$ 100.00	1250.00
Labor	Marlin , Amy Principal Consultant 20.0 Hrs@\$ 200.00	4000.00
Non-Labor	Computer Services 54.0 Hours	540.00
Retention	10% Retention	-1389.00
	Total Amount	12501.00

This following graphic lists the invoice formats of Project B. They are defined as follows:

- *Labor Invoice Format*
  - Expenditure items are grouped by Work Site, Job
  - The invoice lines show the following detail: Site, Work Site City, Services Level, Job, Hours, Total Hours
- *Non-Labor Invoice Format*
  - Expenditure items are grouped by Work Site, Category, Type
  - The invoice lines show the following detail: Site, Work Site City, Expenditure Type, Non-Labor Resource, Total Amount, Units

**Sample invoice lines: Project B**

**Project B**

*Labor Invoice Format*

Grouping: Work Site, Job  
 Invoice Detail: Site: **Work Site City** Services Level: **Job** Hours: **Total Hours**

*Non-Labor Invoice Format*

Grouping: Work Site, Category, Type  
 Invoice Detail: Site: **Work Site City** **Expenditure Type** **Non-Labor Resource** **Total Amount** **Units**

Sample Invoice Line Items:

	Item Description	Bill Amount
<i>Labor Items</i>	Site: Pittsburgh Services Level: Principal Draftsman Hours: 16.5	3712.50
	Site: Pittsburgh Services Level: Staff Consultant Hours: 10.5	1417.50
	Site: Salt Lake City Services Level: Staff Consultant Hours: 8.5	1080.00
	Site: San Francisco Services Level: Senior Engineer Hours: 22.0	3850.00
	Site: San Francisco Services Level: Staff Consultant Hours: 13.0	1755.00
	Site: San Francisco Services Level: Principal Draftsman Hours: 18.0	4050.00
<i>Non-Labor Items</i>	Site: Salt Lake City Computer Services PC 1.00 Hours	10.00
	Site: San Francisco Computer Services 386 Laptop 2.00 Hours	30.00
	Site: San Francisco Computer Services PC 8.00 Hours	80.00
	Site: San Francisco Computer Services Spare 6.50 Hours	325.00
Total Amount		16310.00

The following table describes the sample invoice line items created.

Item Type	Item Description	Bill Amount
Labor	Site: Pittsburgh Services Level: Principal Draftsman Hours: 16.5	3712.50
Labor	Site: Pittsburgh Services Level: Staff Consultant Hours: 10.5	1417.50
Labor	Site: Salt Lake City Services Level: Staff Consultant Hours: 8.5	1080.00
Labor	Site: San Francisco Services Level: Senior Engineer Hours: 22.0	3850.00
Labor	Site: San Francisco Services Level: Staff Consultant Hours: 13.0	1755.00
Labor	Site: San Francisco Services Level: Principal Draftsman Hours: 18.0	4050.00
Non-Labor	Site: Salt Lake City Computer Services PC 1.00 Hours	10.00

Item Type	Item Description	Bill Amount
Non-Labor	Site: San Francisco Computer Services 386 Laptop 2.00 Hours	30.00
Non-Labor	Site: San Francisco Computer Services PC 8.00 Hours	80.00
Non-Labor	Site: San Francisco Computer Services Sparc 6.50 Hours	325.00
	Total Amount	16310.00

Figure 1 - 9, page 4-35 lists the invoice formats of Project C. They are defined as follows:

- *Labor Invoice Format*
  - Expenditure items are grouped by Top Task, Employee
  - The invoice lines show the following detail: Top Task Number, Top Task Name, Employee Full Name, Total Hours, Hours at the hourly rate of, \$ Bill Rate
- *Non-Labor Invoice Format*
  - Expenditure items are grouped by Top Task, All
  - The invoice lines show the following detail: Top Task Number, Top Task Name, --, Expenses

**Sample invoice lines: Project C**

**Project C**

*Labor Invoice Format*

Grouping: Top Task, Employee

Invoice Detail: **Top Task Number** **Top Task Name** **Employee Full Name** **Total Hours** Hours at the hourly rate of **\$ Bill Rate**

*Non-Labor Invoice Format*

Grouping: Top Task, All

Invoice Detail: **Top Task Number** **Top Task Name** -- Expenses

Sample Invoice Line Items:

Item Description						Bill Amount
Labor Items	2.0	Analysis	Marlin, Ms. Amy T.	8.0	Hours at the hourly rate of \$ 135.00	1080.00
	2.0	Analysis	Robinson, Mr. James A.	10.5	Hours at the hourly rate of \$ 175.00	1837.50
	3.0	Design	Connors, Mr. Zach	16.5	Hours at the hourly rate of \$ 135.00	2160.00
	3.0	Design	Robinson, Mr. James A.	18.0	Hours at the hourly rate of \$ 175.00	3150.00
Non-Labor Items	2.0	Analysis	--		Expenses	325.00
	3.0	Design	--		Expenses	687.00
Total Amount						9239.50

The following table describes the sample invoice line items created.

Item Type	Item Description	Bill Amount
Labor	2.0 Analysis Marlin, Ms. Amy T. 8.0 Hours at the hourly rate of \$135.00	1080.00
Labor	2.0 Analysis Robinson, Mr. James A. 10.5 Hours at the hourly rate of \$175.00	1837.50
Labor	3.0 Design Connors, Mr. Zach 16.5 Hours at the hourly rate of \$135.00	2160.00
Labor	3.0 Design Robinson, Mr. James A. 18.0 Hours at the hourly rate of \$175.00	3150.00
Non-Labor	2.0 Analysis -- Expenses	325.00
Non-Labor	3.0 Design -- Expenses	687.00
	Total Amount	9239.50

## Credit Types

Oracle Projects lets you award different kinds of revenue credit to your employees, such as sales credit, marketing credit, or quota credit. You can credit one or more employees for a specific project or task.

For example, if you want to credit an employee for bringing in a contract in a market sector for which you currently have few or no projects, you can define a credit type with a name such as Diversity Credit. After you define the project, you specify the employee as a credit receiver of Diversity Credit.

### Defining Credit Types

To define a credit type:

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

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups, page F-1.

### ***Fremont Corporation Credit Types***

Fremont Corporation awards Marketing Credit to a marketing staff member who generates a lead. Fremont also awards Quota Credit to a staff member who brings in a project.

Fremont's credit types are shown in the following table:

Credit Type Name	Description
Marketing Credit	Credit for generating leads

Credit Type Name	Description
Quota Credit	Credit for acquiring a project

## Related Topics

Transferring Sales Credit to Oracle Receivables, page 4-98

Effective Dates, page 1-9

Credit Types Listing, *Oracle Projects Fundamentals*

## Event Types

Unlike labor costs or other billable expenses, a bonus your business receives for completing a project ahead of schedule is not attributable to any expenditure item.

In these cases, you use an event, rather than an expenditure item, to account for a bonus or other sum of money. An event is an entry assigned to a top task or project that generates revenue and/or billing activity, but is not directly related to any expenditure items.

You classify events by event type. When you define an event type, you assign it one of the predefined classifications. When you enter an event, its event type classification determines how the event affects revenue and billing for a particular project.

You can define as many event types as you need, but you cannot create additional classifications.

## Defining Event Types

To define an event type:

1. In the Event Types window, specify an event type, a description of the event, a revenue category, and an event type class.
2. Optionally, click Tax Classification Code to select the default tax classification code for customer invoice lines created for the event type and operating unit.
3. Save your work.

## Event Types Window Reference

**Event Type.** Enter a unique, descriptive name for this event type.

**Revenue Category.** Enter the revenue category that you want to associate with this event type.

**Class.** Enter a classification for this event type to determine how an event affects the

revenue and billing for a particular project. Oracle Projects provides you with the following classifications:

- **Automatic.** An *Automatic* classification generates an automatic event for revenue or invoice amounts that may be positive or negative, depending on your implementation of billing extensions. See: *Billing Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
- **Deferred Revenue.** A *Deferred Revenue* classification generates an invoice for the amount of the event, and has no immediate effect on revenue.
- **Invoice Reduction.** An *Invoice Reduction* classification reduces the amount of an invoice without affecting revenue. For example, you can use an invoice reduction event to give a discount to a customer on a particular invoice.
- **Manual.** A *Manual* classification allows you to enter both a revenue amount and a bill amount. These two amounts can be different. Classify an event type as manual when you need to indicate different revenue and bill amounts.
- **Scheduled Payment.** A *Scheduled Payment* classification generates an invoice for the amount of the event. Oracle Projects marks expenditure items on the project being invoiced on a first-in first-out (FIFO) basis up to the amount of the event. When you use this classification, you can show details of an invoice in the Invoice Review window by pressing the Details button. The details do not calculate the bill amount and are never printed on the invoice.

**Important:** Events with *Scheduled Payment* classification can be entered for any project irrespective of whether the Invoice Method is Event. However, when schedule payment events are entered for projects with Invoice Method as Event, the expenditure items are marked with the event number on a first-in-first-out basis (FIFO) when processing the event. If the Invoice Method is other than Event, the schedule payment events are processed as manual events and the underlying expenditure items are not marked with the event number.

- **Write-On.** A *Write-On* classification causes revenue to accrue for the amount of the write-on. A Write-On also adds the write-on amount to the subsequent invoice. Revenue and invoice amounts are identical. For example, when your business earns a bonus for completing a project on time or under budget, you can define an event type with the Write-On classification to account for the bonus amount. A write-on causes revenue to accrue and generates an invoice to bill your client for the bonus amount.
- **Write-Off.** A *Write-Off* classification reduces revenue by the amount of the write-off.



- **Realized Gains:** A *Realized Gain* classification allows you to create an event to support reclassification of realized gains during funding revaluation.
- **Realized Loss:** A *Realized Loss* classification allows you to create an event to support reclassification of realized losses during funding revaluation. See *Funding Revaluation, Oracle Projects Fundamentals*.

The following table describes how each event type classification affects revenue and billing.

Classification	Revenue Effect	Billing Effect
Automatic	Depends on billing extension definition	Depends on billing extension definition
Deferred Revenue	No effect	Bill for amount of event
Invoice Reduction	No effect	Reduce a bill by amount of event
Manual	Accrue amount of event	Bill for amount of event
Scheduled Payment	No effect	Bill for amount of event, FIFO
Write-Off	Reduce by amount of event	No effect
Realized Gains	Increase by amount of event	No effect
Realized Losses	Decrease by amount of event	No effect

**Tax Classification Code.** Optionally, click Tax Classification Code to select the tax classification code for customer invoice lines created for this event type and operating unit. Oracle Projects uses this as the default tax classification code based on the Application Tax Options hierarchy that you define in Oracle E-Business Tax for the Oracle Projects application and the project's operating unit. For more information on setting up tax classification codes and the hierarchy of application tax options, see the *Oracle E-Business Tax User Guide*.

### ***Fremont Corporation Event Types***

Fremont Corporation uses all of the event type classifications to account for a number of situations. Fremont assumes most event revenue is from labor, and they want to track revenue from these event types as variations to labor revenue: Cost-to-Cost revenue, Bonus, and Write-Off.

The following table shows Fremont's event types:

Event Type Name	Description	Classification	Revenue Category
Bonus	Performance bonus	Write-On	Labor
Cost-to-Cost Revenue	Cost-to-cost revenue	Automatic	Labor
Fee	Fee earned	Automatic	Fee
Invoice Reduction	Invoice reduction	Invoice Reduction	Payment
Manual	Manual event	Manual	Fee
Milestone	Progress payment	Scheduled Payment	Payment
Payment	Scheduled payment	Scheduled Payment	Payment
Prebill	Advance payment	Deferred Revenue	Payment
Retainer	Retainer payment	Deferred Revenue	Payment
Surcharge	Surcharge	Automatic	Fee
Write-Off	Unearned revenue	Write-Off	Labor

## Assigning Event Types for Cost-to-Cost Revenue

If your company uses the cost-to-cost billing method (denoted by a distribution rule of COST), you need to assign a default event type to the predefined billing extensions of *Cost-to-Cost Revenue* and *Cost-to-Cost Invoice*. Oracle Projects automatically calls and executes two predefined billing extensions for cost-to-cost revenue accrual and invoicing methods. Oracle Projects creates automatic events for the revenue and invoice amounts.

### Prerequisites

- Define Event Types. See: Event Types, page 4-37.

### To Assign Event Types For Cost-to-Cost Revenue:

1. In the Billing Extensions window, query the two billing extensions and assign an event type to the Default Event Type field.
2. Save your work.

## Assigning Budget Types

You can change the cost and revenue budget types used as input for this extension. For example, you can use the forecast cost budget instead of the approved cost budgets. To make this change, change the cost budget type and revenue budget type on the predefined billing extension.

## ***Fremont Corporation Event Type for Cost-to-Cost Revenue***

Fremont Corporation assigns the *Cost-to-Cost Revenue* automatic event type to the two predefined billing extensions, *Cost-to-Cost Revenue* and *Cost-to-Cost Invoice*.

## Related Topics

Event Types Listing, *Oracle Projects Fundamentals*

Automatic Events, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Overview of Billing Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

## Defining and Assigning Billing Assignments

You use billing assignments to select billing extensions for revenue accrual or invoicing, or both.

You can create billing assignments for a project type, or for a project at the project or top task level.

## Related Topics

Project Types, page 2-126

Project Definition and Information, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

## Define Percent Complete Revenue and Invoicing

To generate revenue or draft invoices using percent complete, you must complete the following steps:

### 1. Billing Extension:

You must create two event types with the event class *automatic* (one for revenue and one for invoicing), and associate each with one of the following predefined billing extensions, depending on whether you are generating revenue or invoices:

- Percent Complete Revenue
- Percent Complete Invoicing

## 2. Project Setup:

The revenue distribution rule for the project must be one of the following rules:

- Use the Event/Work rule if you want to accrue revenue based on percent complete.
- Use the Work/Event or Cost/Event rule if you want to generate invoices based on percent complete.
- Use the Event/Event rule if you want to both accrue revenue and generate invoices based on percent complete.

In addition, you must enter percent complete at the funding level.

The billing extensions are predefined to be assigned to the project (Project Specific attribute = Yes). If you want to assign an extension to the project type, you can make a copy of the predefined extension and then change the Project Specific attribute to No. You then assign the extension to the appropriate project types. You may also want to deactivate the predefined extensions by setting the end date.

## Cost Accrual Calculation using Billing Extensions

Oracle Projects provides an example billing extension in which the cost accrual amounts are calculated. This example is called the *Cost Accrual Billing Extension*.

### Revenue-Based Cost Accrual Formula: Example

The following formula shows the calculation used in the example billing extension:

$$\text{Cost Accrual Amount} = (\text{AR} / \text{BR} * \text{BC}) - \text{CS}$$

**Where:**

AR = Accrued revenue to date

BR = Budgeted revenue

BC = Budgeted costs

CS = Accrued costs to date

### Designing a Cost Accrual Billing Extension

You must decide some of the inputs to this extension:

- **Budget Amounts.** You specify which cost and revenue budget types to use in the calculation on the billing extension definition. If you do not specify values, the budget types *Approved Cost Budget* and *Approved Revenue Budget* are used. The last baselined budget version of the specified budget types are used. See: *Billing Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
- **Cost Amounts for WIP.** You determine whether to base your cost accrual on the budgeted raw cost or the budgeted burdened costs. You specify this on the definition of the billing extension. This also defines what cost amounts are accounted for as cost WIP. You must set up your AutoAccounting rules to account for the appropriate cost amounts as cost WIP.

- **Event Types to use for Events.** You specify which event types to use when creating the events which result in the Cost Accrual, Cost Accrual Contra, and reversing Cost WIP entries.

Following are some facts to consider when you are using the example cost accrual billing extension.

- In the calculation in the *Revenue-Based Cost Accrual Formula Example*, page 4-42, there is no relationship between the costs entered in the system and the cost accrual amounts generated by the Cost Accrual Billing Extension during the life of the project. The cost accrual amounts are calculated based on the actual accrued revenue, the budgeted cost amounts, and the budgeted revenue amounts.
- If the result of the formula in the *Revenue-Based Cost Accrual Formula Example* is zero or less than zero, no event is created. Cost accruals cannot be negative.
- If the budgeted costs are greater than the budgeted revenue amounts (the project is incurring a loss), then the accumulated cost accrual will be greater than the accumulated accrued revenue.
- Events are created at the funding level (project or top task).
- The billing extension example creates events that use only one account for each of the corresponding buckets: Cost Accrual, Cost Accrual Contra, and Cost WIP (for the reversing entries at project closing).

## Implementing the Cost Accrual Example

In this section, we describe the setup steps required to support the Cost Accrual Billing Extension example. We also show some examples of a cost accrual setup.

### 1. Define Event Types

Define event types with the classification *Automatic*. You need an event type for events that will account for each of the following accounts:

- Cost Accrual
- Cost Accrual Contra
- Cost WIP (for reversing entries during project closing)

You will drive AutoAccounting rules based on these event types.

The following table shows sample cost accrual event types:

Event Type	Description	Class
Cost Accrual	Cost Accrual Account	Automatic
Cost Accrual Contra	Cost Accrual Contra Account	Automatic
Cost WIP	Cost WIP Account (for reversing entries)	Automatic

## 2. Define the cost accrual billing extension.

To define the cost accrual billing extension:

### a) Value Sets and Descriptive Flexfields for Billing Extension

Set up the value sets and descriptive flexfield used in the billing extension definition. The Cost Accrual Billing Extension example requires following five descriptive flexfield segments to be set up on the Billing Extension:

- Cost Accrual Identifier. This value is used by the project verification rules and project status columns extensions to identify events created from the cost accrual billing extension. You must define the cost accrual identifier with a value of *COST-ACCRUAL* in the ATTRIBUTE11 column. You can define a value set with just one value that is uppercase. The minimum and maximum value is *COST-ACCRUAL*, with a maximum size of 12.
- Cost Accrual Event Type in the ATTRIBUTE12 column.
- Cost Accrual Contra Event Type in the ATTRIBUTE13 column.
- Cost WIP Event Type in the ATTRIBUTE14 column.
- Cost Basis in the ATTRIBUTE15 column. The cost basis specifies whether to use raw or burdened costs as the Cost WIP and raw or burdened budgeted costs in the cost accrual calculation. The two possible values are *R* and *B*. You can define a value set with just two values that are uppercase. The minimum value is *B* and the maximum value is *R*. The maximum size is 1.

The three segments that hold event types should use a table-validated value set with a length of 30 characters which displays all automatic event types using the following SQL:

```
where event_type_classification = 'AUTOMATIC'
```

**Note:** After you have defined and used the billing extension, you must not change the values of the descriptive flexfield.

b) Define the Billing Extension

You define the billing extension with the following key attributes:

- Procedure: `pa_rev_ca.calc_ca_amt`. This is the example procedure provided by Oracle Projects. Use your own procedure name, as appropriate.
- Calling Place: Post Regular Processing
- Calling Process: Revenue
- Transaction Independent: Yes

***Fremont Corporation Cost Accrual Implementation***

Fremont Corporation implements cost accrual as shown below:

- Cost Accrual Billing Extension:
  - Name: *Cost Accrual*
  - Procedure: *pa\_rev\_ca.calc\_ca\_amt*
  - Description: *Calculate cost accrual amount*
  - Order: *10*
  - Calling Process: *Revenue*
  - Default Event Type: *Cost Accrual*
  - Event Description: *Cost Accrual Based on Revenue*
  - Default Cost Budget: *Approved Cost Budget*
  - Default Revenue Budget: *Approved Revenue Budget*
  - Calling Place: *Post-Regular Processing*
  - Required Inputs: *None*
  - Other Parameters: *Transaction Independent: enabled; Project Specific: not enabled*
- Descriptive Flexfield:
  - Cost Accrual Identifier: *COST-ACCRUAL*
  - Cost Basis: *R*
  - Cost Accrual Event Type: *Cost Accrual*

- Cost WIP Event Type: *Cost WIP*

c) Install the Billing Extension Package

You must install the billing extension PL/SQL package. For details, see *Billing Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

See: *Implementing Your Own Cost Accrual Procedures and Extensions*, page 4-49.

### 3. Assign Billing Extension to Project Types

Assign the billing extension to the appropriate project types.

You can also choose to implement a billing extension that you assign to specific projects. To do this, you enable the Project Specific check box in the Billing Extension window. However, for the cost accrual example, you are expected to assign the billing extension at the project type level.

See: *Defining Billing Extensions, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference* and *Project Types*, page 2-126.

### 4. Define AutoAccounting

Define AutoAccounting setup for cost WIP and cost accruals. Typically, you define GL accounts for each of the different buckets, as shown in the table below:

Account Name	Account Number
Cost WIP	1280
Cost Accrual	128
Cost Accrual Contra	1286

To define AutoAccounting for Cost WIP and Cost Accruals:

a) Cost WIP Account for Incurring Costs (Via Expenditure Items)

To account for actual raw costs in cost WIP, you must perform the following steps:

- Define an AutoAccounting rule for Cost WIP.
- Assign the Cost WIP rule and other appropriate rules to the Function Transaction of Contract for the following AutoAccounting functions:
  - Labor Cost Account
  - Expense Report Cost Account



- Usage Cost Account
- Burden Cost Account
- Inventory Cost Account
- Miscellaneous Cost Account
- WIP Cost Account (work in process from Manufacturing)
- Supplier Invoice Cost Account

If you use burdened cost as cost WIP, then you must define the AutoAccounting rules for the Total Burdened Cost Debit and Credit functions and run the Distribute and Interface Total Burdened Cost processes before you generate revenue.

For more information about burdened costs, see: *Burdening (Cost Plus Processing) and Accounting for Total Burdened Costs, Oracle Project Costing User Guide.*

#### b) Cost Accrual Accounts for Events Resulting from the Billing Extension

Assign the AutoAccounting rules to the Event Revenue function under the Write-On function transaction (under which Automatic events are accounted). To account for different event types under one function transaction, you must define a rule based on the event types. The rule may be a parameter-based rule that uses a lookup set, or it can be a SQL statement AutoAccounting rule that uses the SQL statement to map the event type to the account value.

**Note:** The AutoAccounting rules for the Cost WIP reversing entries created via an event should result in the same accounts as the AutoAccounting rules used to derive the Cost WIP account for costs incurred via expenditure items.

You can optionally set up Oracle Subledger Accounting to overwrite the default accounts, or individual segments of the accounts, that Oracle Projects derives using AutoAccounting rules. For additional information, see: *Subledger Accounting for Revenue and Billing*, page 4-55.

**Note:** The account derivation rules in Oracle Subledger Accounting for the Cost WIP reversing entries created via an event should result in the same accounts as the account derivation rules used to derive the Cost WIP account for costs incurred via expenditure items.

## 5. Implement Project Verification Rules

Implement project verification rules to ensure that project closing entries are made before the project status is changed to *Closed*. The rules should ensure that the closing

entries are made when the project has a project status with a system status of *Pending Close*.

Oracle Projects provides an example of how to enforce this requirement in the project verification extension. To implement the requirement, you remove the comments around the section for cost accruals in the project verification extension.

See: Project Verification Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## **6. Implement Cost Accrual Columns in Project Status Inquiry**

Implement columns to view Cost WIP and Cost Accrual amounts in the Project Status Inquiry window.

The PSI client extension includes an example of how to implement the following columns in columns 28 through 33 in the Project Status Inquiry window:

- ITD - Cost WIP
- PTD - Cost WIP
- ITD - Cost Accrual
- PTD - Cost Accrual
- ITD - Margin
- PTD - Margin

To implement these columns, you perform the following steps:

1. Remove the comments around the section for cost accruals in the project status inquiry column extensions. See: PSI Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
2. Define the Project Status Inquiry columns listed above, and regenerate the view in the Project Status Inquiry Columns window. See: Project Status Inquiry Setup, page 6-70.

When a project is closed, these columns are updated. At that point, the amounts for the PTD (period to date) columns are a combination of PTD activity and closing activities.

## **7. Implement the Cost Accrual Identification Extension in Intercompany Billing**

The Cost Accrual Identification extension includes sample code that calls the cost accrual identification procedure in the sample Cost Accrual Billing extension. If you are using the predefined Cost Accrual Billing extension, enable the sample code in the Cost Accrual Identification extension by removing the comment marks. The default logic in this extension returns a value of *No* for cost accrual projects. See: Cost Accrual Identification Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces*

*Reference.*

## Implementing Your Own Cost Accrual Procedures and Extensions

Your business requirements for cost accruals may be different from those addressed in the cost accrual example that Oracle Projects provides. If this is the case, you must design and create your own billing extension and appropriate setup data to match your requirements.

Listed below are some of the business requirements for cost accruals that may vary in your company from the cost accrual example provided by Oracle Projects:

- **The cost accrual calculation.** For example, you may calculate cost accruals to be equal the cost WIP, instead of calculating cost accruals based on the budgets as in the cost accrual example.
- **The number of accounts to which you charge cost WIP or cost accruals.** The cost accrual example uses one account for each bucket: Cost Accrual, Cost Accrual Contra, and Cost WIP. If you charge your cost WIP to many accounts, you must create your own cost accrual billing extension to account for the many cost WIP accounts that you use.
- **What is considered cost WIP.** The cost accrual example includes all costs in cost WIP. If you need to exclude certain costs from the cost WIP calculation, you need to change your cost accrual implementation.

Oracle Projects provides a client extension that you use as the basis of your cost accrual extension procedures. For information about the Cost Accrual Extension, see: *Cost Accrual Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Profile Options and Client Extensions for Revenue and Invoicing

Following are the profile options and client extensions you set to implement revenue and invoicing.

### Profile Options for Revenue and Invoicing

Set the following profile options to control processing for revenue and invoicing.

- PA: Maintain Unbilled Receivables and Unearned Revenue Balances
- PA: Interface Unreleased Revenue to GL

See: Profile Options in Oracle Projects, page B-1.

### Client Extensions for Revenue and Invoicing

You can optionally implement the following client extensions to extend the revenue and billing functionality:

- Billing Extensions
- Labor Billing Extension
- Billing Cycle Extension
- Retention Billing Extension
- Automatic Invoice Approve/Release Extension
- AR Transaction Type Extension
- Output Tax Extension
- Revenue-Based Cost Accrual Extension
- Cost Accrual Billing Extension

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

## Setting Up for Agreements and Funding

The following instructions give details about the Agreements and Funding steps, page 4-5 in the Oracle Project Billing Product Implementation Checklist.

### Defining Agreement Types

Agreement types categorize the various kinds of agreements you negotiate with clients. For example, you can define one agreement type for all verbal agreements and another for all agreements using purchase orders. You might also define additional agreement types to distinguish internal agreements from those with your external customers.

If you define an agreement type and limit revenue and or invoice, any project funded by that agreement type stops accruing revenue and generating invoices when it reaches the revenue and or invoice limit. If you define an agreement type and do not limit revenue and invoice, any project funded by that agreement type issues a warning when the revenue and invoice limit is exceeded, but does not stop accruing revenue or generating invoices. This is referred to as a *hard limit* or a *soft limit*.

### Prerequisites

- Define Payment Terms.

### To define an agreement type:

1. In the Agreement Types window, enter a Name and Description of the agreement

type you want to define.

If you want payment terms to default when you enter an agreement with this agreement type, enter the Default Terms.

Enable the Default Revenue/Invoice Limit option if you want the Hard Limit option of the Agreements widow to be enabled by default when you enter an agreement with this agreement type.

2. Save your work.

### **Fremont Corporation Agreement Types**

Fremont Corporation enforces revenue/invoice limits on purchase orders and change orders, since these types of agreements always cover specific work. The retainer letter and service agreement types are defined with a disabled Revenue/Invoice Limit option, since the exact amount of these kinds of agreements is usually not known immediately. The terms default for all agreements is net payment within 30 days of receiving the invoice.

Fremont's agreement types are shown in the following table:

<b>Name</b>	<b>Description</b>	<b>Terms Default</b>	<b>Revenue / Invoice Limit Default</b>
Purchase Order	Customer Purchase Order	30 Net	Enabled
Change Order	Change to a Purchase Order	30 Net	Enabled
Retainer Letter	Retainer Letter	30 Net	Disabled
Service Agreement	Service Agreement	30 Net	Disabled
Verbal Agreement	Non-Written Agreement	30 Net	Disabled

### **Related Topics**

Agreement Types Listing, *Oracle Projects Fundamentals*

### **Defining Agreement Templates**

Agreement templates make it faster for you to create an agreement for your project. You can create quick agreement projects (projects associated with an agreement template) for rapid project and agreement setup. For details about quick agreement projects, see Quick Agreement / Funding Projects, *Oracle Project Billing User Guide*.

To define an agreement template:

1. Navigate to the Agreement Template window.
2. Enter the same information you enter for an agreement:
  - Customer who is providing the funding
  - Operating unit
  - Agreement Number
  - Agreement Type
  - Currency Code
  - Amount
  - Accounts Receivable Terms
  - Revenue Hard Limit or/and Invoice Hard Limit option
  - Date this agreement expires
  - Description of the agreement
  - Administrator of the agreement
  - Organization that owns the agreement
  - Creation Date
3. Save your work.

Agreement templates can only be viewed in the Agreement Template Entry window. You cannot view agreement templates in the Agreement Entry window.

## Defining Receivables Prepayment Activities

If you plan to set up agreements that require or permit prepayments, you must enter one receivables activity for prepayments for each operating unit in which you will use this capability. You enter receivables activities in Oracle Receivables setup.

### Related Topics

Receivables Activities, *Oracle Receivables Implementation Guide*

## Client Extensions for Agreements and Funding

To extend the use of agreements and funding for your business, you can implement the Funding Revaluation Factor client extension.

To determine whether to set the Advance Required flag for agreements to Yes or No automatically, you can implement the Advance Required client extension.

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

## Related Topics

Entering Agreements, *Oracle Project Billing User Guide*

Agreement Template, *Oracle Project Billing User Guide*

## Customers

The following instructions give details about the Customers steps, page 4-5 in the Oracle Project Billing Product Implementation Checklist.

You define customers in either the Customers or Customer Summary window. Customers can be defined either in Oracle Receivables or in Oracle Projects. See: *Entering and Updating Customer Information, Oracle Receivables User's Guide*.

**Note:** You must define the option for customer numbering when you implement Oracle Projects, whether or not you have also installed Oracle Receivables. If you have both Oracle Projects and Oracle Receivables installed, you enter the Oracle Receivables system options related to customers in the Oracle Projects System Options window.

In Oracle Projects, you use customers, customer addresses, and customer contacts to specify customers for which you are doing project work. Each customer for a contract project must have one primary bill-to address, one primary ship-to address, and one primary bill-to contact. The primary bill-to contact must be entered in the Primary Bill-To Contacts Role window and in the Business Purpose Details window.

**Note:** A bill-to address is not required for customers that have a 0% contribution. For customers that have a contribution percentage greater than 0%, a bill-to address is required to generate invoices for a project. Bill-to and ship-to addresses are optional for customers assigned to capital projects or indirect projects."

When using the inter-project billing or intercompany billing features, you must define a customer bill and ship site for each internal organization to which the current organization provides resources. A receivables invoice will be created in the current

organization's Receivables subledger to recover costs for resources provided to these internal customers.

**Note:** In a multiple organization environment, customers are shared across operating units. However, you must define customer addresses for each operating unit. If multiple operating units are doing project work with the same customer, each operating unit must have an address defined for the customer.

## ***Fremont Corporation Customers***

Fremont Corporation's accounting department needs to add three customers to their customer database. Fremont uses the Quick Customer Entry form to define customers. Since each customer has only one address, the addresses are set up as the primary bill-to and ship-to sites. Each bill-to contact is identified as the primary bill-to contact since there is only one contact for each customer.

Fremont's new customers are shown below:

**Note:** The Bay Group has different bill to and ship to addresses.

### **City of San Francisco**

Customer Number: 1000

Bill To Address: City Hall, San Francisco, CA 94112, U.S.

Bill: Yes

Ship: Yes

Market: Yes

### **Port of Oakland**

Customer Number: 1001

Bill To Address: 10 E. Seaside, Oakland, CA 94130, U.S.

Bill: Yes

Ship: Yes

### **The Bay Group**

Customer Number: 1004

Bill To Address: 120 Spear Street, San Francisco, CA 94120, U.S.

Bill: Yes

Ship: Yes

Market: Yes

Ship To Address: Hunter's Point, South San Francisco, CA 91468, U.S.



Bill: Yes

Ship: Yes

Market: Yes

The following table shows the Address Contacts for Fremont's new customers:

Customer Name	Contact Last Name	First	Title	Job Title	Bill	Ship
City of San Francisco	Lasky	John	Mr.	AP Supervisor	Yes	Yes
Port of Oakland	Winston	Ed	Mr.	AP Supervisor	Yes	Yes
The Bay Group (Bill to Address contact)	Davies	J.	Mr.	AP Supervisor	Yes	No

## Accounting for Revenue and Billing

The following instructions give details about the Accounting for Revenue and Billing steps, page 4-6 in the Oracle Project Billing Product Implementation Checklist. The instructions are divided into two sections. The first section discusses how to set up accounting for project revenue and billing in Oracle Subledger Accounting. The second section discusses how to set up AutoAccounting for project revenue and billing in Oracle Projects.

### Subledger Accounting for Revenue and Billing

Oracle Subledger Accounting is an intermediate step in the accounting flow between subledger applications, such as Oracle Projects and Oracle Receivables, and Oracle General Ledger.

For revenue, Oracle Projects uses AutoAccounting to create default revenue accounts that it sends to Oracle Subledger Accounting. Oracle Projects provides predefined setup in Oracle Subledger Accounting to accept the default revenue accounts from Oracle Projects and transfer them to Oracle General Ledger without change. You can optionally define your own detailed project revenue accounting rules in Oracle Subledger Accounting to overwrite the default revenue accounts from Oracle Projects. You can set up rules in Oracle Subledger Accounting to overwrite individual account segments, instead of the entire Accounting Flexfield.

For information on the setup that Oracle Projects predefines in Oracle Subledger Accounting, see: Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*.

For billing, Oracle Projects interfaces the accounting that it creates using

AutoAccounting to Oracle Receivables along with the associated customer invoice. In turn, Oracle Receivables creates accounting in Oracle Subledger Accounting. You can set up your own Oracle Receivables rules in Oracle Subledger Accounting to overwrite the accounts.

**Note:** To define your own setup in Oracle Subledger Accounting, you must copy the predefined data and make changes to the copy. You cannot directly modify the predefined data that Oracle Projects provides in Oracle Subledger Accounting.

## Related Topics

AutoAccounting and Subledger Accounting, page G-52

Understanding Subledger Accounting Setup for Oracle Projects, *Oracle Projects Fundamentals*

Accounting Methods Builder, *Oracle Subledger Accounting Implementation Guide*

Accounting for Receivables, *Oracle Receivables User's Guide*

## Custom Sources

In the *Subledger Accounting for Costs* section, see: Custom Sources, page 3-42.

## Journal Line Types

A journal line type determines the characteristics of subledger journal entry lines. These characteristics include whether the line is used to create actual, budget, or encumbrance entries, whether matching lines are merged, and whether data is transferred to the general ledger in summary or detail form. You can optionally set up your own journal line types.

You set up journal line types for a particular event class. Event classes represent the actions possible for a particular transaction type or document. For additional information, in the *Subledger Accounting for Costs* section, see: Journal Line Types, page 3-42.

Oracle Projects provides a separate AutoAccounting function for each type of project revenue. Oracle Projects predefines only one event class for revenue for Oracle Subledger Accounting. Oracle Projects predefines a set of journal line types in Oracle Subledger Accounting for the *Revenue* event class to enable you to define rules for each type of project revenue. The following table shows the mapping between predefined journal line types for the *Revenue* event class in Oracle Subledger Accounting and revenue AutoAccounting functions and function transactions in Oracle Projects.

<b>Journal Line Type</b>	<b>AutoAccounting Function</b>	<b>AutoAccounting Function Transaction</b>
Burden Cost Revenue	Burden Cost Revenue Account	All function transactions for the Burden Cost Revenue Account function
Event Revenue	Event Revenue Account	Revenue Write-On Events
Event Write-Off Revenue	Event Revenue Account	Revenue Write-Off Events
Expense Report Revenue	Expense Report Revenue Account	All function transactions for the Expense Report Revenue Account function
Inventory Revenue	Inventory Revenue Account	All function transactions for the Inventory Revenue Account function
Labor Revenue	Labor Revenue Account	All function transactions for the Labor Revenue Account function
Miscellaneous Transaction Revenue	Misc Trans Revenue Account	All function transactions for the Misc Trans Revenue Account function
Supplier Invoice Revenue	Supplier Invoice Revenue Acct	All function transactions for the Supplier Invoice Revenue Acct function
Unbilled Receivable	Revenue and Invoice Accounts	Unbilled Receivable Account
Unearned Revenue	Revenue and Invoice Accounts	Unearned Revenue Account
Realized Gains	Revenue and Invoice Accounts	Realized Gains Account
Realized Losses	Revenue and Invoice Accounts	Realized Losses Account

Journal Line Type	AutoAccounting Function	AutoAccounting Function Transaction
Usage Revenue	Usage Revenue Account	All function transactions for the Usage Revenue Account function
WIP Revenue	WIP Revenue Account	All function transactions for the WIP Revenue Account function

Oracle Projects also predefines a set of journal line types for revenue adjustment accounting. For additional information, see: Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*.

### Journal Entry Descriptions

In the *Subledger Accounting for Costs* section, see: Journal Entry Descriptions, page 3-43.

### Mapping Sets

In the *Subledger Accounting for Costs* section, see: Mapping Sets, page 3-43.

### Account Derivation Rules

In the *Subledger Accounting for Costs* section, see: Account Derivation Rules, page 3-44.

### Journal Lines Definitions

In the *Subledger Accounting for Costs* section, see: Journal Lines Definitions, page 3-45.

### Application Accounting Definitions

In the *Subledger Accounting for Costs* section, see: Application Accounting Definitions, page 3-45.

### Subledger Accounting Methods

In the *Subledger Accounting for Costs* section, see: Subledger Accounting Methods, page 3-46 .

### Assign Application Accounting Definitions to a Subledger Accounting Method

In the *Subledger Accounting for Costs* section, see: Assign Application Accounting Definitions to a Subledger Accounting Method, page 3-46 .

## **Assign a Subledger Accounting Method to a Ledger**

In the *Subledger Accounting for Costs* section, see: Assign a Subledger Accounting Method to a Ledger, page 3-47.

## **Post-Accounting Program Assignments**

In the *Subledger Accounting for Costs* section, see: Post-Accounting Program Assignments, page 3-47.

## **AutoAccounting for Revenue and Billing**

Oracle Projects uses AutoAccounting to generate accounting for revenue and billing transactions. When you implement AutoAccounting, you define rules that determine accounts that Oracle Projects assigns to transactions to meet your business requirements. Oracle Projects uses the rules you define whenever it creates accounting for revenue and billing transactions.

For revenue accounting, Oracle Projects generates revenue accounting events for Oracle Subledger Accounting. The process PRC: Create Accounting creates the draft or final accounting for the accounting events. Oracle Projects predefines setup in Oracle Subledger Accounting so that the create accounting process accepts the default accounts that Oracle Projects derives using AutoAccounting without change. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger.

You can optionally define your detailed accounting rules in Oracle Subledger Accounting. In this case, the create accounting process uses the rules you define in Oracle Subledger Accounting to overwrite the default accounts, or individual account segment values, that Oracle Projects derives using AutoAccounting.

If you set up your own rules in Oracle Subledger Accounting, you must still set up AutoAccounting so that Oracle Projects can determine valid default accounts. The AutoAccounting setup enables processes, such as processes that generate revenue and generate revenue accounting events, to determine the default accounts that Oracle Projects sends to Oracle Subledger Accounting.

For billing, Oracle Projects interfaces the accounting that it creates using AutoAccounting to Oracle Receivables along with the associated customer invoice. In turn, Oracle Receivables creates accounting in Oracle Subledger Accounting.

## **Related Topics**

Subledger Accounting for Revenue and Billing, page 4-55

*Oracle Subledger Accounting Implementation Guide*

## **Set Profile Option: Selective Flexfield Segment for AutoAccounting**

For optimum performance, it is recommended that you set this profile option. The speed of distribution processes can be dramatically affected by the value of this profile

option.

For more details, see: PA: Selective Flexfield Segment for AutoAccounting, page B-15.

## **Accounting for Labor Revenue**

Oracle Projects uses the Labor Revenue Account function to determine default revenue accounting for labor items. The resulting labor revenue is generally awarded to either a project-managing organization, or an employee's owning organization; this labor revenue does not include borrowed and lent labor revenue.

### **Labor Revenue Account Function**

When you run the process PRC: Generate Draft Revenue, Oracle Projects uses the Labor Revenue Account transactions to credit a default revenue account for labor items.

The Labor Revenue Account function consists of the following transactions:

- All Labor Revenue
- Private Labor Revenue
- Public Labor Revenue

If you do not distinguish labor revenue between private and public projects, then you only need to enable the All Labor Revenue transaction.

### ***Fremont Corporation Labor Revenue Account Function***

Fremont Corporation always awards labor revenue to the employee's owning organization even if the employee worked on a project owned by a different organization. When applicable, Fremont awards labor revenue to the project-managing organization using borrowed and lent revenue accounts.

Fremont uses revenue credited to the project-managing organization for reporting purposes only.

Fremont enables the Private Labor Revenue and Public Labor Revenue transactions to distinguish revenue earned between private and public projects.

Fremont Corporation uses two accounts to record labor revenue:

- Private Professional Fee Revenue (4100)
- Public Professional Fee Revenue (4101)

#### ***Define Rules to Determine Segment Values:***

To implement the Labor Revenue Account function, Fremont defines two rules:

- One rule to determine the default revenue account for private labor revenue
- One rule to determine the default revenue account for public labor revenue

Fremont uses one rule in the Private Labor Revenue transaction and one rule in the Public Labor Revenue transaction.

The following table shows the new AutoAccounting rules that Fremont Corporation defines to derive account segments:

Name of Rule	Description	Intermediate Value Source	Parameter Name or Constant Value	Segment Value Source	Lookup Set
Private Fee Revenue	Private Professional Fee Revenue	Constant	4100	Intermediate Value	NA
Public Fee Revenue	Public Professional Fee Revenue	Constant	4101	Intermediate Value	NA

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield for both transactions.

**Enable Transactions and Assign Rules:**

Fremont enables the transactions shown in the following table:

Function Name	Transaction Name
Labor Revenue Account	Private Labor Revenue
Labor Revenue Account	Public Labor Revenue

The segment rule pairings for these transactions are shown in the following table:

Transaction Name	Segment Number	Segment Name	Rule Name
Private Labor Revenue	0	Company	Employee Company
Private Labor Revenue	1	Cost Center	Employee Cost Center
Private Labor Revenue	2	Account	Private Fee Revenue

Transaction Name	Segment Number	Segment Name	Rule Name
Public Labor Revenue	0	Company	Employee Company
Public Labor Revenue	1	Cost Center	Employee Cost Center
Public Labor Revenue	2	Account	Public Fee Revenue

## Accounting for Expense Report Revenue

Oracle Projects uses the Expense Report Revenue Account function to determine default revenue accounting for expense report items.

### Expense Report Revenue Account Function

When you run the process PRC: Generate Draft Revenue, Oracle Projects uses the Expense Report Revenue Account transactions to credit a default revenue account for expense report items.

The Expense Report Revenue Account function consists of the following transactions:

- All Expense Report Revenue
- Private Expense Report Revenue
- Public Expense Report Revenue

If you do not distinguish expense report revenue between private and public projects, then you only need to enable the All Expense Report Revenue transaction.

### ***Fremont Corporation Expense Report Revenue Account Function***

Expense Report revenue is posted to the project-managing organization's Expense Report Revenue account. Since Fremont does not differentiate between public and private projects when it calculates expense report revenue, it enables only the All Expense Report Revenue transaction.

Fremont Corporation uses one revenue account to record expense report revenue:

- Expense Report Revenue (4300)

#### ***Define a Rule to Determine Account Segment Value:***

To implement the Expense Report Revenue Account function, Fremont defines a rule to supply the Expense Report Revenue account code for the Account segment of its Accounting Flexfield. The Expense Report Revenue account is always 4300 since Fremont's chart of accounts uses only one account.



- Name of Rule: *Expense Report Revenue*
- Description: *Determine the expense report revenue account*
- Intermediate Value Source: *Constant*
- Parameter Name: *4300*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

**Enable the All Expense Report Revenue Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Expense Report Revenue*
- Transaction Name: *All Expense Report Revenue*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Expense Report Revenue

## Accounting for Usage Revenue

Generating usage revenue is very similar to generating labor revenue. Oracle Projects generates usage revenue and, if you like, borrowed and lent usage revenue.

Oracle Projects uses the Usage Revenue Account function to determine default revenue accounting for non-labor items. Usage revenue is awarded to either a project-managing organization, or a non-labor resource's owning organization; this usage revenue does not include borrowed and lent labor revenue.

The Usage Revenue Borrowed Account and Usage Revenue Lent Account functions allow you to record revenue in both a project-managing organization and in a non-labor resource's owning organization (when these two organizations are different).

The organization to which you award revenue (using the Usage Revenue Account function) becomes the *lending* organization; Oracle Projects uses the Usage Revenue Lent Account transactions to debit a default revenue account of the lending organization.

The organization to which you do not award revenue (using the Usage Revenue Account function) becomes the *borrowing* organization; Oracle Projects uses the usage Revenue Borrowed Account transactions to credit a default revenue account of the borrowing organization

When you run the PRC: Generate Draft Revenue process, Oracle Projects compares the project-managing organization and the non-labor resource's owning organization to determine whether to use the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions when it determines default revenue accounting for non-labor items.

If the project-managing organization is the same as the non-labor resource's owning organization, Oracle Projects uses only the Usage Revenue Account function to credit a default revenue account; the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions are not necessary.

If the project-managing organization is not the same as the non-labor resource's owning organization, Oracle Projects first ensures that you have enabled the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions, and then uses them to create default revenue credit and debit entries for borrowed and lent usage revenue. The borrowed and lent entries are in addition to the usage revenue credits Oracle Projects creates using the Usage Revenue Account transactions. If you do not want to record borrowed and lent usage revenue entries, then do not implement the Usage Revenue Borrowed Account and Usage Revenue Lent Account functions.

The Usage Revenue Borrowed Account and Usage Revenue Lent Account functions are distinct from the Usage Revenue Account function to allow you to separate borrowed and lent usage revenue into as many different accounts as you separate usage revenue.

### **Usage Revenue Account Function**

When you run the process PRC: Generate Draft Revenue, Oracle Projects uses the Usage Revenue Account transactions to determine default revenue accounting for usage items.

The Usage Revenue Account function consists of the following transactions:

- All Usage Revenue
- Private Usage Revenue
- Public Usage Revenue

If you do not distinguish usage revenue between private and public projects, then you only need to enable the All Usage Revenue transaction.

### ***Fremont Corporation Usage Revenue Account Function***

Fremont always awards usage revenue to the resource-owning organization, and awards usage revenue to the project-managing organization using borrowed and lent revenue accounts. Since Fremont does not distinguish revenue earned between private and public projects, it enables just the All Usage Revenue transaction.

Fremont Corporation uses three revenue accounts to record usage revenue, depending upon the expenditure type:

- Computer Fee Revenue (4200)
- Vehicle and Equipment Revenue (4201)
- Misc. Asset Revenue (4202)

**Define a Lookup Set:**

Fremont defines a lookup set to map expenditure types to the appropriate revenue account.

Fremont defines the lookup set shown in the following table:

Lookup Set Name	Description
Usage to Revenue	Map the expenditure type for usage items to the appropriate revenue account

**Segment Value Lookups for the Usage to Revenue Lookup Set:**

The segment value lookups for the Organization to Division lookup set are shown in the following table:

Intermediate Value (Expenditure Type)	Segment Value (Account Code)
Computer Services	4200
Vehicle	4201
Field Equipment	4201
Other Asset	4202

**Define a Rule to Determine Account Segment Value:**

To implement the Usage Revenue Account function, Fremont defines a rule to determine the revenue account for usage revenue. Fremont uses the lookup set *Usage to Revenue* to define the revenue account rule.

- Name of Rule: *Usage Revenue*
- Description: *Map usage items to revenue accounts using the usage expenditure type*
- Intermediate Value Source: *Parameter*

- Parameter Name: *Expenditure Type*
- Segment Value Source: *Segment Value Lookup Set*
- Lookup Set: *Usage to Revenue*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

**Enable the All Usage Revenue Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Usage Revenue Account*
- Transaction Name: *All Usage Revenue*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Resource Company
1	Cost Center	Resource Cost Center
2	Account	Usage Revenue

## Accounting for Miscellaneous Revenue

Oracle Projects uses the Misc Trans Revenue Account function to determine default revenue accounting for miscellaneous transaction items.

### Misc Trans Revenue Account Function

When you run the process PRC: Generate Draft Revenue, Oracle Projects uses the Misc Trans Revenue Account transactions to determine default revenue accounting for miscellaneous transaction items.

The Misc Trans Revenue Account function consists of the following transactions:

- All Misc Trans Revenue
- Private Misc Trans Revenue
- Public Misc Trans Revenue

If you do not distinguish miscellaneous transaction revenue between private and public projects, then you only need to enable the All Misc Trans Revenue transaction.

## **Accounting for Burden Transaction Revenue**

Oracle Projects uses the Burden Cost Revenue Account function to determine default revenue accounting for burden transaction items.

### **Burden Cost Revenue Account Function**

When you run the process PRC: Generate Draft Revenue, Oracle Projects uses the Burden Cost Revenue Account transactions to credit a default revenue account for burden transaction items.

The Burden Cost Revenue Account function consists of the following transactions:

- All Burden Txn Revenue
- Private Burden Txn Revenue
- Public Burden Txn Revenue

If you do not distinguish burden revenue between private and public projects, then you only need to enable the All Burden Txn Revenue transaction.

## **Accounting for Inventory Revenue**

Oracle Projects uses the Inventory Revenue Account function to determine default revenue accounting for inventory items.

### **Inventory Revenue Account Function**

When you run the process PRC: Generate Draft Revenue, Oracle Projects uses the Inventory Revenue Account transactions to credit a default revenue account for inventory items.

The Inventory Revenue Account function consists of the following transactions:

- All Inventory Revenue
- Private Inventory Revenue
- Public Inventory Revenue

If you do not distinguish inventory revenue between private and public projects, then you only need to enable the All Inventory Revenue transaction.

## **Accounting for Work in Progress Revenue**

Oracle Projects uses the WIP Revenue Account function to determine default revenue accounting for work in process (WIP) items.

### **WIP Revenue Account Function**

When you run the process PRC: Generate Draft Revenue, Oracle Projects uses the WIP Revenue Account transactions to credit a default revenue account for work in process items.

The WIP Revenue Account function consists of the following transactions:

- All WIP Revenue
- Private WIP Revenue
- Public WIP Revenue

If you do not distinguish work in process revenue between private and public projects, then you only need to enable the All WIP Revenue transaction.

### **Accounting for Supplier Cost Revenue**

Oracle Projects uses the Supplier Invoice Revenue Account function to determine default revenue accounting for supplier cost items.

### **Supplier Invoice Revenue Account Function**

When you run the PRC: Generate Draft Revenue process, Oracle Projects uses the Supplier Invoice Revenue Account transactions to credit a default revenue account for supplier cost items.

The Supplier Invoice Revenue Account function consists of the following transactions:

- All Invoice Revenue
- Private Invoice Revenue
- Public Invoice Revenue

If you do not distinguish supplier cost revenue between private and public projects, then you only need to enable the All Invoice Revenue transaction.

### ***Fremont Corporation Supplier Invoice Revenue Account Function***

Fremont enables only the All Invoice Revenue transaction since it does not separate revenue earned between private and public projects.

Fremont Corporation uses one revenue account to record supplier cost revenue:

- Subcontractor Revenue (4400)

#### ***Define a Rule to Determine Account Segment Value:***

To implement the Supplier Invoice Revenue Account function, Fremont defines a rule to supply the Subcontractor Revenue account code for the Account segment of its Accounting segment.

- Name of Rule: *Subcontractor Revenue*
- Description: *Subcontractor Revenue*
- Intermediate Value Source: *Constant*
- Constant: *4400*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

**Enable the All Invoice Revenue Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Supplier Invoice Revenue Account*
- Transaction Name: *All Invoice Revenue*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Subcontractor Revenue

## Accounting for Event Revenue

Expenditure items are not the only source from which you earn revenue. You create events to write-on bonus revenue, or write-off uncollectible revenue. When you run the PRC: Generate Draft Revenue process, Oracle Projects credits a default revenue account for event types with the Write-On, Manual, Realized Gains or Automatic classifications, or debits a default expense account for event types with the Write-Off or Realized Losses classification. Although there are other event type classifications, they do not affect revenue.

### Event Revenue Account Function

Depending upon the classification of an event type, Oracle Projects uses the Event Revenue Account transactions to determine default revenue accounting credits for write-ons, or expense debits for write-offs.

The Event Revenue Account function consists of the following transactions:

- Revenue Write-Off Events
- Revenue Write-On Events

#### ***Fremont Corporation Event Revenue Account Function***

Fremont Corporation posts both write-offs and bonus revenue to the project-managing organization.

Fremont uses one expense account to record write-offs and one revenue account to record write-ons:

- Write-Offs (5500)
- Bonus Revenue (4500)

#### ***Define Rules to Determine Account Segment Value:***

To implement the Event Revenue Account function, Fremont defines two rules:

- One rule to supply the Write-Offs account code for the Account segment of its Accounting Flexfield
- One rule to supply the Bonus Revenue account code for the Account segment of its Accounting Flexfield

The following table shows the new AutoAccounting rules that Fremont Corporation defines to derive the account segment value:

<b>Name of Rule</b>	<b>Description</b>	<b>Intermediate Value Source</b>	<b>Parameter Name or Constant Value</b>	<b>Segment Value Source</b>	<b>Lookup Set</b>
Write-Off	Revenue write-off expense account	Constant	5500	Intermediate Value	NA
Bonus	Performance and other bonus revenue account	Constant	4500	Intermediate Value	NA

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

#### ***Enable Transactions and Assign Rules:***

Fremont enables the transactions shown in the following table:



Function Name	Transaction Name
Event Revenue Account	Revenue Write-Off Event
Event Revenue Account	Write-On

The segment rule pairings for these transactions are shown in the following table:

Transaction Name	Segment Number	Segment Name	Rule Name
Revenue Write-Off Event	0	Company	Project Company
Revenue Write-Off Event	1	Cost Center	Project Cost Center
Revenue Write-Off Event	2	Account	Write-Off
Write-On	0	Company	Project Company
Write-On	1	Cost Center	Project Cost Center
Write-On	2	Account	Bonus

## Accounting for Unbilled Receivables, Unearned Revenue, and Receivables

To define AutoAccounting for unbilled receivables, unearned revenue, and receivables, use the transactions described below.

### Revenue and Invoice Accounts Function

When you run the process PRC: Generate Revenue Accounting Events and the process PRC: Interface Invoices to Receivables, Oracle Projects uses the Revenue and Invoice Accounts function to determine which default accounts to use when it interfaces draft revenue and draft invoices.

### *Fremont Corporation Revenue and Invoices Account Function*

Fremont Corporation assigns draft revenue and invoices to the project-managing organization when it processes revenue or invoices. Since each organization at Fremont has five separate accounts for unbilled receivables, accounts receivable, unearned revenue, write-offs, and unbilled retention, implementing each Revenue and Invoice Accounts transaction is straightforward.

## Unbilled Receivables Account Transaction

When you run the process PRC: Generate Revenue Accounting Events, Oracle Projects may debit a default asset account (usually an unbilled receivables account). This transaction balances the various default revenue accounts that Oracle Projects credits when you run the PRC: Generate Draft Revenue process.

### ***Fremont Corporation Unbilled Receivables Account Transaction***

Fremont corporation uses one asset account to record unbilled receivables:

- Unbilled Receivables (1101)

#### ***Define a Rule to Determine Account Segment Value:***

To implement the Unbilled Receivables transaction, Fremont defines a rule to supply the Unbilled Receivables account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Unbilled Receivables*
- Description: *Unbilled receivables asset account*
- Intermediate Value Source: *Constant*
- Parameter Name: *1101*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

#### ***Enable the Unbilled Receivables Transaction and Assign Rules:***

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Unbilled Receivables Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Unbilled Receivables

## Accounts Receivable Transaction

When you run the PRC: Interface Invoices to Receivables process, Oracle Projects may debit a default asset account (usually an accounts receivable account). This transaction is balanced by a credit to the default unbilled receivables asset account or the default unearned revenue liability account, based on the revenue and invoice balances of the project.

### ***Fremont Corporation Accounts Receivable Transaction***

Fremont Corporation uses one asset account to record accounts receivable:

- Accounts Receivable (1100)

#### ***Define a Rule to Determine Account Segment Value:***

To implement the Accounts Receivable transaction, Fremont defines a rule to supply the Accounts Receivable account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Accounts Receivable*
- Description: *Accounts receivable asset account*
- Intermediate Value Source: *Constant*
- Parameter Name: *1100*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

#### ***Enable the Accounts Receivable Transaction and Assign Rules:***

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Accounts Receivable*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Accounts Receivable

## Unearned Revenue Account Transaction

When you bill a client for an invoice amount that is greater than the revenue accrued for the project, Oracle Projects uses the Unearned Revenue Account transaction.

When you run the process PRC: Interface Invoices to Receivables, Oracle Projects may credit a default liability account (usually an unearned revenue account). This transaction balances the default receivables asset account that Oracle Projects credits.

### **Fremont Corporation Unearned Revenue Account Transaction**

Fremont Corporation uses one liability account to record unearned revenue:

- Unearned Revenue (2100)

#### **Define a Rule to Determine Account Segment Value:**

To implement the Unearned Revenue transaction, Fremont defines a rule to supply the Unearned Revenue account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Unearned Revenue*
- Description: *Unearned revenue liability account*
- Intermediate Value Source: *Constant*
- Parameter Name: *2100*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

#### **Enable the Unearned Revenue Transaction and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Unearned Revenue Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Unearned Revenue

## Related Topics

Generate Revenue Accounting Events, *Oracle Projects Fundamentals*

Interface Invoices to Receivables, *Oracle Projects Fundamentals*

## Realized Gains Account

If your funding revaluation process is enabled to include gains and losses, Oracle Projects uses the Realized Gains Account transaction to derive the default accounting for the gains account. The process PRC: Revalue Funding for a Single Project or PRC: Revalue Funding for a Range of Projects calculates gains and losses. If the process calculates a gain, then it creates a Realized Gain billing event to increase the project revenue.

When you run the process PRC: Generate Draft Revenue, it uses the Event Revenue function to derive a default credit account.

When you run the process PRC: Generate Revenue Accounting Events, it uses the Realized Gains Account transaction to derive a default debit account.

### ***Fremont Corporation Realized Gains Account***

Fremont Corporation uses one income account to record realized gains:

- Realized Gains (4520)

#### ***Define a Rule to Determine Account Segment Value:***

To implement the Realized Gains transaction, Fremont defines a rule to supply the Realized Gains account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Realized Gains*
- Description: *Realized Gains income account*
- Intermediate Value Source: *Constant*
- Parameter Name: *4520*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

#### ***Enable the Realized Gains Account and Assign Rules:***

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Realized Gains Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Realized Gains

## Related Topics

Generate Revenue Accounting Events, *Oracle Projects Fundamentals*

## Realized Losses Account

If your funding revaluation process is enabled to include gains and losses, Oracle Projects uses the Realized Losses Account transaction to derive the default accounting for the losses account. The process PRC: Revalue Funding for a Single Project or PRC: Revalue Funding for a Range of Projects calculates gains and losses. If the process calculates a loss, then it creates a Realized Loss billing event to reduce the project revenue.

When you run the process PRC: Generate Draft Revenue, it uses the Event Revenue function to derive a default debit account.

When you run the process PRC: Generate Revenue Accounting Events, it uses the Realized Losses Account transaction to derive a default credit account.

### ***Fremont Corporation Realized Losses Account***

Fremont corporation uses one expense account to record realized losses:

- Realized Losses (5500)

#### ***Define a Rule to Determine Account Segment Value:***

To implement the Realized Losses transaction, Fremont defines a rule to supply the Realized Losses account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Realized Losses*
- Description: *Realized losses expense account*
- Intermediate Value Source: *Constant*
- Parameter Name: *5500*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center

segments of its Accounting Flexfield.

**Enable the Realized Losses Account and Assign Rules:**

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Realized Losses Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Realized Losses

**Related Topics**

Generate Revenue Accounting Events, *Oracle Projects Fundamentals*

**Accounting for Inter-Project Transactions**

When you define an internal supplier site, you specify a Payables account created for internal billing purposes and a payables liability account for internal invoices. See: Setting Up for Inter-Project Billing, page 4-86.

**Accounting for Invoice Rounding**

When you generate an invoice, Oracle Projects converts functional currency amounts to invoice currency, if the functional currency is different from the invoice currency. After you interface Oracle Projects invoices to Oracle Receivables, Oracle Receivables converts invoice currency amounts to functional currency, if the invoice currency is different from the functional currency. The process of rounding to the nearest currency unit may produce a different amount from the original currency amount in Oracle Projects. Oracle Projects creates an extra distribution line to reconcile any difference (the rounding amount) and uses the Rounding Account transaction to determine the default rounding account.

Oracle Projects interfaces the default accounting that it creates using AutoAccounting to Oracle Receivables along with the associated customer invoice. In turn, Oracle Receivables creates accounting in Oracle Subledger Accounting. You can set up your own Oracle Receivables rules in Oracle Subledger Accounting to overwrite the default rounding account.

For a detailed explanation of Invoice Rounding, see: Invoice Rounding, page 4-79.

**Note:** You must set up an Invoice Rounding Account, even if you do not plan to process invoices in currencies other than the functional currency. If you do not, the process PRC: Generate Draft Invoices process issues an error and will not run.

#### ***Fremont Corporation Invoice Rounding Account***

Fremont Corporation uses one liability account to store rounding amounts:

- Invoice Rounding Account (2110)

#### ***Define a Rule to Determine Account Segment Value:***

To implement the Rounding Account transaction, Fremont defines a rule to supply the Rounding Account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Invoice Rounding*
- Description: *Invoice rounding account*
- Intermediate Value Source: *Constant*
- Parameter Name: *2110*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

#### ***Enable the Invoice Rounding Transaction and Assign Rules:***

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Invoice Rounding Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Invoice Rounding



## Invoice Rounding

When currencies are converted, it is necessary to round figures to the nearest currency unit. When an amount is converted from currency A to currency B (and rounded to the nearest unit), then converted back to currency A, a rounding difference can occur. This can occur during the following sequence of events:

1. You generate a project invoice in functional currency
2. Oracle Projects then converts the invoice to the invoice currency (if it is different from the functional currency).
3. Oracle Receivables converts the invoice to the functional currency for transfer to Oracle Subledger Accounting.

The rounding that takes place during each conversion can produce different amounts for the same invoice in the same currency code.

Oracle Projects creates rounding entries to ensure that amounts in the same currency are in agreement after the conversions take place. The rounding entries are posted to the Invoice Rounding Account.

### **Rounding Invoice Lines**

When Oracle Projects generates an invoice, the invoice generation process converts each invoice line amount from the functional currency to the invoice currency if the two currencies are different. This conversion also occurs when you use the Recalculate option in the Invoice Review windows.

When you run the PRC: Interface Invoices to Receivables process, Oracle Projects debits a default asset account (usually an Accounts Receivable account), and credits the default Unbilled Receivables or Unearned Revenue account, based on the revenue and invoice balances of the project.

### **Rounding in the Interface Process**

During the Interface Invoices to Receivables process, Oracle Projects determines if a rounding difference will occur later, during the conversion (in Oracle Receivables) from the invoice currency to the functional currency. If there is a rounding difference, Oracle Projects performs the following additional steps:

- Stores the rounding amounts on the each line.
- Interfaces the rounding entry to Oracle Receivables along with the invoice line.

The Interface Invoices to Receivables process in Oracle Projects passes all the accounting entries to Oracle Receivables in both the transaction and functional currencies. The process determines if rounding has occurred and creates any additional rounding entries that are needed. The rounding entries are stored in Oracle Projects with the accounting amounts in the functional currency.

The additional rounding and the offsetting entry are created at the invoice line level, so that each invoice line is in balance. These rounding entries are passed to Receivables in

the functional currency, to offset the Unbilled Receivables and Unearned Revenue accounts.

When Oracle Receivables creates accounting for the invoice in Oracle Subledger Accounting, it includes the rounding entry. You can set up your own Oracle Receivables rules in Oracle Subledger Accounting to overwrite the default rounding account that Oracle Projects derives using AutoAccounting.

**Note:** Because the Invoice Rounding account is required when interfacing invoices to Oracle Receivables (even if you are not using multiple currencies in invoicing), the Generate Draft Invoices process does not run unless the Invoice Rounding AutoAccounting function transaction is defined.

#### **Verification in the Tieback Process**

During the Tieback Invoices from Receivables process, Oracle Projects compares the functional currency amount in Oracle Projects to the functional currency amount in Oracle Receivables for each invoice line.

If these amounts are different, this indicates that the applicable conversion rate was modified between the conversion in Oracle Projects and the conversion in Oracle Receivables. If this occurs, Oracle Projects reports a warning in the Successful Invoice Transfers report. This warning is displayed in the Invoice Exception region of the Invoice window.

If this warning occurs, you must cancel the affected invoice in Oracle Projects to credit it.

#### **Example of Invoice Rounding**

Following is an example of Invoice Rounding for a multi-currency invoice.

In this example, the project has an unbilled receivables amount of 0.33. An invoice is then generated for the project.

#### **Converting to the Invoice Currency**

In this example, the project uses an invoice currency that is different from the project functional currency. When this is the case, Oracle Projects may have to adjust the converted amounts so that the total invoice amount matches the totals of the converted invoice line amounts. The adjustment is made in the last line of the invoice.

The following table shows the conversion of invoice line amounts from the project functional currency to the invoice currency. In this example, line 3 is adjusted by 0.01 so that the converted amount of the total invoice equals the total of the converted line amounts.

Line Number	Project Functional Currency Amount	Invoice Currency Amount: Conversion Rate = 0.1
Line 1	0.22	0.02
Line 2	0.22	0.02
Line 3	0.22	0.02 + 0.01  (adjusted to reconcile the converted invoice total)
Total	0.66	0.07 (0.66 x 0.1)

#### Converting to the Functional Currency

The following table shows the conversion of invoice line amounts from the project functional currency to the invoice currency (in Oracle Projects) and from the invoice currency to the functional currency (in Oracle Receivables). Before the rounding entries are created, the invoice currency amounts (column 1) do not agree with the functional currency amounts (column 4).

Column 5 shows the rounding entries that Oracle Projects creates so that the functional currency amount sent to Oracle Subledger Accounting agrees with the original project functional currency amount for each invoice line.

Invoice Line Number	(1) Oracle Projects: Project Functional Currency	(2) Oracle Projects: Invoice Currency: conversion rate = .01	(3) Oracle Receivables: Invoice Currency	(4) Oracle Receivables: Functional Currency	(5) Oracle Subledger Accounting: Rounding Entries (Functional Currency)	(6) Oracle Subledger Accounting: Balance (Functional Currency)
1	0.22	0.02	0.02	0.20	0.02	0.22
2	0.22	0.02	0.02	0.20	0.02	0.22
3	0.22	0.02 + 0.01	0.03	0.30	(0.08)	0.22
Total	0.66	0.07	0.07	0.70	(0.04)	0.66

#### Amounts Sent to Oracle Subledger Accounting and Posted to Oracle General Ledger

When Oracle Projects creates rounding entries, Oracle Receivables sends the resulting amounts to Oracle Subledger Accounting. Oracle Subledger Accounting transfers the

amounts to Oracle General Ledger for posting. The following table shows the amounts posted in Oracle General Ledger.

<b>Invoice Accounting Line</b>	<b>(1) Oracle Projects: Project Functional Currency</b>	<b>(2) Oracle Projects: Invoice Currency: Conversion Rate = .01</b>	<b>(3) Oracle Receivables: Invoice Currency</b>	<b>(4) Oracle Receivables: Functional Currency</b>
Line 1 UBR	0.22	0.02	0.02	0.20
Line 1 UBR			0.00	0.02
Line 1 Rounding			0.02	0.02
Line 2 UBR	0.11	0.01	0.01	0.10
Line 2 UER	0.11	0.01	0.01	0.10
Line 2 UBR			0.00	0.01
Line 2 UER			0.00	0.01
Line 2 Rounding			0.00	0.02
Line 3 UER	0.22	0.02 + 0.01	0.03	0.30
Line 3 Rounding			0.00	(0.08)
Total AR	0.66	0.07	0.07	0.70

The total amounts posted to each account are shown in the following table:

<b>Debit/Credit</b>	<b>Account</b>	<b>Invoice Currency</b>	<b>Functional Currency</b>
Credit	UBR	0.03	0.33
Credit	UER	0.04	0.33
Debit	Receivables	0.07	0.70
Credit	Rounding	0.00	0.04

After these amounts are posted, Oracle Subledger Accounting, Oracle General Ledger, and Oracle Projects have an Unearned Revenue balance of 0.33 and an Unbilled Receivables balance of 0.00 for this project.

#### **Rounding for an Invoice Write Off**

Oracle Projects calculates write-offs amounts in functional currency at the invoice line level, and converts each line to the invoice currency. If the original invoice is in a foreign currency, a rounding difference can occur.

If the write-off amount is not equal to the total amount of the original invoice, Oracle Projects prorates the write-off across all lines of the invoice. The write-off invoice is interfaced to Oracle Receivables where the AutoInvoice program converts the write-off invoice to the functional currency. Rounding differences can cause the Oracle Receivables amount to differ from the amount stored in Oracle Projects. Oracle Receivables creates accounting for the write-off amounts in Oracle Subledger Accounting. Oracle Subledger Accounting transfers the final write-off accounting to Oracle General Ledger for posting.

When you write off an invoice, Oracle Projects reverses the write off amount from the unbilled receivables account and adds it to a write-off expense account when you interface the write off to Oracle Receivables.

If there is a rounding difference in an invoice write off, Oracle Projects creates rounding entries at the invoice line level. Oracle Projects interfaces the rounding entries to Oracle Receivables in both the transaction and functional currencies. These entries ensure that write-off amounts in Oracle Projects, Oracle Receivables, Oracle Subledger Accounting, and Oracle General Ledger are all in balance.

#### **Example of Rounding in an Invoice Write-Off**

In this example, a write-off is entered for an invoice with three lines, each in the amount of 0.44 (invoice currency). The invoice total is 1.32. The write off is for 50% of the invoice.

The following table shows the conversion of invoice line amounts for the write-off. Before the rounding entries are created, the invoice currency amounts (column 1) do not agree with the functional currency amounts (column 4).

Column 5 shows the rounding entries that Oracle Projects creates so that the write-off amount in Oracle Projects (in the project functional currency) agrees with the write-off amount that Oracle Receivables calculates in the functional currency.

Invoice Line Number	(1) Oracle Projects: Invoice Currency	(2) Oracle Projects: Invoice Currency: Conversion Rate = .01	(3) Oracle Receivables: Invoice Currency	(4)Oracle Receivables: Functional Currency	(5) Correction (Functional Currency)
Line 1	-0.22	-0.02	-0.02	-0.20	-0.02

Invoice Line Number	(1) Oracle Projects: Invoice Currency	(2) Oracle Projects: Invoice Currency: Conversion Rate = .01	(3) Oracle Receivables: Invoice Currency	(4) Oracle Receivables: Functional Currency	(5) Correction (Functional Currency)
Line 2	-0.22	-0.02	-0.02	-0.20	-0.02
Line 3	-0.22	-(0.02 + 0.01)	-0.03	-0.30	0.08
Total	-0.66	-0.07	-0.07	-0.70	-0.04

When Oracle Projects creates rounding entries, Oracle Receivables sends the resulting amounts to Oracle Subledger Accounting. Oracle Subledger Accounting transfers the amounts to Oracle General Ledger for posting. The following table shows the amounts posted in Oracle General Ledger.

Debit/Credit	Line Number	Account	Invoice Currency	Functional Currency
Debit		Receivables	-0.07	-0.70
Credit	1	Write Off	-0.02	-0.20
Credit	1	Write Off	0	-0.02
Credit	1	Rounding	0	0.02
Credit	2	Write Off	-0.02	-0.20
Credit	2	Write Off	0	-0.02
Credit	2	Rounding	0	0.02
Credit	3	Write Off	-0.03	-0.30
Credit	3	Write Off	0	0.08
Credit	3	Rounding	0	-0.08

The total amounts posted to each account are shown in the following table:

Debit/Credit	Account	Invoice Currency	Functional Currency
Debit	Receivables	-0.07	-0.70
Credit	Write Off	-0.07	-0.66
Credit	Rounding	0	-0.04

## Related Topics

Setting Up Multi-Currency Billing, page 2-20  
 Overview of AutoAccounting, page G-2  
 Accounting for Revenue and Billing, page 4-55

## Accounting for Invoice Write-Offs

When you write off an uncollectible invoice, Oracle Projects uses the Invoice Write-Off Account transaction.

When you run the PRC: Interface Invoices to Receivables process, Oracle Projects may debit a default expense account (usually a write-off account) and credit a default asset account (usually an accounts receivable account).

### ***Fremont Corporation Invoice Write-Off Account Transaction***

Fremont Corporation uses one expense account to record invoice write-offs:

- Write-Offs (5500)

To implement the Write-Off transaction, Fremont uses an existing rule to supply the Write-Offs account code for the Account segment of its Accounting Flexfield.

Fremont also uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

#### ***Enable the Write-Off Transaction and Assign Rules:***

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Invoice Write-Off Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Write-Off

## Setting Up for Inter-Project Billing

The following instructions give details about the Inter-Project Billing steps, page 4-9 in the Oracle Project Billing Feature Implementation Checklist.

These setup steps are divided into the following phases:

- Global Setup, page 4-86
- Operating Unit Setup, page 4-86

### Global Setup

Perform the following global steps to process inter-project billing in your system.

#### Define Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types for Intercompany Billing

These steps are optional. See: Defining Additional Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and Supplier Types, page 3-167.

### Operating Unit Setup

You need to perform these steps in each operating unit in which you want to process inter-project billing.

#### Define Supplier Sites for Internal Suppliers (Providers)

In Oracle Payables, define a supplier site for each internal supplier that provides inter-project billing transactions to the current operating unit. Payables invoices created by the inter-project billing process are sent to these supplier sites.

When you define an internal supplier site, specify a Payables account created for internal billing purposes. (A supplier site is required for each operating unit that will receive inter-project invoices from a provider project.) Specify a payables liability account for internal invoices. See: Suppliers, *Oracle Payables User's Guide*.



### **Define Customer Bill To and Ship To Sites for Internal Customers (Receivers)**

In Oracle Receivables, define a customer bill and ship site for each internal customer that generates inter-project invoices from the current provider operating unit. This step is required for each provider operating unit. See: *Oracle Receivables Implementation Guide*.

### **Define Internal Billing Implementation Options**

Define internal billing implementation options for every operating unit that uses the internal billing feature of Oracle Projects as either a provider or receiver organization. You can designate an operating unit as a provider organization, a receiver organization, or both.

See: Defining Internal Billing Implementation Options, page 4-87.

### **Define Provider and Receiver Controls**

Specify in each receiver operating unit the provider's operating unit. No information needs to be specified in the provider operating unit. You can define the following types of provider and receiver controls:

- Control the ability to cross charge to other operating units within a legal entity by individual receiver operating unit.
- Override the default processing method for cross charges to receiver operating units within a legal entity.
- Allow cross charges to operating units outside the legal entity.
- Use internal billing.

See: Define Provider and Receiver Controls, page 3-174 and Defining Intercompany Receiver Controls, page 3-176.

### **Setting Up Tax for Internal Oracle Receivables Invoices**

In Oracle E-Business Tax, set up taxes and configure for each provider operating unit, see: Applying Tax to Project Invoices, page 4-13. For more information on tax setup and configuration, see the *Oracle E-Business Tax User Guide*.

See: Defining Tax Account Codes for Internal Receivables Invoices, page 3-169.

### **Setting Up Tax for Internal Oracle Payables Invoices**

In Oracle E-Business Tax, set up taxes and configure for each receiver operating unit, see: Applying Tax to Project Invoices, page 4-13. For more information on tax setup and configuration, see the *Oracle E-Business Tax User Guide*.

## Define Provider and Receiver Projects

Define receiver projects and provider projects for inter-project billing.

### Define Receiver Projects

Define a receiver project for inter-project billing so that work on some or all of the chargeable, lowest tasks is performed on separate projects.

To define a receiver project, navigate to the Task Details window for the appropriate task. Select Receive Inter-Project Invoices to indicate that this task will receive inter-project invoices from one or more provider projects. You can select this option only if you have identified the current operating unit as a receiver operating unit and if the project does not use an intercompany billing project type.

See: Workplan Structures, *Oracle Projects Fundamentals*.

### Define Provider Projects

Define a provider project to perform work on the lowest task of a receiver project. The project must be a contract project but cannot use an intercompany billing project type. You can define a provider project in any operating unit that has been identified as a provider operating unit.

To define a provider project for inter-project billing, enable the Bill another Project option on the Project Customers window. You then choose the receiver project and task to be billed.

See: Project Customers Window, *Oracle Projects Fundamentals*.

## Define the Supplier Invoice Charge Account Process for Internal Invoicing

In Oracle Payables, modify the Account Generator process *Supplier Invoice Charge Account* so that it returns a generic cost account for internal invoices.

To differentiate between regular and internal invoices, you can modify the process to use different supplier types or to use specified naming conventions. You can further differentiate internal invoices between intercompany and inter-project invoices by specifying the appropriate Payables import source for Projects intercompany invoices and inter-project invoices.

See: Project Supplier Invoice Account Generation, page G-27.

## Implement the Payables Open Interface Workflow

See: Customizing the Payables Open Interface Workflow, page 3-169.

## Implement the Inter-Project Billing Extensions

You can implement your business rules for inter-project billing by using the following client extensions:

- Internal Payables Invoice Attributes Override Extension
- Provider and Receiver Organizations Override Extension

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

## Customer Billing Retention

The following instructions give details about the Customer Billing Retention steps, page 4-10 in the Oracle Project Billing Feature Implementation Checklist.

### Overview of Defining Customer Billing Retention

Retention is a provision in a contract to hold back a portion of invoiced amounts for the duration of the project. Oracle Projects enables you to set up withholding and billing terms for retention, invoice retention amounts, and account for unbilled retention.

#### Defining the Retention Level

Retention provisions in contracts can vary greatly. Contracts may require that the withholding and billing of retained amounts for a project customer be managed at either the project or top task level. Contracts for work-based billing may require that amounts be withheld by expenditure category, while those for event-based billing require that amounts be withheld by event category. Contracts may also include a variety of conditions for the billing of withheld amounts.

For each project customer, you can define retention terms at either the project level or the top task level to reflect the granularity of the terms specified by the contract with the project customer. You cannot change the retention level after an amount has been withheld for the project customer.

#### Defining Retention Terms

Retention Terms determine how amounts are withheld from project invoices and how the withheld amounts are billed to the project customer. Retention terms include:

- Withholding Terms
- Withholding Terms by Expenditure Category
- Withholding Terms by Event Revenue Category
- Billing Terms

These terms apply to all sources of project invoice amounts for the specified project or top task. For each term, you can define a withholding percentage or amount. Optionally, you can define a threshold amount that represents the maximum amount to

be withheld per term.

Each term represents a retention withholding basis. This basis is used to determine the grouping of retention lines on project invoices. You can optionally define more detailed withholding terms by expenditure category for work-based billing, or by event revenue category for event-based billing.

## **Billing Terms**

Retention invoices bill project customers for previously withheld retention amounts. Billing terms control the timing and calculation of retention invoices. You define retention billing terms at the same retention level as retention withholding terms.

When you define a billing term, you can select one of the following retention billing methods:

- Total Withheld Amount
- Percent Complete
- Billing Cycle
- Retention Billing Client Extension

## **Define Billing Implementation Options for Customer Billing Retention**

To account for unbilled retention separately from other billing, you enable the Account for Unbilled Retention functionality in the Billing region of the Implementation Options window.

Only projects that are created after the Account for Unbilled Retention has been enabled can account for unbilled retention separately from unbilled receivables.

You cannot disable the value of this option after a project or project template has been created in an operating unit.

See: Billing Implementation Options, page C-13.

## **Define Invoice Formats for Customer Billing Retention**

An invoice format determines how Oracle Projects creates an invoice line. You can define different formats for retention and retention billing invoice line items.

### **Retention Format**

When you define a retention invoice format, you can define the following columns:

Column	Description
Withholding Percentage or Amount	Withholding percentage or withholding amount
Text	User-defined text
Withholding Term	<p>The details of the withholding term. These details include:</p> <p>For expenditure items: project or top task, expenditure category, expenditure type, non-labor resource, and effective dates</p> <p>For events: project or top task, revenue category, event type, and effective dates</p>
Withholding Basis Amount	Amount of the withholding basis
Invoice Processing Currency	the invoice processing currency of the withholding basis amount and withholding amount

### Retention Billing Format

The Retention Billing invoice format is used to bill project customers for previously withheld retention amounts. When you define a retention billing invoice format, you can define the following columns:

Column	Description
Retention Billing Method	The retention billing method assigned to the project or top task

Column	Description
Retention Method Value	<p>The value displayed varies depending on the billing method used, as listed below:</p> <p>Percent complete: The percentage complete defined for the billing term</p> <p>Total withheld amount: The total amount defined for the billing term</p> <p>Billing cycle: The name of the cycle defined for the billing term</p> <p>Client extension: No value is displayed</p>
Total withheld amount	The total amount withheld for the project or top task
Billing percentage or amount	The billing percentage or amount used to derive the retention billing amount
Text	User-defined text
Invoice processing currency	Invoice processing currency of the total withheld amount and billing amount

For information on defining invoice formats, see: Invoice Formats, page 4-21.

## Accounting for Unbilled Retention

When you withhold a retention amount on an invoice and want to track the unbilled retention amount separately, Oracle Projects uses the Unbilled Retention Account transaction.

When you run the *PRC: Interface Invoices to Receivables* process, Oracle Projects may credit an asset account (usually an unbilled retention account). This transaction derives a separate account for the unbilled retention amounts on project and retention invoices.

### ***Fremont Corporation Unbilled Retention Account Transaction***

Fremont corporation uses one asset account to record unbilled retention:

- Unbilled Retention (1110)

### ***Define a Rule to Determine Account Segment Value:***

To implement the Unbilled Retention transaction, Fremont defines a rule to supply the

Unbilled Retention account code for the Account segment of its Accounting Flexfield.

- Name of Rule: *Unbilled Retention*
- Description: *Unbilled retention asset account*
- Intermediate Value Source: *Constant*
- Parameter Name: *1110*
- Segment Value Source: *Intermediate Value*

Fremont uses existing rules to supply values for the Company and Cost Center segments of its Accounting Flexfield.

***Enable the Unbilled Retention Transaction and Assign Rules:***

Fremont enables the following transaction:

- Function Name: *Revenue and Invoice Accounts*
- Transaction Name: *Unbilled Retention Account*

The segment rule pairings for this transaction are shown in the following table:

Segment Number	Segment Name	Rule Name
0	Company	Project Company
1	Cost Center	Project Cost Center
2	Account	Unbilled Retention

## Integration with Oracle Receivables

The following instructions give details about the Integration with Oracle Receivables steps, page 4-11 in the Oracle Project Billing Feature Implementation Checklist.

### Implementing Oracle Receivables for Oracle Projects Integration

Oracle Projects interfaces with Oracle Receivables to process your invoices and track customer payments.

Oracle Projects predefines all of the information required for the Oracle Receivables AutoInvoice program to process Oracle Projects invoices.

If you have installed Oracle Receivables, read this section in conjunction with the set up

steps for Oracle Receivables in the *Oracle Receivables Implementation Guide*.

## Defining Transaction Types for Invoice Processing

Oracle Projects generates draft invoices and uses Oracle Receivables features to generate accounting in Oracle Subledger Accounting, transfer the final accounting to Oracle General Ledger, and maintain and track customer payments on them. Oracle Receivables uses transaction types to determine whether the transaction generates an open receivable balance and whether it posts to Oracle General Ledger.

Oracle Projects predefines two transaction types to process your invoices in Oracle Receivables:

- An invoice transaction type (*Projects Invoice*)
- An invoice credit memo transaction type (*Projects Credit Memo*)

Transaction types used by Oracle Projects must have a creation sign value of Any Sign and the Open Receivable check box must be checked.

**Note:** If the Allow Overapplication option box is not enabled and the balance of the invoice being credited is less than the amount of the credit memo, credit memos created in Oracle Projects may fail to import. If this occurs, review and adjust the invoice receipt applications as appropriate. Then run the AutoInvoice process again to import the rejected credit memos.

Before you make changes to the transaction types for invoicing, verify that the predefined PROJECTS INVOICES Batch Source is accurate. You should see the following values:

- Name: PROJECTS INVOICES
- Description: Project Accounting Invoices
- Type: Imported
- Active: Yes
- Automatic Batch Numbering: No
- Automatic Invoice Numbering: No
- Standard Transaction Type: Project Invoice
- Credit Memo Batch Source: NULL

Oracle Projects assigns a transaction type to an invoice transaction in one of the ways described below.



If you enable tax calculation through Oracle Receivables, you should enable tax calculation on the transaction types defined for Oracle Projects.

## Implementing Decentralized Invoicing

With decentralized invoicing, you allow organizations to process their own invoice collections. Oracle Projects and Oracle Receivables provide you with a way to easily report and query invoices in Oracle Receivables by organization.

When you interface draft invoices to the Oracle Receivables interface tables, Oracle Projects locates the project managing organization and moves up the organization hierarchy "tree" to the lowest-level Project Invoice Collection organization at or above the project managing organization to assign the appropriate transaction type to each invoice.

After validation, the AutoInvoice Import Program moves the draft invoices and their assigned transaction types into the Oracle Receivables invoice tables. When you use this method, you can run reports and process Oracle Receivables invoices by organization by selecting the Project Invoice Collection organization name for the transaction type parameter.

### To implement decentralized invoicing:

1. Determine which organizations process invoices.
2. Define those organizations with the Project Invoice Collection Organization classification enabled. See: Organizations, page 2-28.
3. Define or update the Project/Task Owning Organization Hierarchy to include the relevant Project Invoice Collection organizations. See: Organization Hierarchy, page 2-34.
4. Disable the Centralized Invoice Processing check box when you define implementation options for Oracle Projects. See: Billing Implementation Options, page C-13.
5. Run the IMP: Create Invoice Organization Transaction Types process.  
This process defines transaction types for you in Oracle Receivables:
6. The transaction types have the same name as the project invoice collection organization in the base language. See: Multilingual Support in Oracle Projects, *Oracle Projects Fundamentals*.
7. You can rerun the process any time you add new organizations or change organization names.

**Note:** If you specify an organization type in the Invoice Processing

Organization Level of the Billing Implementation Options, you must run the IMP: Create Invoice Organization Transaction Types process before you can successfully interface invoices from Oracle Projects.

## Implementing Centralized Invoicing

With centralized invoicing, one group or organization processes all invoices. All Oracle Projects invoices are created in Oracle Receivables with the same invoice type of *Projects Invoice* or *Projects Credit Memo* for the processing operating unit.

If you select Centralized Invoicing (the system default) in Oracle Projects Implementation Options, Oracle Projects assigns the default transaction types assigned to the invoice batch source specified in the Oracle Projects implementation options.

The predefined transaction types are the default transaction types of the Projects invoice batch source. After validation, AutoInvoice assigns the default values from the invoice batch source to invoices and copies those transaction types into the invoice tables.

## AR Transaction Type Extension

You can also use the AR Transaction Type Extension to determine the AR transaction type when you interface invoices to Oracle Receivables. See: AR Transaction Type Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*. You can use this extension whether you use centralized or decentralized invoicing.

## Related Topics

Implementation Options, page C-1

Create Invoice Organization Transaction Types, *Oracle Projects Fundamentals*

Importing Transaction Information Using AutoInvoice, *Oracle Receivables User's Guide*

## Defining Automatic Accounting in Oracle Receivables

Because the Automatic Accounting feature in Oracle Receivables is different from the AutoAccounting feature in Oracle Projects, you need to define Automatic Accounting for both Oracle Receivables and Oracle Projects.

The Oracle Receivables Automatic Accounting feature determines default general ledger accounts for your invoice transactions. You need to implement Oracle Receivables AutoAccounting before you can run the Oracle Receivables AutoInvoice feature.

However, Oracle Projects invoices do not use the AutoAccounting transactions created by Oracle Receivables. The accounting transactions determined by the AutoAccounting feature in Oracle Projects are passed to the AutoInvoice interface tables and are used by

AutoInvoice when creating invoices in Oracle Receivables. The only AutoAccounting codes in Oracle Receivables that are used for Oracle Projects invoices are those for tax. If you use AutoInvoice to import invoices from another source, you need to define AutoAccounting codes that apply to those invoices.

You use the Oracle Receivables Accounting window to set up automatic account codes for the following account types. You need to define account codes for each account type.

- AutoInvoice Clearing
- Freight
- Receivable
- Revenue
- Tax
- Unbilled Receivable
- Unearned Revenue

You provide specific information to indicate how you want Oracle Receivables to generate the account codes.

### **Defining Subledger Accounting for Oracle Receivables**

Oracle Subledger Accounting is an intermediate step in the accounting flow between subledger applications and Oracle General Ledger.

Oracle Receivables creates accounting in Oracle Subledger Accounting, including the accounting for customer invoices from Oracle Projects. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger.

If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Receivables derives using the Account Generator. To define your own Oracle Subledger Accounting setup for Oracle Receivables, you must access the Accounting Methods Builder from an Oracle Receivables responsibility. For more information, see the *Oracle Subledger Accounting Implementation Guide*.

### **Related Topics**

Accounting for Receivables, *Oracle Receivables Implementation Guide*

### **Salespersons and Credit Types**

You can interface sales credit information for project invoices to Oracle Receivables for sales commission reporting. If you choose to not interface sales credit information to

Oracle Receivables, you can use credit receiver information in Oracle Projects for reporting purposes. This essay describes how to implement Oracle Receivables and Oracle Projects for the method your company chooses.

## Transferring Sales Credit to Oracle Receivables

If you want to interface sales credit information to Oracle Receivables, during your implementation of Oracle Receivables for Oracle Projects, you enable the Require Salespersons option in the System Options window. This section continues your implementation of sales credit receivers.

You can interface sales credit information to Oracle Receivables for project invoices. Sales credit information is based on credit receivers you enter in Oracle Projects. If you interface sales credits to Oracle Receivables, the credit receiver must set up as a salesperson in Oracle Receivables and the credit type must be a sales credit type in Oracle Receivables.

You enter credit receivers at the project level using the Credit Receivers window located under the Billing Information option. You interface the information to Oracle Receivables by enabling the Transfer to AR option.

## Set the Require Salesperson Option

If you want to interface sales credit information to Oracle Receivables, enable the Require Salesperson option in the System Options window in Oracle Receivables.

## Define Sales Credit Types

You use the Oracle Order Management Sales Credit Types window to define the type of credit you want to allocate to salespersons in Oracle Receivables for project invoices. You can use sales credit types to determine if sales credit is a quota or non-quota amount. See: *Defining Sales Credit Types, Oracle Order Management User's Guide*.

**Note:** If you do not have Oracle Order Management installed, use the predefined sales credit type of Quota Sales Credit when you define salespersons. Using this sales credit type allows you to use sales credits without having Oracle Order Management installed.

## Define Salespersons

When you interface Oracle Projects invoices to Oracle Receivables, Oracle Projects assigns a primary salesperson to the invoice and interfaces sales credit lines for the invoice based on the project's credit receivers.

Oracle Projects assigns the project manager on the project as the primary salesperson as long as the project manager is defined as a salesperson in Oracle Receivables. Using the primary salesperson as the criteria, you can use Oracle Receivables reports and windows to review invoices by project manager. If you want to use this type of

functionality, you must define all project managers as salespersons in Oracle Receivables.

Oracle Projects also credits the sales credit lines for the invoice using the project's credit receivers specified for interface to Oracle Receivables. You must define all employees that may be credit receivers for which you want to interface sales credit as salespersons in Oracle Receivables.

Before you can set up an employee as a salesperson, you must import the employee from Oracle Human Resources into the Resource Manager to create a resource. To set up a new or existing resource as a salesperson, see *Oracle Common Application Components Implementation Guide*.

Next, you set up your salespersons and assign sales territories using the Resource window. For Oracle Projects, assign the salesperson the *Sales* role type, *Sales Representative* role, and *Quota Sales Credit* sales credit type. In addition, enable the *Active for Receivables* check box for the operating unit on the Receivables tab. For additional information about defining salespersons, see *Oracle Receivables Implementation Guide*.

**Note:** Information that you enter in the Resources window is shared by Oracle Receivables, Oracle Customer Relations Management (CRM), Oracle Sales, and Oracle Sales Compensation.

**Important:** The name you enter in the Resources window when you define a salesperson must be identical to the name you enter in the Oracle Human Resources Enter Person window. Use the following format when you define salespersons: Last name, Prefix, First name (Middle name).

### Set the Allow Sales Credits Option

If you want to send salesperson information to Oracle Receivables, you need to enable the *Allow Sales Credits* option in the Transaction Sources window for the predefined batch source of *PROJECTS INVOICES*. When you set this option to Yes, Oracle Receivables ensures that sales credit lines are assigned valid credit types as defined in Oracle Order Management and have valid salesperson as defined in Oracle Receivables.

The Allow Sales Credit option is located in the AutoInvoice Options tab of the Transaction Sources window. If you navigate to the Transaction Source window and query by Name = *PROJECTS INVOICES*, you will then be able to go to the AutoInvoice Options tab. The AutoInvoice Options tab is only available for transaction sources with type = *Imported*. See also: Transaction Batch Sources, *Oracle Receivables Implementation Guide*.

### To Transfer Sales Credit Information to Oracle Receivables:

1. Set the Require Salesperson System Option in Oracle Receivables to Yes.

2. Define sales credit types using the Oracle Order Management Sales Credit Types form, or use the predefined sales credit type of Quota Sales Credit, if Oracle Order Management is not installed.
3. Define as salesperson all project managers and other employees who may be credit receivers.
4. Enable the Allow Sales Credits option in the AutoInvoice Options tab of the Transaction Sources window in Oracle Receivables.
5. Enter credit receivers for your contract projects using the Credit Receivers windows in the Billing Information option at the project level.

## Reporting Credit Information in Oracle Projects

You can assign credit receivers in Oracle Projects for invoices at the project level, using credit types that you define in Oracle Projects. You do not have to interface salesperson credit information to Oracle Receivables; you can use Oracle Projects tables to create custom reports on the information.

You use credit receivers in Oracle Projects to award different kinds of revenue credit to your employees, such as marketing credit or quota credit. For example, if you want to credit an employee for bringing in a contract in a market sector for which you currently have few or no projects, you can define a credit type with a name such as *Diversity Credit*. After you define the project, you specify the employee as a credit receiver of Diversity Credit.

## Disable the Require Salesperson Option

If you do not want to interface sales credit information to Oracle Receivables, during your implementation of Oracle Receivables for Oracle Projects disable the Require Salesperson option of the System Options window.

## Define Credit Types

You use the Oracle Projects Credit Types window to specify the kind of revenue credit you want to assign employees in Oracle Projects. Oracle Projects predefines the credit type of Quota Credit. See: Credit Types, page 4-36.

## ***Fremont Corporation Credit Types***

Fremont Corporation awards Marketing Credit to a marketing staff member who generates a lead. Fremont also awards Quota Credit to a staff member who brings in a project.

The following table shows Fremont's credit types:

Credit Type Name	Description
Marketing Credit	Credit for generating leads
Quota Credit	Credit for acquiring a project

## Set the Allow Sales Credits Option

If you do not want to send sales credit information to Oracle Receivables, leave this option set to No.

### ***Fremont Corporation: Sales Credits Option***

Fremont Corporation's implementation team does not enable the Allow Sales Credits option:

- Miscellaneous Options:
  - Allow Sales Credits: *Disabled*

## Define Salespersons

Oracle Projects assigns the primary salesperson as the manager on the project, if you have defined the project manager as a salesperson in Oracle Receivables. Using the primary salesperson as the criteria, you can use Oracle Receivables reports and forms to review invoices by project manager. If you want to use this type of functionality, you must define all project managers as salesperson in Oracle Receivables. See: Salespersons and Credit Types, page 4-97.

### **To Report Sales Credit Information in Oracle Projects Only:**

1. Set the Require Salesperson System Option in Oracle Receivables to No.
2. Define sales credit types using the Oracle Projects Credit Types form.
3. Define all project managers as salesperson in Oracle Receivables. This way you can still retrieve AR information by primary salesperson in Oracle Receivables.
4. Leave the Allow Sales Credits option in the AutoInvoice Options tab of the Transaction Sources window in Oracle Receivables disabled.
5. Create custom reports on the credit receiver information in the Oracle Projects table.

## Implementing the Receivables Installation Override Extension

The Receivables Installation Override client extension enables you to use a third-party

receivables system for the majority of your Receivables functionality, yet have the ability to import customer data from Oracle Receivables.

Without this client extension, you can only import customer data with a full installation of Oracle Receivables.

To use this capability, you must complete a full installation of Oracle Receivables, then override the installation mode to *shared* using the Receivables Installation Override extension.

For more information, see: Receivables Installation Override Extension, *Oracle Projects APIs, Open Interfaces, and Client Extensions Reference*.



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# Implementing Oracle Project Resource Management

This chapter contains instructions for implementing Oracle Project Resource Management.

This chapter covers the following topics:

- Oracle Project Resource Management Implementation Checklists
- Licensing Oracle Project Resource Management
- Project Staffing
- Implementing Organization Forecasting for Resources
- Implementing Reporting Functionality

## Oracle Project Resource Management Implementation Checklists

Oracle Project Resource Management is an integrated project staffing application to help you manage project resource needs, profitability, and organization utilization by locating and deploying qualified resources to your projects across your enterprise. Project Resource Management empowers key project stakeholders, such as project managers, resource managers, and staffing managers with key information to make better use of their single most critical asset: their people. Oracle Project Resource Management is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

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

## Oracle Project Resource Management Product Implementation Checklist

The following checklist shows the steps required to implement Oracle Project Resource

Management. The product setup checklist is organized by area of functionality. The *Required/Optional* column indicates if the step is required or optional for use of the product.

To implement Oracle Project Resource Management, complete the steps in the following order:

1. Licensing, page 5-2
2. Project Staffing, page 5-2

## 1. Licensing

The following table lists the step required for licensing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJR-P1.1	Set the profile option PA: Licensed to Use Project Resource Management	Required	Site	System Administrator

**Note:** For details about the licensing step, see Licensing Oracle Project Resource Management, page 5-4.

## 2. Project Staffing

The following table lists the steps required for project staffing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJR-P2.1	Define additional requirement statuses, candidate statuses, assignment approval statuses, and assignment scheduling statuses.	Optional	Site	Projects Implementation Super User
PJR-P2.2	Set the requirement status, candidate status, and assignment status profile options	Required	Site	System Administrator
PJR-P2.3	Define advertisement rules	Optional	Site	Project Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJR-P2.4	Define team templates	Optional	Site	Project Super User
PJR-P2.5	Define staffing priority codes	Optional	Site	Projects Implementation Super User
PJR-P2.6	Implement assignment approval workflow	Optional	Site	
PJR-P2.7	Implement assignment approval workflow extensions	Optional	Site	
PJR-P2.8	Implement candidate notification workflow	Optional	Site	
PJR-P2.9	Implement candidate notification workflow extension	Optional	Site	

**Note:** For details about the project staffing steps, see Project Staffing, page 5-5.

## Oracle Project Resource Management Features Implementation Checklist

The following checklist shows the steps required to implement each Oracle Project Resource Management feature. The list is organized by feature. The *Required/Optional* column indicates if the step is required or optional for each use of the feature.

To implement Oracle Project Resource Management features, complete the steps in the following order:

1. Organization Forecasting for Resources, page 5-3
2. Reporting, page 5-4

### 1. Organization Forecasting for Resources

**Prerequisites:** Before you set up organization forecasting for resources, you must define the following entities in the Project Costing application:

- Expenditure Categories , page 3-18

- Revenue Categories, page 3-19
- Expenditure Types, page 3-21
- Rate Schedule Definition, page 2-62
- Labor Costing Definitions, page 3-85 (Optional Feature)
- Burdening Definitions, page 3-145 (Optional Feature)

The following table lists the step required for organization forecasting for resources:

Step	Description	Required /Optional	Setup Level	Responsibility
PJR-F1.1	Define forecasting options	Required	OU	Projects Implementation Super User

**Note:** For details about the forecasting based on staffing plan step, see Implementing Organization Forecasting for Resources, page 5-15.

## 2. Reporting

The following table lists the steps required for reporting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJR-F2.1	Implement Discoverer reporting	Required	Site	
PJR-F2.2	Perform Oracle Discoverer post-installation tasks	Required	Site	

**Note:** For details about the forecasting based on reporting steps, see Reporting, page 5-18.

## Licensing Oracle Project Resource Management

The following instructions give details about the Licensing steps, page 5-2 in the Oracle Project Resource Management Product Implementation Checklist.

To indicate to the system that Project Resource Management is licensed, set the profile

option PA: Licensed to Use Project Resource Management.

See: PA: Licensed to Use Project Resource Management, page B-30.

## Project Staffing

The following instructions give details about the Project Staffing steps, page 5-2 in the Oracle Project Resource Management Product Implementation Checklist.

### Staffing Status Definitions

This section describes the following setup topics:

- Requirement Statuses
- Assignment Statuses
- Candidate Statuses
- Assignment Approval Statuses

For information on using the Statuses window to define statuses, see: Defining Statuses and Status Profile Options, page 2-87.

### Predefined Statuses and Status Controls

A status is the state of an object. Objects can have only one status at a time. Your implementation of Oracle Project Resource Management includes predefined statuses for the following objects:

- Projects
- Requirements
- Assignments
- Candidates
- Assignment approval

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

For each existing user status, you must define the next allowable statuses. Defining the next allowable statuses determines the process flow for your objects.

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

- Open -> Filled
- Open -> Canceled

**Note:** Statuses are available for your entire enterprise, and are not specific to any business group or operating unit.

## Requirement Statuses

The requirement status indicates the state or condition of the requirement in the staffing life cycle.

### Predefined Requirement Statuses

The following table shows the predefined requirement statuses and suggested next allowable statuses.

System Status	User Status	Description	Suggested Next Allowable Statuses
Open	Open	Available for resource assignments	Filled, Canceled
Filled	Filled	A resource is assigned	Canceled
Canceled	Canceled	Canceled	None

The status controls for requirement statuses are:

- Include in Project Forecasts

**Note:** Cannot be used for filled or canceled requirements

- Visible in Requirement Searches
- Assign Resources to the Requirement
- Starting Status

If Starting Status is selected, the system uses the status when it creates requirements.

**Important:** You must define at least one user-defined requirement status with Starting Status selected.

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

## Assignment Statuses

The assignment status is the daily assignment status. Therefore, each day of the assignment has its own schedule status.

### Predefined Assignment Statuses

The following table shows predefined assignment schedule system statuses and suggested next allowable statuses:

System Status	User Status	Description	Suggested Next Allowable Statuses
Provisional	Provisional	A resource is assigned to the assignment on a provisional basis.	Confirmed, Canceled
Confirmed	Confirmed	The resource is confirmed and scheduled for the assignment.	Canceled
Canceled	Canceled	The assignment was canceled.	None

The status controls for assignment statuses are:

- Include in Project Forecasts

**Note:** Cannot be used for canceled assignments

- Starting Status

If Starting Status is selected, the system uses the status when it creates assignments.

**Important:** You must define at least one user-defined assignment status with Starting Status selected.

Use this status control to include assignments in project forecasts based on the status.

## Candidate Statuses

Each candidate has a status that indicates the state of consideration in the nomination process on a given requirement.

### Predefined Candidate Statuses

The following table shows the predefined candidate statuses with and suggested next

allowable statuses:

System Status	User Status	Description	Suggested Next Allowable Statuses
Pending Review	Pending Review	Nominated for the requirement and ready for review	Suitable, Under Review, Declined, Withdrawn, or Assigned
System Nomination	System Nomination	Nominated by the automated candidate search and nomination process. You cannot modify the attributes of this status. Also, you cannot create user statuses with the System Nomination system status.	Suitable, Under Review, Declined, Withdrawn, or Assigned
Under Review	Under Review	In the review process	Under Review, Declined, Withdrawn, or Assigned
Suitable	Suitable	A suitable match for the requirement	Under Review, Declined, Withdrawn, or Assigned
Declined	Declined	Unsuitable for the requirement (the default status control <i>Requires Change Reason</i> requires the user who declines the candidate to enter a reason)	Suitable or Under Review
Withdrawn	Withdrawn	Withdrawn from consideration	Under Review
Assigned	Assigned	Assigned to fill the requirement. This status is used only by the workflow process after the candidate has been assigned to fill the requirement.	None

There is one status control for the candidate statuses:

- Requires Change Reason

This status control requires entry of a reason when a user changes the status of a candidate.



## Assignment Approval Statuses

Each assignment has a status that indicates the state of the assignment in the staffing life cycle.

### Predefined Assignment Approval Statuses

Assignment approval statuses are used by workflow processes. The assignment approval status represents the approval status for the entire assignment.

You cannot add, modify, or delete these statuses. The status is applied to an assignment based on the action being undertaken.

The following table shows predefined assignment approval statuses and their next allowable statuses:

System Status	Description	Next Allowable Statuses
Working	The assignment is new and has not yet been submitted for approval, or the canceled assignment was changed and needs to be resubmitted for approval.	Submitted
Submitted	The assignment is submitted for approval. Approval can be sought either manually or by using a workflow process.	Approved or Rejected
Approved	The assignment is approved and the resource is confirmed.	Requires Resubmission
Canceled	The assignment is canceled.	None
Rejected	The assignment is rejected. The user can modify the assignment and resubmit it for approval.	Requires Resubmission
Requires Resubmission	The approved assignment has been changed and requires a resubmission for approval.	Submitted

## Setting the Staffing Status Profile Options

Set the following profile options to specify default values for staffing statuses. For details about each profile option, see: Profile Options in Oracle Projects, page B-1.

### Requirement Status Profile Options

- **PA: Starting Requirement Status:** Specifies the default status of newly created requirements.

- **PA: Filled Requirement Status:** Specifies the requirement status when the requirement is filled and becomes an assignment.
- **PA: Canceled Requirement Status:** Specifies the status of a requirement when it is canceled.

### Candidate Status Profile Options

- **PA: Default Starting Candidate Status:** Specifies the default status of all newly nominated candidates, except for system-nominated candidates.
- **PA: Canceled Requirement's Candidate Status:** Specifies the candidate status when a candidate nomination is declined due to requirement cancellation.
- **PA: Invalid Resource Candidate Status:** Specifies the candidate status for a candidate whose nomination is declined because the candidate is no longer a valid resource in the Project Resource Management application.

### Assignment Status Profile Options

- **PA: Starting Assignment Status:** Specifies the default status of newly created assignments.
- **PA: Canceled Assignment Status:** Specifies the status of canceled assignments.

## Implementing Advertisement Rules

Advertisement rules control the visibility of a requirement to resources and managers of an organization over a period of time. Each advertisement rule is a list of actions that are performed when the condition associated with each action is met.

Implementation of advertisement rule functionality is optional.

### Implementing Advertisement Rule Functionality

One advertisement rule, *Publish to Everyone*, is predefined in Oracle Project Resource Management. This rule has the following attributes:

- Contains one action, *Publish to All*
- Cannot be modified or deleted
- Publishes requirements to everyone starting on the creation date of a requirement

If you are not using advertisement rule functionality, leave the Start Advertisement Rule box selected for each requirement. If a user deselects this box, then the requirement will not be visible in requirement searches or Requirement List pages.

## Defining Advertisement Rules

You can optionally define your own advertisement rules.

To define advertisement rules:

1. Navigate to the Advertisement Rules page.
2. Choose Create Advertisement Rule.
3. Enter the name, description, and effective dates. Choose Add Action.
4. For each action you want to define for the advertisement rule, enter action and condition information and choose Apply. After you apply each action, the Create Advertisement Rule page is displayed with the updated information.
5. When you have finished entering all actions, choose Apply on the Create Advertisement Rule page to save the entire advertisement rule.

## Specifying the Default Advertisement Rule

After you define your advertisement rules, you can specify the default rule on the Staffing tab in the system Implementation Options window.

Users can set advertisement rules at various levels. The value defined at each level is the default value for the next subsequent level. The hierarchy for default values is:

1. Implementation Options
2. Project Template
3. Project
4. Requirement

You set the overall default advertisement rule in the Implementation Options. When a user creates a project template, the project template retrieves the advertisement rule from the Implementation Options. When a user creates a project, the project advertisement rule is copied from either the project template or from the original project from which the new project is being copied. Any new requirements added to the project also adopt the project advertisement rule.

You can override the default advertisement rule at any of the levels from the project template to the requirement. In addition, you can modify the actions of the advertisement rule on individual requirements without affecting the original default advertisement rule.

## Processing Advertisement Actions

An advertisement rule action on a requirement is performed only if the associated

condition is met and the advertisement rule status is Started or Resumed. The associated condition for advertisement actions is validated under the following conditions:

**Concurrent Program is Run:** The concurrent program PRC: Perform Action Rules, set at regular frequency, performs the advertisement actions of the open requirements that have met the associated condition.

**Online update is performed:** The associated conditions of the actions on a requirement are re-evaluated online if the start date of the requirement is changed or if the advertisement rule on the requirement is updated. The qualified actions are performed if the advertisement rule status is Started or Resumed.

**Advertisement Rule is Started or Resumed:** When a requirement advertisement rule is first activated or resumed, the system validates the advertisement actions to check if they meet the associated condition. The qualifying actions are performed.

### Submitting the PRC: Perform Action Rules Process

The PRC: Perform Action Rules process evaluates the action conditions for each action on a scheduled basis. You should schedule this process to run on a regular basis.

For more information about this process, see: Perform Action Rules., *Oracle Projects Fundamentals*

## Team Templates

A team template contains attributes that you can use to create requirements on a project. If you need to create multiple project teams with similar requirements, you can use team templates to avoid duplicate entry of requirements.

### Creating Team Templates

To create a team template:

**Note:** You must define work types before you can create team templates. See: Defining Work Types, page 2-120.

1. Navigate to the Team Templates page.
2. Enter the information for the new team template.

The following table shows selected fields that you complete when you create a team template:

Field	Description
Effective Dates	The period of time during which a template can be applied to projects (regardless of the project actual start date)
Calendar	Default calendar for the requirement
Work Type	Default work type for the requirement
Role List	The list of roles that you can select for each requirement on the team template. In addition to requirements, you can add subteams to the template that also will be created on a project once the template is applied.

## Applying Team Templates

When you apply a team template to a project, the requirements on the template are created on the project.

If the system date falls between the team template effective dates, you can apply the template to a project. You can apply the team template from the Apply Team Template page (accessible through the Schedule Resource page). Or, if your selected project template has an associated team template, then it is applied during the project creation.

If a project has an associated role list, you can apply only team templates with matching role lists to the project. If a project has no associated role list, then you can apply any current team templates to the project.

The process of applying a team template and its associated requirements to a project can take some time. Therefore, an Oracle Workflow process, PA Apply Team Template, handles the application process.

## Start and End Dates for Requirements on a Project

The interval between the team template start date and the dates of the template requirements is used to determine the dates of the requirements created on a project. When the team template is applied to a project, the start date for the new requirement is:

- Project Start Date plus (the number of days from the Team Template Start Date to the Team Template Requirement Start Date)

The end date for the new requirement is:

- Project Start Date plus (the number of days from the Team Template Start Date to

the Team Template Requirement End Date)

Example: You have a team template called Fast Forward Team with a March 1, 1990 start date.

The template has a requirement called DBA with the following attributes:

- Start date: April 1, 1990
- End date: April 30, 1990

You apply this template to a project with a start date of June 1, 2006.

The interval from the team template start date (March 1) to the template requirement start date (April 1) is 31 days. The DBA requirement is added to the project with a start date of July 2, 2006 (June 1, 2006 plus 31 days) and an end date of July 31, 2006 (June 1, 2006 plus 60 days).

## Staffing Priority Codes

Staffing priority codes on a requirement specify the priority for filling the requirement.

You can select staffing priorities when you add or update requirements. An assignment retains the staffing priority allocated to the original requirement before it became an assignment (filled requirement).

## Defining Staffing Priorities

You use the Oracle Projects Lookups window to define staffing priorities.

To define staffing priorities:

1. Navigate to the Oracle Projects Lookups window.
2. Query the lookups for the lookup type STAFFING\_PRIORITY\_CODE.
3. Enter the codes you want to add.
4. For each code, enter a meaning and description.
5. Select the Enabled box.
6. Save your work.

For more information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups, page F-1.

## Implementing Staffing Workflow and Extensions

You can use the following workflows and client extensions to extend the staffing functionality.

## Assignment Approval Workflow

You can use the Assignment Approval Workflow to obtain approvals for a resource assignment. For more information, see: Assignment Approval Workflow Process, page 9-113.

## Assignment Approval Workflow Extensions

You can use the following client extensions to extend the functionality of the Project Assignment Workflow:

- Assignment Approval Changes Extension
- Assignment Approval Notification Extensions

For details about these client extensions, see: *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Candidate Notification Workflow

You can use the Candidate Notification Workflow to send notifications pertaining to candidates. For details, see: Candidate Notification Workflow Processes, page 9-86.

## Candidate Notification Workflow Extensions

You can use the Candidate Notification Workflow Extension to extend the functionality of the Candidate Notification Workflow. For details, see: Candidate Notification Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

# Implementing Organization Forecasting for Resources

The following instructions give details about the Organization Forecasting for Resources steps, page 5-3 in the Oracle Project Resource Management Feature Implementation Checklist.

Oracle Project Resource Management provides an organization forecast process that performs calculations based on your predefined bill and cost rates. These rates are evaluated in the time frame of the assignments, requirements, and scheduled work patterns to provide forecast totals. Predefined bill rates can be overridden for individual requirements and assignments.

## Prerequisites for Organization Forecasting for Resources

To generate forecasts totals, you must define information on which the forecasts are based. The following steps are required:

- Define a job-based cost rate schedule. See: Rate Schedules, page 3-89.

- Define bill rate schedules. See: Rate Schedules, page 3-89.
- Update project types with employee and job-based bill rate schedules. For any new project types, manually enter the appropriate job-based bill rate schedule in the remaining field (either job or employee-based) for each project type.
- Define periods. In order to create forecast totals for the life of a project, you must define an appropriate number of periods that span the life of your projects. These periods are also necessary to create assignments for time periods in the future. See: Defining GL and PA Periods, page 2-40.
- Define unassigned time tracking. See: Defining Unassigned Time Tracking, page 5-16.

**Note:** Because the forecast totals for requirements depend on the job bill and cost rates of the requirement, each role in Project Resource Management must be associated with a job. For more information on defining roles, see Defining Project Roles, page 2-68.

## Defining Unassigned Time Tracking

Oracle Project Resource Management automatically generates totals for unassigned time for all utilization jobs. The calculation for unassigned time subtracts both provisional and confirmed assignment hours from the total capacity for each available day. Any remaining hours generated from this calculation are assigned to projects specifically implemented for the purpose of tracking unassigned hours.

To define unassigned time tracking projects, complete the following steps:

1. Navigate to the Project Types window.
2. Create a project type using the indirect project type class.
3. In the Details window, select the following options:
4. Administrative
5. Unassigned Time
6. Create a project template using the unassigned project type. This type of project is used solely for tracking unassigned time for utilization and forecasting calculations. Therefore, users cannot manually add any scheduled roles to this project and the Add Requirement and Add Assignment options are not available for this project.
7. Create a project using the unassigned project template. Optionally, you can create two unassigned projects: one for billable jobs and one for non-billable jobs.



8. Complete the options on the Unassigned Time Options tab. For more information, see: Defining Unassigned Time Options, page 2-195.

## Forecasting Implementation Options

Use the forecasting implementation options to specify implementation settings for resource scheduling, resource utilization, and organization forecasting.

The forecasting implementation options include:

- Forecasting Options
- Unassigned Time Options

You define forecast and unassigned time options for each operating unit.

Complete the options according to the guidelines shown in the following table:

Field	Description
Operating Unit	Select the operating unit for which you are defining forecasting options
Include Administrative Projects	Select this box to indicate that you want to include administrative projects in project forecast totals.  You must enable this option to avoid errors because the application does not yet exclude administrative projects.
Maximum Historical Versions	Enter the maximum number of historical forecast versions that you want to store. At minimum, you must enter a value of 1. The suggested starting value is 5.
Expenditure Type Class	Select the Expenditure Type Class to classify the forecast items.
Expenditure Type	Select the Expenditure Type to apply to all generated forecast items.
Transfer Price Amount Type	This field is for future use in forecasting functionality.
Job-Based Cost Rate Schedule	Select the job-based cost rate schedule for assignments.

Field	Description
Forecast Generation and Display	Enter values for forecast generation.

For information about expenditure types and project classifications, see: Expenditure Types, page 3-21 and Project Classifications, page 2-98.

## Unassigned Time Implementation Options

The Unassigned Time Options page has two regions, one for Billable People and the other for Non-Billable People. You complete the same fields for both regions. The following table shows the Unassigned Time Options fields.

Field	Description
Include in Forecast	Select this box to indicate that you want to summarize unassigned time in the project financial forecast totals. If you select this option, enter values for the following fields.
Unassigned Time Project	Enter the name of the project for reporting of unassigned time.
Expenditure Type Class	Specify the expenditure type class for unassigned time.
Expenditure Type	Enter the expenditure type for unassigned time.

## Implementing Reporting Functionality

The following instructions give details about the Reporting steps, page 5-4 in the Oracle Project Resource Management Feature Implementation Checklist.

## Implementing Discoverer Reporting

Oracle Project Resource Management transactional reporting is supported by a web based Oracle Discoverer solution. The predefined workbooks, worksheets and End User Layer (EUL) provide you and your users the ability to query and manipulate transactional data to proactively measure and analyze corporate performance.

After you implement the reporting solution, you can access the predefined Oracle

Discoverer reports from the self-service Project Resource Management menu structure.

**Note:** If you want to use the enhanced functionality of Discoverer, set the profile option `ICX_DISCOVERER_USE_VIEWER` to Yes.

Installation instructions for Oracle Discoverer 4i are available on [OracleMetaLink](#).

**Note:** To get the maximum benefit of the reporting solution of PJR we recommend that you use Oracle Discoverer 4i.

## Oracle Discoverer Post-Installation Tasks

Perform the Discoverer post-installation tasks that correspond to the Discoverer release that you have installed. This section describes post-installation tasks for the following Discoverer releases:

- Oracle Discoverer 4i Post-Installation Tasks, page 5-19
- Oracle Discoverer 3i Post-Installation Tasks, page 5-19

### Oracle Discoverer 4i Post-Installation Tasks

For the post-installation tasks titled Import using `adupdeul.sh mode = complete` and Import using `adupdeul.sh mode = driver`, you can use one of the following sets of parameters to import all shipped Project Resource Management executable files:

- Complete use mode:  
`use mode=complete`
- Driver use mode  
`use mode=driver`  
and  
`driver=pasb020.drv,pasb018.drv,pasb010.drv,pasb017.drv`

More information about post-installation tasks for Oracle Discoverer 4i is available on [OracleMetaLink](#).

### Oracle Discoverer 3i Post-Installation Tasks

Install and set up Oracle Discoverer for integration with Oracle Project Resource Management. To set up the reporting solution, you must use the Administrator Edition or client/server version of Discoverer. To set up the User Edition, you must use the Web Discoverer version, with a few exceptions, which are noted.

Before you start, you must complete the following prerequisites:

1. Install Oracle Discoverer Administration Edition.  
To access the Discoverer workbooks provided with Oracle Project Resource Management, install Oracle Discoverer.
2. Install Oracle Web Discoverer.  
For installation instructions, refer to the *Oracle Discoverer 3.1 Installation and Administration Guide*.

## Oracle Discoverer Post-Installation Tasks Checklist

Complete the following tasks:

1. Create the End User Layer. (EUL)
2. Modify the End User Layer Owners Indexes.
3. Copy files to Discoverer Administration Tier.
4. Connect to Discoverer Administration Edition.
5. Import the End User Layer EEX File.
6. Set up access to Business Areas and End User Discoverer Edition.
7. Refresh Business Areas.
8. Connect to Discoverer User Edition.
9. Install the Reporting workbooks.

When you have completed these steps, verify that:

- The EUL owner (database user) ID has a suffix corresponding to the end user language. For example:  
EUL\_US
- The EUL owner has necessary privileges to FND objects. Refer to the *Oracle Discoverer 3.1 Administration Guide* for details.
- An application mode EUL owner exists. To create an application mode EUL owner, you must add the /APPS\_MODE parameter to the command line when you create the EUL.
- The ICX profile options in Oracle Applications are set correctly. The IXC profile options include:
  - ICX\_DISCOVERER\_LAUNCHER

- ICX\_DEFAULT\_EUL
- ICX\_DEFAULT\_WORKBOOK\_OWN
- SESSION\_COOKIE\_NAME

These profile options are part of the setup of Oracle Discoverer and the self-service environment for Oracle Project Resource Management. For more information on these and other required ICX profile options, see *Oracle Discoverer 3.1 Administration Guide*.

### Create the End User Layer

To create the End User Layer (EUL):

1. Create a database user that you want to designate as the End User Layer owner and grant database access to the user.
2. Create the application mode EUL.

**Creating the Database User:** Set the name of the end user layer owner (database user) to EUL\_<language> (for example: EUL\_US). Use the following script to perform this task:

```
create user eul_us
identified by eul
default tablespace user_data
temporary tablespace temp;
```

### Creating the Applications Mode EUL

1. Issue a set of grants to allow the EUL owner select access to certain Applications Object Library tables. This step is necessary for Discoverer to support the structure of Applications user IDs and responsibilities. To do this, connect to the database using the account specified in the FNDNAM environment variable (typically APPS) and execute the following statements:

```
connect system/manager@<database>
grant connect, resource to &EULOWNER
connect apps/apps@<database>
grant select on FND_USER to &EULOWNER
grant select on FND_APPLICATION to &EULOWNER
grant select on FND_USER_RESP_GROUPS to &EULOWNER
grant select on FND_RESPONSIBILITY_VL to &EULOWNER
grant select on FND_ORACLE_USERID to &EULOWNER
grant select on FND_DATA_GROUP_UNITS to &EULOWNER
grant select on FND_PRODUCT_INSTALLATIONS to &EULOWNER
grant select on FND_SECURITY_GROUPS_VL to &EULOWNER
grant execute on FND_CLIENT_INFO to &EULOWNER
```

2. Create an Applications mode from the Discoverer Administration Edition.

An Applications mode EUL is one that can be administered using the Oracle Applications security model in place of the database security model. There are two

ways of doing this, both invoking the Administration edition from the command line:

```
DIS31ADM.exe /APPS_MODE
```

Starts the Administration Edition in Applications mode. Any EULs created will by default be Applications mode EULs.

```
DIS31ADM.exe /APPS_MODE /CREATE_EUL /CONNECT  
eul_owner/password@database
```

This command creates an Applications mode EUL from the command line in batch mode.

3. Note that the EUL owner must be an Oracle database user ID, not an Oracle Applications user ID. The easiest way to create an EUL with a new database user ID as the owner is to log onto the Discoverer Administration edition as the SYSTEM user, and in step two of the Create EUL Wizard choose Create a new user. It is recommended that you create the EUL in a separate schema from the APPS schema that contains the Oracle Applications tables and views. The primary reason for this is that by creating the EUL in a separate schema it is easier to migrate the EUL from test environment to production environment using database import/export.
4. Next you need to ensure that the EUL owner has select access to the appropriate Applications tables and views where the data is stored. If you are interested in creating Discoverer folders that span multiple tables you may want to grant select any table privilege to the EUL owner. Otherwise, grant select access to just the tables you wish to create Discoverer folders on.

### **Modify the Indexes of the End User Layer Owner**

Complete the following steps from the R11 Admin tier to modify the maximum extents of the indexes in the End User Layer.

1. Connect to your database server using SQL/Plus as the End User Layer (for example, EUL\_US) owner.
2. At the SQL prompt, enter the following command:

```
$BIS_TOP/admin/sql/BISALTIN.sql
```

### **Copy Files to Discoverer Administration Tier**

To access Discoverer-related files through the Discoverer Administration and End User Editions, you must copy the files to the Discoverer Administration Tier. The file PAPRMEUL.eex is created in the \$AU\_TOP/discover/<language>/ directory when you install the Oracle Project Resource Management Reporting product.

1. Copy the file PAPRMEUL.eex from the \$AU\_TOP/discover/<language>/ directory to an appropriate directory from where it can be imported into the Discoverer Administration Edition.

2. Copy the sql script BISEULBA.sql from the \$BIS\_TOP/admin/sql/ directory into the same temporary directory you used in step 1. Optionally, mount the \$AU\_TOP/discover/<language> directory on to the Discovery Administration Tier.
3. Copy the Discoverer Workbooks from the \$AU\_TOP/discover/<language>/ directory to a new directory where they can be saved to the database using the Discoverer User Edition. The workbooks installed are:
  - PASCHRES.dis
  - PAAVLRES.dis
  - PAOVCRES.dis
  - PASALPIP.dis
  - PAREQPRJ.dis

#### Connect to Discoverer Administration Edition

1. Log in to the Discoverer Administration Edition in application mode, for example:  
D:\orant\DISCVR31\DIS31ADM.EXE /APPS\_MODE
2. Connect to the database. For example:  
eul\_us/eul@cus115
3. Select File > Set Default EUL.

#### Import the End User Layer EEX File

The Project Resource Management EEX file must be imported into the Discoverer End User Layer. Select the EUL for which you want the EEX file to be imported, for example, EUL\_US.

**Note:** Before you begin the import process, increase the size of the Rollback Segments to a minimum of 10 megabytes. After the import has been completed, reset the Rollback Segments to their original sizes.

To import the EEX file, complete the following steps:

1. Open an MS-DOS command window and navigate to the directory in which the EEX file is located. Enter the following commands:

```
start /wait <ORACLE_HOME>\discvr31\dis31adm /APPS_MODE /CONNECT
<EUL_Owner>/EUL_Owner_password@<Connect_string> /IMPORT
paprmeul.eex
/eul<EUL_Owner_in_uppercase> /log eulimport.log
```

Where:

- <ORACLE\_HOME> is the top directory for Oracle products installed on the NT server
- <EUL Owner> is the database user created above
- <EUL Owner password> is the database owner password
- <Connect\_string> is SQL\*Net database connect string
- <EUL\_Owner\_in\_uppercase>

**Note:** Enter the EUL owner schema in uppercase after the key/EUL when invoking the second command. For example:

```
start /wait d:\orant\discvr31\dis31amd /APPS_MODE
/CONNECT eul_us/eul@apps /IMPORT PAPRMEUL.eex /eul
EUL_US
/log eulimport.log
```

2. Check on the progress of the import process by pointing to the Discoverer icon in the right lower corner of your toolbar.

Inspect the eulimport.log file to ensure that the Project Resource Management EEX file was imported into the End User Layer successfully.

Alternatively, you can log in to the Discoverer Administration Edition and select File > Import. Specify the location of the PAPRMEUL.eex file to complete the import.

### Set Up Access to Business Areas and End User Discoverer Edition

You must grant users access to the Discoverer Administrator and User Editions in order for the users to open these applications. However, the users also need user and responsibility access to the Business Areas in order to perform any reporting activities on the Project Resource Management data.

To grant user access to Oracle Discover Administration and User Editions:

1. Log in to the Discoverer Administration Edition in application mode. For example:  
D:\orant\DISCVR31\DIS31ADM.EXE/APPS\_MODE
2. Select Tools > Privileges.
3. Select the user/responsibility (role) to which you need to grant access, for example, Project Resource Management Super User.
4. Grant the responsibility either the User Edition or the Administration Edition access.



**Note:** If this responsibility is not a Self-Service responsibility, it cannot be accessed through the Self-Service logon.

To grant user/responsibilities access to Business Areas:

1. Log in to the Discoverer Administration Edition in application mode. For example:  
`D:\orant\DISCVR31\DIS31ADM.EXE/APPS_MODE`
2. Select Tools > Security.
3. Select the user/responsibility (role) to which you need to grant access, for example, Project Resource Management Super User.
4. Select the business areas to which you want to grant this user/responsibility access.
5. Check the Allow Administration checkbox for the business areas if this responsibility needs administration access for tasks such as Refresh from the database.

#### Refresh Business Areas

The following steps synchronize the information in the Discoverer End User Layer and the underlying Oracle Applications data model.

1. Connect to Discoverer Administration Edition by invoking from the command line:  
`D:\orant\DISCVR31\DIS31ADM.EXE /APPS_MODE`
2. Connect to the database as an application user. For example:  
`SERVICES:Project Resource Management Super User:Standard  
/welcome@cus115`
3. Set Default EUL.
4. Select all your business areas.
5. Select File > Refresh
6. Verify that the folders refresh is successful.

#### Connect to Discoverer User Edition

To invoke Discoverer User Edition:

1. Log in to the Discoverer User Edition in application mode. For example:  
`\orant\DISCVR31\DIS31USR.EXE`
2. Connect to the database. For example:

```
SERVICES:Project Resource Management Super User:Standard  
/welcome@cus115
```

3. Select Tools > Options.
4. Select the EUL tab and check the default EUL. For example, EUL\_US.

### Install the Project Resource Management Reporting Workbooks for Discoverer

The following steps explain how to save the workbooks to your database so that users can access the workbooks through Oracle Web Discoverer.

1. Log in to the Discoverer User Edition in application mode. For example:

```
D:\orant\DISCVR31\DIS31USR.EXE
```

For login information, select Cancel.

2. While in Discoverer 3.1 User Edition, select Tools > Options and ensure that the check box labeled Display warning when opening workbook saved in a different database account is checked.
3. Exit the Discoverer User Edition.
4. To save the Discoverer workbooks from the temporary staging area to the database, open an MS-DOS window and change directories to the staging area where the workbooks were saved. Refer to the section To copy files to the Discoverer Administration Tier for more information.
5. Execute the following command from the command prompt:

```
start /wait for %%f in (*.dis) do  
<ORACLE_HOM>\discvr31\dis31usr /connect "<EUL_Owner>"  
/EUL_Owner_password>@<Connect_string> /savedb %%f /batch
```

For example:

```
start /wait for %%f in (*.dis) do  
c:\orant\discvr31\dis31usr /connect"SERVICES:Project Resource  
Management Super User:Standard/welcome@apps /savedb %%f /batch
```

**Note:** Use quotation marks when you enter the EUL\_Owner parameter in the command string.

Alternatively, log in to the Discoverer User Edition and select File > Open > My computer. Specify the location of the workbook file. After the workbook opens, select File > Save As > Database to save the workbook in the database. You must repeat this step for all workbooks.

After the workbooks are saved in the database, change the EUL Owner (eul\_us) End User Layer (eul) password from the default password.

### Set Up Access to the Reporting Workbooks

The following steps instruct you on how to set up access to Discoverer workbooks through the Discoverer User Edition.

1. Log in to the Discoverer User Edition in application mode. For example:

```
D:\orant\DISCVR31\DIS31USR.EXE
```

2. Open the workbook to which you need to grant other users/responsibilities access.
3. Select File > Manage Workbooks > Sharing.
4. Select the User > Workbook tab.
5. Select the user/responsibility to grant access.
6. Select the workbooks you want to grant access to and move them to the Shared section of the Share workbook dialog box.



---

# Implementing Oracle Project Management

This chapter contains instructions for implementing Oracle Project Management.

This chapter covers the following topics:

- Oracle Project Management Implementation Checklists
- Licensing Oracle Project Management
- Workplan and Progress Management
- Project Deliverables
- Budgeting and Forecasting
- Issue and Change Management
- Microsoft Project Integration
- Project Performance Reporting
- Project Status Inquiry
- Performance Exceptions Reporting
- Reporting Pack
- Project Status Reporting

## Oracle Project Management Implementation Checklists

Oracle Project Management provides project managers the visibility and control they need to deliver their projects successfully, improve profitability, and operate more efficiently. Project managers can look to a single source of enterprise project information to manage the project through its lifecycle from planning, through execution, to completion. A fully integrated module within the Oracle Projects family, Project Management eliminates silos of information, empowering project managers to manage the workplan, resource assignments, financial forecasts, project accounting, and communications to stakeholders. It also enables project managers to manage collaborative execution of project work inside and outside the organization.

Oracle Project Management is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

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

## Oracle Project Management Product Implementation Checklist

The following checklist shows the steps required to implement Oracle Project Management. The product setup checklist is organized by area of functionality. The *Required/Optional* column indicates if the step is required or optional for use of the product.

To implement Oracle Project Management, complete the following step:

1. Licensing, page 6-2

### 1. Licensing

The following table lists the step required for licensing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-P1.1	Set the profile option PA: Licensed to Use Project Management	Required	Site	System Administrator

**Note:** For details about the licensing step, see Licensing Oracle Project Management, page 6-10.

## Oracle Project Management Feature Implementation Checklist

The following checklist shows the steps required to implement each Oracle Project Management feature. The list is organized by feature. The *Required/Optional* column indicates if the step is required or optional for use of each feature.

To implement Oracle Project Management features, complete the steps in the following order:

1. Workplan and Progress Management, page 6-3
2. Project Deliverables, page 6-4
3. Budgeting and Forecasting, page 6-4

4. Issue and Change Management, page 6-6
5. Microsoft Project Integration, page 6-6
6. Project Performance Reporting, page 6-7
7. Performance Exceptions Reporting, page 6-7
8. Reporting Pack, page 6-8
9. Project Status Inquiry, page 6-9
10. Project Status Reporting, page 6-9

## 1. Workplan and Progress Management

The following table lists the steps required for workplan and progress management:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F1.1	Enable workplan structure and workplan versioning	Optional	OU	Project Super User
PJT-F1.2	Define additional progress statuses	Optional	Site	Projects Implementation Super User
PJT-F1.3	Define work items	Optional	Site	Projects Implementation Super User
PJT-F1.4	Define workplan change reasons	Optional	Site	Projects Implementation Super User
PJT-F1.5	Set the profile option PA: Task Managers Must Be Project Members	Optional	Site	System Administrator
PJT-F1.6	Set the profile option PA: Workplan Tasks Default View	Optional	Site	System Administrator
PJT-F1.7	Implement workplan workflow extension	Optional	Site	

**Note:** For details about the workplan and progress management steps, see Workplan and Progress Management, page 6-10.

## 2. Project Deliverables

The following table lists the steps required for project deliverables:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F2.1	Enable Deliverables on Project Templates	Required	OU	Project Super User
PJT-F2.2	Define a Deliverable Type	Required	Site	Project Super User
PJT-F2.3	Define a deliverable status	Optional	Site	Projects Implementation Super User
PJT-F2.4	Implement Supply Chain Integration	Optional	Site	
PJT-F2.5	Implement Billing Integration	Optional	OU	Projects Implementation Super User

**Note:** For details about the project deliverables steps, see Project Deliverables, page 6-14.

## 3. Budgeting and Forecasting

**Prerequisites:** Before you set up Budgeting and Forecasting you must define resource lists in Oracle Project Foundation.

The following table lists the steps required for budgeting and forecasting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F3.1	Define financial plan types	Required	Site	Project Super User
PJT-F3.2	Create additional period profiles	Optional	Site	Project Super User
PJT-F3.3	Create additional spread curves	Optional	Site	Project Super User



Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F3.4	Define planning resources	Optional	Site	Project Super User
PJT-F3.5	Define resource breakdown structures	Optional	Site	Project Super User
PJT-F3.6	Define planning rate schedules	Optional	OU	Projects Implementation Super User
PJT-F3.7	Define budget change reasons	Optional	Site	Projects Implementation Super User
PJT-F3.8	Implement integration with Microsoft Excel	Optional	Site	Projects Implementation Super User
PJT-F3.9	Define additional budget types	Optional	Site	Projects Implementation Super User
PJT-F3.10	Define additional budget entry methods	Optional	Site	Projects Implementation Super User
PJT-F3.11	Implement budgetary controls	Optional	Site	Projects Implementation Super User
PJT-F3.12	Implement budget integration	Optional	Site	Projects Implementation Super User
PJT-F3.13	Implement integration with the Budget Execution module	Optional	Site	
PJT-F3.14	Implement client extensions for budgeting and forecasting	Optional	Site	
PJT-F3.15	Implement workflow for budgeting and forecasting	Optional	Site	

**Note:** For details about the budgeting and forecasting steps, see Budgeting and Forecasting, page 6-17.

## 4. Issue and Change Management

The following table lists the steps required for issue and change management:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F4.1	Define control item classifications	Required	Site	Projects Implementation Super User
PJT-F4.2	Define control item statuses	Optional	Site	Projects Implementation Super User
PJT-F4.3	Define control item status lists	Optional	Site	Project Super User
PJT-F4.4	Define additional control item priorities, level of effort, and source types	Optional	Site	Projects Implementation Super User
PJT-F4.5	Define control item types	Required	Site	Project Super User
PJT-F4.6	Implement control item document numbering extension	Optional	Site	
PJT-F4.7	Implement issue and change workflow extension	Optional	Site	

**Note:** For details about the issue and change management steps, see Issue and Change Management, page 6-46.

## 5. Microsoft Project Integration

The following table lists the step required for Microsoft Project integration:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F5.1	Implement Microsoft Project integration	Required	Site	Project Super User

**Note:** For details about the Microsoft Project integration step, see

## 6. Project Performance Reporting

The following table lists the steps required for project performance reporting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F6.1	Define global business intelligence profile options	Required	Site	System Administrator
PJT-F6.2	Set default project performance reporting options	Optional	Site	System Administrator
PJT-F6.3	Define project performance reporting setup options	Required	Site	Project Super User
PJT-F6.4	Define custom measures	Optional	Site	Project Super User
PJT-F6.5	Define page layouts	Optional	Site	Project Super User
PJT-F6.6	Define row sets	Optional	Site	Project Super User
PJT-F6.7	Create custom reports	Optional	Site	

**Note:** For details about the project performance reporting steps, see Project Performance Reporting, page 6-58.

## 7. Performance Exceptions Reporting

**Prerequisites:** Because performance exceptions reporting utilizes project performance measures, Oracle Projects recommends that you set up Project Performance Reporting before you set up Performance Exceptions Reporting.

The following table lists the steps required for performance exceptions reporting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F7.1	Define key performance areas	Optional	Site	Project Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F7.2	Define performance statuses and indicators	Optional	Site	Project Super User
PJT-F7.3	Define performance rules	Required	Site	Project Super User
PJT-F7.4	Define key performance area scoring rules	Required	Site	Project Super User
PJT-F7.5	Configure e-mail notifications for automated status reports	Optional	Site	Projects Super User
PJT-F7.6	Schedule generation of exceptions and e-mail notifications, and calculation of scores	Optional	Site	Projects Implementation Super User

**Note:** For details about the performance exceptions reporting steps, see Performance Exceptions Reporting, page 6-93.

## 8. Reporting Pack

**Prerequisites:** Because the reporting pack feature uses project performance reporting measures and Oracle Daily Business Intelligence system profile options, Oracle Projects recommends that you set up Oracle Project Intelligence and project performance reporting before you set up reporting pack.

The following table lists the steps for implementing reporting pack:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F8.1	Set reporting pack address options	Required	Site	System Administrator
PJT-F8.2	Set reporting pack processing option	Optional	Site	System Administrator
PJT-F8.3	Create additional report templates	Optional	Site	XML Publisher Administrator
PJT-F8.4	Define a reporting pack	Required	Site	Project Super User
PJT-F8.5	Schedule the generation and distribution of reports	Required	Site	Project Super User

**Note:** For details about the reporting pack steps, see Reporting Pack, page 6-101.

## 9. Project Status Inquiry (PSI)

The following table lists the step required for project status inquiry:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F9.1	Define derived columns	Optional	Site	Projects Implementation Super User
PJT-F9.2	Define display columns	Optional	Site	Projects Implementation Super User
PJT-F9.3	Implement commitments from external systems	Optional	Site	
PJT-F9.4	Implement custom reporting strategy	Optional	Site	
PJT-F9.5	Implement commitment changes extension	Optional	Site	
PJT-F9.6	Implement project status inquiry extension	Optional	Site	

**Note:** For details about the project status inquiry steps, see Project Status Inquiry, page 6-70.

## 10. Project Status Reporting

The following table lists the steps for project status reporting:

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F10.1	Define additional project status report sections	Optional	Site	Project Super User
PJT-F10.2	Define additional project status report page layouts	Optional	Site	Project Super User

Step	Description	Required /Optional	Setup Level	Responsibility
PJT-F10.3	Define additional report types	Optional	Site	Project Super User
PJT-F10.4	Define additional reported statuses	Optional	Site	Projects Implementation Super User
PJT-F10.5	Define additional reporting cycles	Optional	Site	Projects Implementation Super User
PJT-F10.6	Define project status report reminder rules	Optional	Site	Project Super User
PJT-F10.7	Define project status report workflow extension	Optional	Site	

**Note:** For details about the project status reporting steps, see Project Status Reporting, page 6-104.

## Licensing Oracle Project Management

The following instructions give details about the Licensing steps, page 6-2 in the Oracle Project Management Product Implementation Checklist.

To indicate to the system that Project Management is licensed, set the profile option PA: Licensed to Use Project Management.

See: PA: Licensed to Use Project Management, page B-30.

## Workplan and Progress Management

The following instructions give details about the Workplan and Progress Management steps, page 6-3 in the Oracle Project Management Feature Implementation Checklist.

### Enabling Workplan Structure and Workplan Versioning

You can enable and integrate project structures such as workplan and financial structures for a template or for a project on the Structures page. Enabling the workplan structure for a template ensures that projects created from the template display the workplan tab. For projects on which you want to be able to change the structures setup, you must enable the Structures setup option for the associated project template.

After you enable the workplan structure for the template or project, you can enable

workplan versioning and other workplan features on the Workplan Structure Information page. For projects on which you want to change workplan information, you must enable the Workplan Information setup option for the associated project template.

## Related Topics

Enabling Project Structures, *Oracle Projects Fundamentals*

Workplan Structures, *Oracle Projects Fundamentals*

Integrating Workplan and Financial Plan Structures, *Oracle Projects Fundamentals*

Enabling the Workplan Structure, *Oracle Project Management User Guide*

Setting up Workplans, *Oracle Project Management User Guide*

## Setting Up Progress Status Values

You can use progress status values to indicate the amount of progress completed on the task. For example, when progress on a task slows down, you can update its progress status to *At Risk*. If progress stops, you can update the progress status to *In Trouble*.

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

- On Track
- At Risk
- In Trouble

You use the Status Controls region of the Statuses window to define actions that are allowed or restricted for each progress status. There are no seeded status controls for progress statuses.

For more information defining statuses, see: Defining Statuses and Status Profile Options, page 2-87.

## Defining Work Items

A work item is an exact definition of the work being done on a workplan task. You can assign work items to workplan tasks to plan and track the progress of the work. A work item describes the work that you are measuring.

When you assign a work item to a workplan task, you also specify a unit of measure by which to measure the work and record the planned quantity of work. As work progresses, you can enter the actual quantity of work completed. Optionally, you can use the planned and actual quantity to derive the physical percent complete for the workplan task. See: Using Work Quantity to Derive Physical Percent Complete, *Oracle Project Management User Guide*.

For example, you can define a work item called *Concrete Laid* and associate it with the workplan task *Foundation 1 - Garage*. You can then enter the following planned work quantity values:

- Unit of Measure = Square Meter
- Planned Quantity = 200

After the first week, you can record the Actual Work Quantity to Date of 100. If the physical percent complete derivation method for the task is *Work Quantity*, then Oracle Projects calculates the physical percent complete as 50%. For information about methods for collecting actual work quantity, see *Selecting Progress Options for Tasks*, *Oracle Project Management User Guide*.

**Note:** To assign a work item to a workplan task, you must first enable work quantity for the workplan. See: *To Set Up Workplan Structure Information*, *Oracle Project Management User Guide*. In addition, you must assign a task type to the workplan task with the Enable Work Quantity option enabled. The default work item, unit of measure, and actual work quantity method for a workplan task comes from its task type. See: *Task Types*, page 2-83.

You use the Lookups window to set up a lookup list of work items.

Prerequisite: Before you can define work items, you should define units of measure. *Units*, page 3-20.

To define a work quantity work item:

1. Navigate to the Work Quantity Work Items Lookups window. See: *Oracle Projects Navigation Paths*, *Oracle Projects Fundamentals*.
2. Enter the following information for the work quantity work item:
  - Code
  - Meaning
  - Description
  - Tag Value (optional: not used by Oracle Projects)
  - Effective Dates
3. Select the Enabled box.
4. Save your work.

For more information on defining and updating lookups, see: *Lookups online help*. For



more information about Oracle Projects lookups, see: Oracle Projects Lookups, page F-1.

## Defining Workplan Change Reasons

Use workplan change reasons to indicate why you have updated or otherwise changed a workplan. Workplan change reasons serve an informational purpose only. They do not affect the way Oracle Projects processes workplans.

You use the Lookups window to define workplan change reasons.

To define a workplan change reason:

1. Navigate to the Lookups window.
2. Open a new lookup record for a workplan change reason.
3. Enter the following information for the workplan change reason:
  - Code
  - Meaning
  - Description
  - Tag Value (optional: not used by Oracle Projects)
  - Effective Dates
4. Select the Enabled box.
5. Save your work.

For more information on defining and updating lookups, For detailed information on defining and updating lookups, see: Lookups online help. For more information on Oracle Projects lookups, see: Oracle Projects Lookups, page F-1.

## Setting the Task Managers Profile Option

To specify whether a person must be a project member to be designated a task manager, set the profile option PA: Task Managers Must Be Project Members.

For more details, see: PA: Task Managers Must Be Project Members, page B-53.

## Setting the Workplan Tasks Default View Profile Option

To specify the default display view for workplan information on the Tasks page, set the profile option PA: Workplan Tasks Default View.

For more details, see: PA: Workplan Tasks Default View, page B-55.

## Workplan Workflow Extension

You can use the workplan workflow extension to customize the workflow processes for submitting, approving, and publishing a workplan. For more information on this client extension, see: Workplan Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Project Deliverables

This section describes the setup steps that are required to define and execute project deliverables. The following instructions give details about the Project Deliverables steps, page 6-4 in the Oracle Project Management Feature Implementation Checklist.

### Enabling Deliverables on the Project Template

Enable deliverables on the project template (see: Project Templates, *Oracle Projects Fundamentals*). You can optionally define deliverables on the project template.

### Defining a Deliverable Type

Deliverable types assign default attributes to deliverables and control how Oracle Projects processes deliverables. Deliverable types specify basic deliverable attributes, for example, the initial status of a deliverable. The deliverable type also controls whether progress can be collected for a deliverable; and whether the deliverable actions can be created. Deliverable actions can be defined at the deliverable type level, and defaulted to the deliverable level.

There are three deliverable type classes:

- Item
- Document
- Other

A deliverable type class determines what functions you can perform on deliverable actions. You can plan, ship, procure, and bill an item deliverable. You can ship, procure and bill a document deliverable or other deliverable. You must define at least one deliverable type before you can create deliverables.

**Note:** Prior to defining a deliverable type, you can optionally define deliverable statuses.

### To Define a Deliverable Type:

1. Navigate to the Deliverables Types page
2. Click Create Deliverable Type. The Create Deliverable Type page is displayed.
3. Enter a unique name and, optionally, a description for the deliverable type
4. Define the Effective From date and optionally, the Effective To date.
5. Select a deliverable type class.
6. To enable deliverable actions for deliverables using the deliverable type, select the Enable Deliverable Actions check box.

**Note:** If the deliverable actions option is enabled, you can optionally define deliverable actions on the deliverable type. These actions will be defaulted to deliverables using this deliverable type.

7. To enable progress entry for deliverables using this deliverable type, select the Enable Progress Entry check box.
8. Save your work.

### Defining a Deliverable Status

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

You use the Statuses window to define new deliverable statuses. Each deliverable status must be associated with a system status. The predefined system statuses for deliverables are:

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

**Note:** For deliverable statuses, the status type is 'Deliverable'.

### To Define a Deliverable Status:

1. Navigate to the project and select Setup - System - Statuses.
2. Select Deliverable as the Status Type.
3. Enter a unique name.
4. Select one of the corresponding statuses and optionally, add a description.
5. Select an Effective From date and if applicable, an Effective To date.

## Supply Chain Integration Setup

This section describes the setup required for integration between project deliverables and supply chain applications.

- Set Up Items

If you use project item deliverables, you must set up items so that you can reference the item on project deliverables. For detailed information on setting up items, refer to the *Oracle Inventory User Guide*.

- Set Up a Demand Schedule

To integrate with manufacturing planning, you must set up the Material Demand Schedule in the Material Planning application. The Material Demand Schedule is the anticipated ship schedule in terms of rates or discrete quantities, and dates.

You can define any number of demand schedule names. This enables you to define multiple material demand schedules, each with a unique name. A material demand schedule is a statement of anticipated demand that you can use to create a master production schedule, or as direct input to a material requirements plan.

For more information, see: Master Scheduling, *Oracle Master Scheduling/MRP and Oracle Supply Chain Planning User's Guide*.

- Set Up a Cost Group

You can create cost groups and link cost groups to projects, to identify and separate costs by item and by project. For detailed information about creating cost groups, see: Project Manufacturing Costing, *Oracle Project Manufacturing Implementation Manual*.

- Set Up a WIP Accounting Class

You can associate one or more WIP accounting classes with a cost group. By assigning a project to a cost group and associating WIP accounting classes with a cost group, you can make sure that the desired WIP accounting classes are used for the project. For more information, see Set up WIP Accounting Classes, *Oracle Project*

*Manufacturing Implementation Manual.*

- Set Up Project Parameters

You can associate a project with a planning group (optional), a cost group, and a default WIP accounting class. For more information, see: Defining Project Parameters, *Oracle Project Manufacturing Implementation Manual*.

**Important:** You must set up project parameters before you can initiate demand, shipping, and procurement deliverable actions.

- Set up Shipping

For detailed information about setting up shipping, please refer to the *Oracle Shipping Execution User's Guide*.

- Set Up Procurement

For detailed information about setting up procurement, please refer to the *Oracle Procurement Implementation Guide*.

## Billing Integration Setup

The following section describes setup for project deliverables integration with Billing.

### Setting Up Billing Event Type

When project deliverables are ready for billing (for example, after they are shipped and inspected), you can create billing events for invoice and revenue recognition.

To create billing actions (billing events) from project deliverables, you must set up a billing event type that has the event class *Manual*. For more information on billing event types, see: Events, *Oracle Project Billing User Guide*.

## Budgeting and Forecasting

The following instructions give details about the Budgeting and Forecasting steps, page 6-4 in the Oracle Project Management Feature Implementation Checklist.

### Overview of Budget and Forecast Setup

Oracle Projects provides you with two options for defining and entering budgets and forecasts:

- Use budgetary controls and budget integration features
- Do not use budgetary controls and budget integration features

The option that you choose determines the steps that you must perform to implement budgeting and forecasting.

For information about using budgetary controls, see: *Using Budgetary Controls, Oracle Project Management User Guide*.

For more information about using budget integration, see: *Integrating Budgets, Oracle Project Management User Guide*.

If you want to create budgets and forecasts, but do not want to use budgetary controls and budget integration features, then complete the following steps to enable budgeting and forecasting:

1. **Define financial plan types.** See: Financial Plan Types, page 6-19.
2. **Create additional period profiles.** See: Period Profiles, page 6-21.
3. **Create additional spread curves.** See: Spread Curves, page 6-25.
4. **Define planning resources.** See: Planning Resources, page 6-28.
5. **Define resource breakdown structures.** See: Resource Breakdown Structures, page 6-28.
6. **Define planning rate schedules.** See: Planning Rate Schedules, page 6-28.
7. **Define budget change reasons.** See: Budget Change Reasons, page 6-28.
8. **Implement integration with Microsoft Excel.** See: Implementing Integration with Microsoft Excel, page 6-29.
9. **Implement client extensions and workflow for budgeting and forecasting.** See: Implementing Client Extensions and Workflow for Budgeting and Forecasting, page 6-31.

If you want to create budgets and forecasts that use budgetary controls and budget integration features, then complete the following steps to enable budgeting and forecasting:

1. **Define additional budget types.** See: Budget Types, page 6-32.
2. **Define additional budget entry methods.** See: Budget Entry Methods, page 6-33.
3. **Define budget change reasons.** See: Budget Change Reasons, page 6-28.
4. **Define resource lists.** See: Resources and Resource Lists, page 2-107.
5. **Implement budgetary controls.** See: Implementing Budgetary Controls, page 6-35.
6. **Implement budget integration.** See: Implementing Budget Integration, page 6-41.

7. **Implement client extensions and workflow for budgeting and forecasting.** See: Implementing Client Extensions and Workflow for Budgeting and Forecasting, page 6-31.

## Related Topics

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

Using Budgeting and Forecasting, *Oracle Project Management User Guide*

Creating Budgets with Budgetary Controls and Budget Integration, *Oracle Project Management User Guide*

## Financial Plan Types

You set up financial plan types to define the different types of project budgets and forecasts that you want to plan for (for example, an approved cost budget, an estimate, or a bid).

**Note:** Oracle Projects predefines a single financial plan type to enable tracking of workplan costs. You cannot manually define a financial plan type for workplan costs.

Before you can create a budget or forecast for a project, you must define a financial plan type and add the plan type to the project. The options and settings that you specify for a financial plan type provide the default options and settings for plan types that you add to a project template or project.

When you define a financial plan type for budgeting or forecasting, you must select a *plan class* to identify the plan type as a budget or forecast plan type. You can optionally designate a budget plan type as an approved cost budget, an approved revenue budget, or as both an approved cost budget and an approved revenue budget. You can optionally designate a forecast plan type as a primary cost forecast, a primary revenue forecast, or as both a primary cost forecast and a primary revenue forecast.

**Note:** You can use Oracle Projects function security to control access to budgets and forecasts based on the plan class, and the approved budget or primary forecast designation that you select for a financial plan type. For additional information, see: Function Security in Oracle Projects, *Oracle Projects Implementation Guide*.

The approved budget and primary forecast plan type designations enable the system to use plan versions you create for these plan types for specific purposes. For example:

- On a contract project, the system checks the project funding amount against the current baseline version of an approved revenue budget.

- When you create a baseline version for an approved cost budget or approved revenue budget plan type on a project for which a primary cost forecast or primary revenue forecast plan type also exists, the system automatically creates an initial cost or revenue forecast version based on the corresponding approved budget version, if no forecast version exists.
- The system uses approved budget and primary forecast plan versions as the default display versions when you view budget or forecast information using shortcuts from the Project Home page, and when you view budget or forecast information using project performance reporting features.

You can set up budget and forecast plan types to enable workflow for budget status changes, and you can specify whether users can directly edit baseline versions. You can also select the change document types and change document statuses that users can include in plan versions for a budget or forecast financial plan type, and you can indicate whether users can partially implement the revenue financial impact of a change order. You can define conversion attributes for converting transaction currency amounts to project currency and project functional currency for all plan types.

**Important:** After you add a financial plan type to a project, you can update only the following information for the financial plan type:

- Effective dates
- Whether to use workflow for status changes
- Conversion attributes
- Change document types and statuses that can be included and implemented in the plan type

You cannot delete a financial plan type after you add it to a project.

## Defining Financial Plan Types

To define a financial plan type:

1. Navigate to the Create Plan Type page.
2. Enter a name and, optionally, a description.
3. Enter an effective from date and, optionally, an effective to date.
4. Select a plan class to designate the plan type as either a *budget* or *forecast* plan type.
5. For a *budget* plan type, optionally designate the plan type as an approved cost budget, an approved revenue budget, or both.



For a *forecast* plan type, optionally designate the plan type as a primary cost forecast, a primary revenue forecast, or both.

6. Optionally enable the *Allow Edit After Initial Baseline* option. If this option is enabled for an *approved budget* financial plan type, then you can edit and submit a working version after the creation of an initial budget baseline. However, if this option is not enabled, then you can update an approved budget only by creating a change order that records the financial impact of the change and by implementing the financial impact of the change order in the budget.
7. To enable Workflow for the plan type, select the *Use Workflow for Status Changes* check box.
8. Optionally, select default conversion attributes for converting transaction currency amounts to project functional currency and project currency.
9. Optionally, select the change document types and change document statuses for each plan type, and indicate whether partial implementation of revenue impact is allowed for change orders. For more information, see: Change Document Attributes, *Oracle Project Management User Guide*.

## Period Profiles

You create period profiles to specify how Oracle Projects groups and displays time periods when you edit budgets, forecasts, and workplan costs. Period profiles do not affect the time periods for which you can enter amounts. The periods for which you can enter amounts are determined by the start and end dates of the plan line.

You create a period profile by specifying whether the period profile is based on PA or GL periods, and by defining a range of periods. You define a range of periods by specifying the number of PA or GL periods to include in one or more period groupings. You can define an unlimited number of period groupings of varying duration in a period profile.

**Note:** Oracle Projects provides two predefined period profiles. One is based on PA periods and the other is based on GL periods. Both period profiles contain 52 single period groupings.

You can associate period profiles with projects at the project, plan type (budgets and forecasts only), and plan version levels. The period profile you select for a project is the default period profile for all plan types that you add to a project. The period profile for a plan type is the default period profile for all plan versions that you create for a plan type. You can override the default period profile selections at the plan type and plan version levels. For more information, see: Defining Planning Options, *Oracle Project Management User Guide*.

## Examples of Period Profiles

The following two tables show examples of how you can define period profiles for planning short-term and long-term projects. Both examples assume use of the *GL Period* period type.

- The table below shows an example of a period profile set up to accommodate detail planning for short-term projects. This period profile enables entry of amounts by month for a period of one year.

Period	Number of GL Periods
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1

- The table below shows an example of a period profile set up to accommodate detail and summary-level planning for long-term projects. This period profile enables entry of amounts for a mix of monthly, quarterly, semi-annual, and annual periods for a span of five years.

Period	Number of GL Periods
1	12
2	6
3	3
4	3
5	1
6	1
7	1
8	1
9	1
10	1
11	3
12	3
13	12
14	12

### Defining the Current Planning Period

To provide a reference point for grouping historical, current, and future period amounts, you can designate one period in a period profile as the *Current Planning Period*. Oracle Projects maintains the details of all amounts that you enter by time period. The system sums amounts that fall outside of an existing period profile range and displays the total amounts in either a *preceding period* or *succeeding period* amount field.

The following table shows an example of how Oracle Projects derives and groups periods for edit of plan amounts when you designate the Current Planning Period in a period profile. In this example, which uses the same five-year period profile shown in the table in the previous example, Period 6 is designated as the Current Planning Period. If the current GL period is August 2004, Oracle Projects would derive the period

groupings shown in the table for edit of plan amounts for the five-year span of the period profile.

Period	Number of GL Periods	Current Planning Period	Period Grouping
1	12		July 2002 - June 2003
2	6		July 2003 - December 2003
3	3		January - March 2004
4	3		April - June 2004
5	1		July 2004
6	1	Yes	August 2004
7	1		September 2004
8	1		October 2004
9	1		November 2004
10	1		December 2004
11	3		January - March 2005
12	3		April - June 2005
13	12		July 2005 - June 2006
14	12		July 2006 - June 2007

## Creating Period Profiles

To create a period profile, perform the following steps:

1. Navigate to the Create Period Profile page.
2. Enter a name and, optionally, a description.
3. Select either *GL Period* or *PA Period* for the period type.

4. Enter an effective from date and, optionally, an effective to date.
5. Define a range of periods by entering the number of PA or GL periods to include in a period grouping for one or more rows in the table.
6. Optionally, designate one period grouping as the *Current Planning Period*.

## Spread Curves

You create spread curves to derive allocation factors that Oracle Projects uses to automatically distribute quantity, cost, and revenue amounts across a range of PA or GL periods.

You can assign a spread curve to resource classes and planning resources. The spread curve that you select for a resource class is the default spread curve for all planning resources that you define for the resource class. You can override the default spread curve assigned to a planning resource at any time. For more information on defining resource classes, see: *Resource Classes*, page 2-110.

You create a spread curve by specifying a series of weighting values for a range of ten spread points. You can create your own spread curves, use one of the following predefined spread curves as-is, or modify one of the predefined spread curves.

- **Even.** Spread curve with a linear distribution that uses the following spread curve point values: 10-10-10-10-10-10-10-10-10-10.
- **Back Loaded.** Spread curve with a back-loaded distribution that uses the following spread curve point values: 0-5-10-15-20-25-30-35-40-45.
- **Front Loaded.** Spread curve with a front-loaded distribution that uses the following spread curve point values: 45-40-35-30-25-20-15-10-5-0.
- **Fixed Date.** Spread curve with a fixed date distribution. You specify the fixed date when you assign the spread curve. No spread curve point values are associated with this spread curve.
- **S Curve.** Spread curve with an S-shaped distribution that uses the following spread curve point values: 18-10-8-10-15-17-18-17-15-8.
- **Bell Curve.** Spread curve with a bell-shaped distribution that uses the following spread curve point values: 0-4-10-12-14-12-10-4-0-0.

**Note:** When you enter spread curve point values, Oracle Projects assigns a zero value to any spread point for which you do not specify an amount.

## Deriving Allocation Factors for Time Periods

To derive allocation factors for time periods, Oracle Projects calculates a weighted average allocation factor for each time period by distributing the spread curve point values proportionately across the range of time periods beginning with the first spread curve point and the earliest time period.

For example, if the number of time periods over which amounts are to be spread is four, Oracle Projects allocates the combined value of 2.5 spread curve points to each period. This amount is calculated by dividing the maximum number of spread curve points by the number of periods ( $10/4$ ).

## Deriving Allocation Factors for Partial Time Periods

Frequently, the transaction start date associated with a resource or task is after the start date of a time period, or the transaction end date occurs before the end date of a time period. When either of these situations occur, Oracle Projects takes into account the actual number of resource or task transaction days to determine how to allocate the spread curve point values over the full and partial time periods.

For example, if during the course of four monthly planning periods, a resource transaction covers only 15 days of a 30 day month for either the first or last month, Oracle Projects counts that month as .5 periods for purposes of determining the distribution of spread curve points across the time periods. In this case, Oracle Projects allocates the combined value of 2.8571 spread points to each full month planning period. This amount is calculated by dividing the maximum number of spread curve points by the number of periods corresponding to the transaction ( $10/3.5$ ). Oracle Projects allocates 1.4287 spread points to the partial (half) month. This amount is calculated by dividing the maximum number of spread curve points by the number of periods corresponding to the transaction and multiplying this value by .5 [ $(10/3.5) * .5$ ].

## Example of Allocation Factor Calculations

To calculate the weighted average allocation factor for each time period, Oracle Projects divides the total number of points in the spread curve range, or ten, by the number of time periods that make up the time period range over which amounts are to be allocated.

For example, if you use the predefined *Back Loaded* spread curve to allocate amounts over four periods, Oracle Projects would determine the following allocation factors for each period:

- **Period 1:** 10.0, which is the sum of Points 1 and 2, plus one half of Point 3, or  $[0 + 5 + (.5 * 10)]$
- **Period 2:** 40.0, which is the sum of one half of Point 3, plus Points 4 and 5 [ $(.5 * 10) + 15 + 20$ ]
- **Period 3:** 72.5, which is the sum of Points 6 and 7, plus one half of Point 8, or  $[25 + 30 + (.5 * 10)]$

+ (.5 \* 35)]

- **Period 4:** 102.5, which is the sum of one half of Point 8, plus Points 9 and 10, or  $[(.5 * 35) + 40 + 45]$

To determine the allocation percentage associated with the allocation factor for each period, divide each allocation factor by the sum of the allocation factors for all periods. Using the allocation factors derived in the preceding calculations, Oracle Projects would calculate the following allocation percentages to distribute amounts to the four periods:

- **Period 1:** 4.44%, (10/225)
- **Period 2:** 17.78%, (40/225)
- **Period 3:** 32.22%, (72.5/225)
- **Period 4:** 45.56%, (102.5/225)

### Deriving Allocation Factors for ETC Time Periods

When deriving the allocation factors and percentages associated with the ETC amounts for forecasts, Oracle Projects uses only the spread point values corresponding to the ETC time period. Therefore, the sum of allocation factor amounts used to calculate the allocation percentages for ETC amounts is the total of the allocation factors in the ETC time period, not the total of the allocation factors for all periods.

### Creating Spread Curves

To create a spread curve, perform the following steps:

1. Navigate to the Create Spread Curve page.
2. Enter a name and, optionally, a description.
3. Enter an effective from date and, optionally, an effective to date.
4. Optionally, choose a different calculation precision value to change the default rounding precision for reporting the calculated spread amounts.
5. Optionally, choose a different display factor to change the default value for displaying the calculated spread amounts.
6. Optionally, specify the name of a spread curve that you want to use from a software solution other than Oracle Projects.

**Note:** This option is available only if you set up Oracle Projects to use spread curves from another software solution.

7. Specify a factor for each spread point.

**Note:** Oracle Projects assigns a zero value to any spread point for which you do not specify an amount.

## Planning Resources

To enable budgeting and forecasting at the planning resource level, you must create a planning resource list and define planning resources. For information on these topics, see: Planning Resources and Planning Resource Lists , page 2-112.

## Resource Breakdown Structures

If you want to roll up and view budget and forecast amounts for planning resources using a resource breakdown structure, you must first define the resource breakdown structure you want to use. For information, see: Resource Breakdown Structures, page 2-113.

## Planning Rate Schedules

If you want to use planning rates to generate budget and forecast amounts, you must first define planning rate schedules. For information, see: Rate Schedule Definition, page 2-8.

## Budget Change Reasons

You define budget change reasons for use in specifying why a budget or forecast changed. You can select a budget change reason for a budget or forecast version as well as for individual budget or forecast lines.

### Defining Budget Change Reasons

To define a budget change reason:

1. Navigate to the Budget Change Reason Lookups window.
2. Enter the following information for the budget change reason:
  - Code
  - Meaning
  - Description
  - Tag Value (optional - tag value is not used by Oracle Projects)



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

For detailed information on defining and updating lookups in Oracle Projects, see: Oracle Projects Lookups, page F-1.

### ***Fremont Corporation Budget Change Reasons***

Fremont Corporation defines the following budget change reasons.

Name	Description
Data Entry Error	Change due to data entry error
Estimating Error	Error in initial estimating
Scope Change	Change in project scope
Burden Multiplier Change	Change in burden multipliers

### **Related Topics**

Effective Dates, page 1-9

## **Implementing Integration with Microsoft Excel**

To implement integration with Microsoft Excel for budgeting and forecasting, perform the following steps:

1. Set the profile option to enable integration with Microsoft Excel.
2. Optionally, create additional spreadsheet layouts.
3. Optionally, update the profile options that control how Oracle Projects processes spreadsheet uploads.

### **Enabling Integration with Microsoft Excel**

If you want to use Microsoft Excel spreadsheets to create and update budgets and forecasts, then you must enable the profile option *PA: Enable Microsoft Excel Integration for Budgeting and Forecasting*. For more information, see: *PA: Enable Microsoft Excel Integration for Budgeting and Forecasting*, page B-28.

## Creating Additional Spreadsheet Layouts

Oracle Projects provides the following default spreadsheet layouts for budgeting and forecasting integration with Microsoft Excel:

- Periodic budget
- Non-periodic budget
- Periodic forecast
- Non-periodic forecast

Oracle Projects also enables you to create your own custom spreadsheet layouts by duplicating the default layouts and then updating the duplicates. To duplicate and update spreadsheet layouts, you must have an *Oracle Web Applications Desktop Integrator* (Web ADI) responsibility and access to a Web ADI menu that enables you to define spreadsheet layouts. In addition, you must have access to the following Oracle Projects integrators in Web ADI:

- Projects – Budget (Non Periodic)
- Projects – Budget (Periodic)
- Projects – Forecast (Non Periodic)
- Projects – Forecast (Periodic)

**Note:** To access Oracle Projects spreadsheet layouts, the Web ADI menu and your Web ADI responsibility must be associated with the function PA\_PAXPREPR\_OPT\_BUDGETS (Financials: Project: Budgets and Forecasts).

You can customize a spreadsheet layout by selecting the fields you want to include, specifying the placement of fields, and by specifying how spreadsheet values are populated.

**Warning:** Do not update or delete a default Oracle Projects spreadsheet layout.

For information on using Web ADI features, refer to the *Oracle Web Applications Desktop Integrator User Guide*.

## Controlling Processing of Spreadsheet Uploads

Oracle Projects provides two profile options that together determine whether the upload of budget or forecast lines from a Microsoft Excel spreadsheet to Oracle Projects

is performed online or as a concurrent program. The two profile options are:

- **PA: Process MS Excel Data:** You use this profile option to specify whether Oracle Projects always performs the upload of financial plan lines from Microsoft Excel spreadsheets as an online step, or if uploads are performed online based on the row threshold setting specified by the profile option PA: Process MS Excel Data Threshold described below. For more information, see: PA: Process MS Excel Data, page B-12.
- **PA: Process MS Excel Data Threshold:** You use this profile option to specify a row threshold value. When you upload a Microsoft Excel spreadsheet for a financial plan and the profile option PA: Process MS Excel Data is set to *Standard*, Oracle Projects evaluates the number of rows in the spreadsheet.
  - If the number of rows is less than or equal to the threshold value specified in the profile option, then Oracle Projects processes the upload online.
  - If the number of rows is greater than the threshold value, then Oracle Projects performs the upload as a concurrent program using the process PRC: Upload Financial Plan Data from Microsoft Excel.

For more information, see: PA: Process MS Excel Data Threshold, page B-48.

You should review and set the default values for these two profile options based on the processing requirements for your enterprise.

## Related Topics

Upload Financial Plan Data from Microsoft Excel, *Oracle Projects Fundamentals*

Defining Microsoft Excel Options, *Oracle Project Management User Guide*

## Implementing Client Extensions and Workflow for Budgeting and Forecasting

You can implement the following client extensions and workflow to extend the functionality of budgeting and forecasting.

### Budget Extensions

You can use the budget extensions to define budgeting and forecasting rules.

#### Budget Calculation Extensions

Use the budget calculation extensions to define rules for calculating budget and forecast amounts. For information, see: Budget Calculation Extensions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

#### Budget Verification Extension

Use the budget verification extension to define rules for validating a budget or forecast

when it is submitted or you create a baseline. For information, see: *Budget Verification Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Budget Workflow

You can implement the Budget Workflow to initiate an approval process when you submit a budget or forecast. For more information, see: *Budget Workflow*, page 9-34.

## Budget Workflow Extension

Use the budget workflow extension to customize the budget workflow processes. For information, see: *Budget Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Budget Types

Budget types define the different types of budgets and forecasts that you plan for when you want to create budgets and forecasts that use Oracle Projects budgetary controls and budget integration features.

You designate each budget type as either a cost budget type or a revenue budget type. For a cost budget type, you can enter quantities, raw cost amounts, and burdened cost amounts. For a revenue budget type, you can enter quantities and revenue amounts.

You can use any budget type for project status tracking.

Oracle Projects predefines four budget types:

- Approved Cost Budget
- Approved Revenue Budget
- Forecast Cost Budget
- Forecast Revenue Budget

You can define additional budget types during implementation. For example, your company may want to create a separate budget type from the Approved Cost Budget to track *what if* scenarios for future project alternatives.

## Defining Budget Types

To define a budget type:

1. Navigate to the Budget Types window.
2. Enter a name and description for the budget type.
3. Enter effective dates for the budget type.
4. Select Cost Budget or Revenue Budget as the Amount Type.

5. If you want to enable Workflow for the budget type, then check the Use Workflow for Budget Status Changes check box.
6. Save your work.

### ***Fremont Corporation Budget Type for Forecast Cost Budget***

Fremont Corporation defines one additional budget type to track the forecast cost budget. Each project manager can enter the forecasted budget amount at completion using this budget type.

Budget Type Name	Amount Type
Forecast at Completion	Cost Budget

## **Budget Entry Methods**

Budget entry methods specify and control how you enter a budget or forecast. You use budget entry methods when you create budgets and forecasts that use budgetary controls and budget integration features. Budget entry methods specify and control the following options:

- The level of the work breakdown structure at which you enter a budget or forecast
- The time phase that you use to enter budget and forecast amounts, if any
- Whether you enter amounts that are categorized by resources
- The amounts that you can enter

Budget entry methods simplify budget and forecast entry by leading you through the budget entry windows to enter the data that you need. Budget entry methods also provide a way to enforce consistent budget and forecast entry across similar projects, which facilitates cross-project reporting.

You select a budget entry method when you create a draft budget or forecast for a project. You also specify a default budget entry method for a project type.

Oracle Projects predefines three budget entry methods:

- By lowest tasks and date range, Categorized by Resources
- By lowest tasks and GL period, Categorized by Resources
- By lowest tasks and PA period, Categorized by Resources

You can define additional budget entry methods during implementation.

## Defining Budget Entry Methods

To define a budget entry method:

1. Navigate to the Budget Entry Methods window.
2. Enter a name and description for the budget entry method.
3. Select an entry level. The entry level can be Project, Top Tasks, Lowest Tasks, or Top and Lowest Tasks.
4. Select Categorized by Resources if you want to categorize amounts by resources.
5. Select a time phased type. The choices are Date Range, GL Period, PA Period, or None.
6. Select the enterable fields for cost and revenue using the displayed check boxes.
7. Save your work.

## ***Fremont Corporation Budget Entry Methods***

Fremont Corporation defines the following budget entry methods:

- Two budget entry methods for projects that track budgets at a detail level using lowest level tasks or top tasks and PA periods:
  - *Lowest Task by PA Period*
  - *Top Task by PA Period*
- For indirect projects, a budget entry method that can have non-categorized amounts at the project level, but must be defined by GL period.
  - *Project by GL Period*
- Two budget entry methods to record the forecast cost budget for all projects. The forecast budget can be entered at either the project or top task level.
  - *Project at Completion*
  - *Top Task at Completion*
- Two budget entry methods for revenue budgets on contract projects that use cost plus contracts. These entry methods require entry of budget categories. For cost plus projects, project users need to define the fee component of the revenue budget for use in fee calculation. The two entry methods accommodate project level funding and top task funding.

These entry methods can also be used for forecast budgets.

- *Project Level by Category*
- *Top Task Level by Category*

The following table shows Fremont's budget entry methods:

<b>Budget Entry Method Name</b>	<b>Entry Level</b>	<b>Categorized by Resource</b>	<b>Time Phased By</b>	<b>Cost Entry Fields</b>	<b>Revenue Entry Fields</b>
Lowest Task by PA Period	Lowest Task	Yes	PA Period	Quantity, Raw Cost, Burdened Cost	Revenue
Top Task by PA Period	Top Task	Yes	PA Period	Quantity, Raw Cost, Burdened Cost	Revenue
Project by PA Period	Project	Yes	GL Period	Quantity, Raw Cost, Burdened Cost	None
Project at Completion	Project	No	None	Quantity, Raw Cost, Burdened Cost	Revenue
Top Task at Completion	Top Task	No	None	Quantity, Raw Cost, Burdened Cost	Revenue
Project by Category	Project	Yes	None	Quantity, Raw Cost, Burdened Cost	None
Top Task by Category	Top Task	Yes	None	Quantity, Raw Cost, Burdened Cost	Revenue

## Related Topics

Budget Entry, *Oracle Project Management User Guide*

## Implementing Budgetary Controls

Budgetary controls enable you to monitor and control expense commitment transactions entered for a project.

To implement budgetary controls, perform the following steps:

1. Set profile options for budgetary controls, page 6-35.
2. Define default budgetary control levels and the default budgetary control time

interval, page 6-37.

3. Enter an initial budget and create a baseline version, page 6-39.
4. Adjust default control levels for your budget line details, page 6-40.
5. Enable budgetary controls and encumbrance accounting, page 6-40.

## 1. Set Profile Options for Budgetary Controls

You must define the following profile options when budgetary controls are enabled:

### PA: Enable Budget Integration and Budgetary Control Feature

This profile option can be set at either the site or application level. It controls the activation of budgetary controls windows and processes. The default value is N (no).

**Important:** You must set this value to Y (yes) to enable Oracle Projects budgetary controls and budget integration features.

See: PA: Enable Budget Integration and Budgetary Control Feature, page B-28.

### PA: Days to Maintain BC Packets

This profile option is specified at the site level. It specifies the number of days transaction funds check results are maintained. The default value is 3.

**Important:** Increasing this value may slow the performance of the funds check process.

**Note:** You can use the Funds Check Results window to view funds check results for transactions that are not older than the number of days that you specify for profile option. However, the funds check results for transactions that *pass* funds check are available for online viewing in the Funds Check Results window only until any of the following events occurs:

- You run the concurrent program *PRC: Maintain Budgetary Control Balances*.
- You create a baseline version for any project with budget integration.
- The transaction is older than the number of days specified for profile option.



You can view the summarized funds check results using the Budget Funds Check Results window.

See: PA: Days to Maintain BC Packets, page B-20.

#### **PSA: Budgetary Control Report Template**

This profile option can be set at the site, application, responsibility, and user levels. You must select *Budgetary Control Results Template* as the value for this profile option to enable users to view funds check results from Oracle Purchasing and Oracle Payables after a funds check.

See: PSA: Budgetary Control Report Template, page B-67.

## **2. Define Default Budgetary Control Levels and the Default Budgetary Control Time Interval**

You can define budgetary controls for non-integrated budgets and for top-down integrated budgets. You can define budgetary controls for project types, project templates, and projects. Values that you define for a project type are the default values for project templates. Values that you define for project templates are the default values for projects. When you define a project type, you indicate whether or not the default values for budgetary controls can be changed at the project level.

**Note:** The default control level values defined for a project can be changed for the project, and for individual tasks, resource groups, and resources after you create a baseline version for a project budget. See: *Adjusting Default Control Levels*, page 6-40.

### **Non-Integrated Budgets: Defining Budgetary Controls for Project Types**

To define budgetary controls for a non-integrated budget for a project type, perform the following setup steps:

1. Navigate to the Budgetary Control tab for a project type.
2. **Allow Override at Project Level.** Check this box if you want to allow users to modify the settings at the project level.
3. **Budget Type.** Select a project cost budget type.
4. **Control Flag.** Check the Control Flag check box.
5. **Balance Type.** Leave blank.
6. **Non-Project Budget.** Leave blank.
7. **Levels.** Select a default control level for each budget level.

8. **Time Phase.** Select an Amount Type and Boundary Code to be used when the system calculates available funds.

For information about defining budgetary control setup for project types for top-down integrated budgets, see: Top-Down Integration: Defining Project Types, Project Templates, and Projects, page 6-43.

#### Non-Integrated Budgets: Defining Budgetary Controls for Project Templates and Projects

To define top-down budget integration for a project template or project:

1. Navigate to the Budgetary Control option of the Projects, Template window.
2. **Budget Type.** Select a project cost budget type.
3. **Balance Type.** Leave blank.
4. **Non-Project Budget.** Leave blank.
5. **Levels.** Select a default control level for each budget level.
6. **Time Phase.** Select an Amount Type and Boundary Code to be used when the system calculates available funds.

See: Project Definition and Information, Costing Information: Budgetary Control, *Oracle Projects Fundamentals*.

For information about defining budgetary control setup for project templates and projects for top-down integrated budgets, see: Top-Down Integration: Defining Project Types, Project Templates, and Projects, page 6-43.

#### Defining Control Level Defaults for Resource Groups and Resources

If you want to impose different levels of control on different project resources, then you can define default budgetary control values for your resource lists. The control level you define for the resource group is the default value for all resources assigned to the group. You can change the value for individual resources.

The following table shows an example of default control level settings for resource groups and resources.

Resource Group	Resource	Control Level
Suppliers		Absolute
	Capp Consulting	Absolute
	Consolidated Construction	Absolute

Resource Group	Resource	Control Level
Employees	Turner Enterprises	None
		Advisory
	Marlin, Ms. Amy	Advisory
	Gray Mr. Dick	Absolute

For detailed information about control levels, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

### Defining the Time Intervals

Time interval settings identify the beginning period and the ending period included in the available funds calculation. The time interval settings are:

- Amount Type (beginning budget period)
- Boundary Code (ending budget period)

For detailed information about time intervals, see: Budgetary Control Settings, *Oracle Project Management User Guide*.

### 3. Enter an Initial Budget and Create a Baseline Version

When budgetary controls are enabled for a project, you must enter and create a baseline version for your project cost budget before you enter commitment transactions. If a baseline version for the project cost budget does not exist when you approve a commitment transaction, then the transaction fails and you receive the error message *No baseline budget version exists for this project*.

### Burdened Cost Amounts

For a project that uses budgetary controls, do not use a budget entry method that does not allow the entry of burdened cost amounts.

Oracle Projects uses burdened cost amounts to enforce budgetary controls. Therefore, when you use budgetary controls in a project, you must specify a budget entry method for the project cost budget that allows the entry of burdened cost amounts.

If you enter only raw cost amounts for a project budget with a budget entry method that allows the entry of burdened cost amounts, then Oracle Projects automatically copies the raw cost amounts to the burdened cost fields. These amounts are then used to enforce budgetary controls for your project.

## Workflow and Creating a Baseline Version

When you enable budgetary controls for a budget type, the process to create a baseline version varies depending on whether you use workflow to control budget status changes.

If you do *not* use workflow to control budget status changes, then Oracle Projects calls the *PA: Budget Integration Workflow*. For information about the workflow, see: *PA: Budget Integration Workflow*, page 9-39.

If you use workflow to control budget status changes, then Oracle Projects changes the budget version status to In Progress and calls the budget approval workflow. For information about this workflow, see: *PA: Budget Workflow*, page 9-34. After the budget is approved, baseline processing continues for the budget version. Oracle Projects displays any rejections encountered during baseline processing in the budget approval notification. For information about the activities that take place during baseline processing, see: *Creating a Baseline for an Integrated Budget, Oracle Project Management User Guide*.

## 4. Adjust Default Control Levels for Your Budget Line Details

When you create a baseline version for a project budget, default budgetary control level settings are created for each budget level based on the values you entered in the Budgetary Controls option. You can override the default control level values for the baseline budget version.

See: *Adjusting Budgetary Control Levels, Oracle Project Management User Guide*.

## 5. Enable Budgetary Controls and Encumbrance Accounting

To use budgetary controls, you must implement budgetary control and encumbrance accounting for the ledger in Oracle General Ledger and enable encumbrance accounting in Oracle Payables or Oracle Purchasing. Encumbrance accounting automatically creates encumbrances for requisitions, purchase orders, and invoices. For additional details, see information about encumbrance financials options in the *Oracle Payables Implementation Guide*.

**Note:** The funds check process uses the following predefined encumbrance types:

- *Projects* for top-down integrated budgets in Oracle Projects
- *Commitment* for requisitions
- *Obligation* for purchase orders
- *Invoices* for Oracle Payables documents

**Important:** After you enable budgetary controls for the ledger in Oracle General Ledger and enable encumbrance accounting in Oracle Payables or Oracle Purchasing, you must not disable it. Modifying these options can result in data corruption in funds-related tables and cause failures during funds validation processing.

## Related Topics

Using Budgetary Controls, *Oracle Project Management User Guide*

## Implementing Budget Integration

When you integrate project budgets with non-project budgets, you use either top-down integration or bottom-up integration. This section gives you the steps for implementing budget integration.

To prepare your environment to use budget integration, perform the following steps:

### 1. Define the Project Budget Account workflow process.

Oracle Projects uses the Project Account Generation Workflow process to generate default accounts when a project budget is integrated with a non-project budget. You must customize the Project Budget Account Generation workflow process to generate accounts according to your business needs.

When you initiate the *Check Funds* action for a budget, Oracle Projects generates accounting events and creates accounting in draft mode for the events in Oracle Subledger Accounting. When you create a budget baseline or run the process PRC: Year End Budget Rollover, Oracle Projects generates accounting events and creates accounting in final mode for the events in Oracle Subledger Accounting.

Oracle Projects predefines setup in Oracle Subledger Accounting to accept default accounts from Oracle Projects without change. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using the Project Budget Account Generation Workflow.

See:

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Project Budget Account Generation Workflow, page 9-49

*Oracle Subledger Accounting Implementation Guide*

### 2. Define the PA: Allow Override of Budget Accounts profile option.

This profile option enables you to control whether accounts generated by the Project Budget Account workflow process can be manually overridden by users.

See: Reviewing and Overriding Budget Account Details for Integrated Budgets,

**Note:** Do not update the account for the budget line if the budget line is associated with transactions. Updating the account causes the baseline process to fail.

**Important:** If you update account derivation rules for budgets in Oracle Subledger Accounting, then you must carefully consider the affect of the updates on existing integrated budgets. The baseline process fails if a revised account derivation rule overwrites accounts for budget lines that are associated with transactions.

**3. Define the PA: Enable Budget Integration and Budgetary Control Feature profile option.**

To define budget integration for your projects, you must enable budget integration by setting the PA: Enable Budget Integration and Budgetary Control Feature profile option to Y (Yes). See: Defining Profile Options for Budgetary Controls, page 6-36.

**4. Define the PA: Days to Maintain BC Packets profile option.**

When you use budgetary controls, you should verify the value of the PA: Days to Maintain BC Packets profile option. See: PA: Days to Maintain BC Packets, page B-20.

**Note:** This profile option also applies to non-integrated budgets that use budgetary controls.

**5. Define integration details and defaults for project types, project templates, and projects.**

See: Bottom-Up Integration: Defining Project Types, Project Templates, and Projects, page 6-42, or Top-Down Integration: Defining Project Types, Project Templates, and Projects, page 6-43.

## **Bottom-Up Integration: Defining Project Types, Project Templates, and Projects**

You can define bottom-up budget integration at the project type, project template, or project level.

### **Defining Bottom-Up Budget Integration for Project Types:**

To define bottom-up budget integration for a project type:

1. Navigate to the Budgetary Control tab for a project type.

2. **Allow Override at Project Level.** Check this check box if you want to allow users to modify the default budget integration settings at the project level.
3. **Budget Type.** Select a project budget type to be integrated. You can select any active budget type.
4. **Balance Type.** Select Budget. (For bottom-up integration, the Balance Type must be Budget.)
5. **Non-Project Budget.** Select a General Ledger budget from the list of values.

For Bottom-Up Budgeting, all other budgetary control fields must be blank.

See: Project Types: Budgetary Control, page 2-131.

#### **Defining Bottom-Up Budget Integration for Project Templates and Projects:**

To define bottom-up budget integration for a project template or project:

1. Navigate to the Budgetary Control option of the Projects, Template window.
2. **Budget Type.** Select a project budget type to be integrated. You can select any active budget type.
3. **Balance Type.** Select Budget. For bottom-up integration, the Balance Type must be Budget.
4. **Non-Project Budget.** Select a General Ledger budget from the list of values. Only defined budgets with a status of Open or Current appear in the list of values.

For Bottom-Up Budgeting, all other budgetary control fields must be blank.

**Note:** If entry is not allowed, verify that the project type budgetary control settings allow override at the project level.

See: Project Definition and Information, Costing Information: Budgetary Control, *Oracle Projects Fundamentals*.

#### **Top-Down Integration: Defining Project Types, Project Templates, and Projects**

You can define top-down budget integration at the project type, project template, or project level.

##### **Defining Top-Down Budget Integration for Project Types:**

To define top-down budget integration for a project type:

1. Navigate to the Budgetary Control tab for a project type.
2. **Allow Override at Project Level.** Check this box if you want to allow users to

modify the default budget integration settings at the project level.

3. **Budget Type.** Select a project cost budget type to be integrated. You can enable top-down integration for cost budget types only.
4. **Control Flag.** Check the Control Flag check box. Budgetary controls must be enabled for top-down integration.
5. **Balance Type.** Select Encumbrance. (For top-down integration, the Balance Type must be Encumbrance.)
6. **Non-Project Budget.** Select General Ledger Funding Budget.
7. **Levels.** Select a default control level for each budget level.

**Note:** For top-down budget integration, the system imposes absolute control at the project level for all encumbered accounts.

8. **Time Phase.** Select an Amount Type and Boundary Code to be used when the system calculates available funds.

**Note:** The project budget controls you set must be compatible with the funding budget controls. The project budget controls must not allow a transaction to pass funds check if the transaction will fail a funds check against the funding budget. In general, the project budget controls must be equal to or more restrictive than the funding budget controls.

See: Project Types: Budgetary Control, page 2-131.

#### **Defining Top-Down Budget Integration for Project Templates and Projects:**

To define top-down budget integration for a project template or project:

1. Navigate to the Budgetary Control option of the Projects, Template window.
2. **Budget Type.** Select a project cost budget type to be integrated.
3. **Balance Type.** Select Encumbrance.
4. **Non-Project Budget.** Select General Ledger Funding Budget.
5. **Levels.** Select a default control level for each budget level.

**Note:** For top-down budget integration, the system imposes



absolute control at the project level for all encumbered accounts.

6. **Time Phase.** Select an Amount Type and Boundary Code to be used when the system calculates available funds.

**Note:** If entry is not allowed, verify that the project type budgetary control settings allow override at the project level.

See: Project Definition and Information, Costing Information: Budgetary Control, *Oracle Projects Fundamentals*.

## Related Topics

Profile Options in Oracle Projects, page B-1

Integrating Budgets, *Oracle Project Management User Guide*

## Implementing Integration with the Budget Execution Module

The budget execution module, a feature of Oracle Federal Financials, provides a budget entry system for federal agencies and public sector organizations. With budget execution, agencies and organizations can develop and record budgets and subsequently track and control funds. They can define multiple budgetary levels and establish budgetary limitations for each level. For U.S. Federal agencies, the upper levels have legal authority over the budgetary limitations. Lower levels of budget control are typically used for program management, project management, cost-center controls, and other types of internal management.

Oracle Project Management uses Oracle Workflow to maintain the budget execution transaction approval process.

To integrate budgets in Oracle Projects with the budget execution module, Follow these steps:

1. Set the profile option FV: Federal Enabled to Yes.
2. Implement the Federal Integration client extension.

**Note:** You can also use this integration to work with a third-party budget module.

## Related Topics

Profile Options in Oracle Projects, page B-1

Federal Integration Client Extension, *Oracle Projects APIs, Client Extensions, and Open*

## Issue and Change Management

The following instructions give details about the Issue and Change Management steps, page 6-6 in the Oracle Project Management Feature Implementation Checklist.

### Overview of Issue and Change Management

An issue is a concern, problem, or outstanding question on a project or task. Issue Management is the process of recording, tracking, and resolving issues.

A change is an event, action, or condition that affects the scope, value, or duration of a project or task. Change Management is the process of creating, managing, resolving, implementing and communicating changes.

Oracle Projects uses *control items* to implement issues, change requests, and change orders. To implement Issue Management or Change Management, perform the following tasks:

1. Define control item classifications. See: Control Item Classifications, page 6-47.
2. Create control item types. A control item type provides a template for defining a specific type of issue or change for a project. See: Control Item Types, page 6-52.

You can optionally define your own statuses and status lists to customize the controls that determine how issues and change documents are processed. For more information, see: Control Item Statuses and Status Lists, page 6-48.

You can optionally define and update values for control item lookups. For more information, see: Control Item Priority, Level of Effort, and Source Type, page 6-51.

In addition, Oracle Projects provides the following client extensions, which you can optionally use for Issue Management or Change Management:

- **Control Item Document Numbering Extension**

Use this client extension to define your own numbering logic when you enable automatic numbering for issues and change documents. For more information, see: Control Item Types, and Control Item Document Numbering Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

- **Issue and Change Workflow Extension**

This client extension enables you to customize workflow for approval of issues and change documents. Use this extension to specify the persons who can approve issues and change documents, and the persons to notify when issues and change documents are approved or rejected in Oracle Projects. For more information, see:

Control Item Types, page 6-52, and Issue and Change Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Related Topics

Overview of Issue Management, *Oracle Project Management User Guide*

Overview of Change Management, *Oracle Project Management User Guide*

## Control Item Classifications

Control item classifications enable you to define elements that Oracle Projects uses to categorize and report issues and changes. You define class codes for use in classifying your issues and change documents for the following categories:

- Classification

You must define a class category containing a list of one or more classification class codes to classify your issues and changes. For example, you can define a class category called Construction. For this category, you can then define class codes to specify different phases of construction such as: Health and Safety, Site Inspection, and Standards Review. This would enable you to identify and group issues and changes for each phase of your construction projects.

- Reason

You must define a class category containing a list of one or more reason class codes that specify reasons for issues and changes. This enables you to identify and group issues and changes based on their cause. For example, you can define a class category called Building Project Reasons. For this category, you can then define the following class codes: Enhancement Request, Error in Initial Scope, and Insufficient Materials.

- Resolution

You can optionally define a class category containing a list of one or more resolution class codes to specify outcomes for issues and changes. This enables you to identify and group issues and changes based on how they were resolved. For example, you can define a class category called Change Actions. For this category, you can then define the following class codes: Approved by Client, Scope Revised, and Additional Funding Approved.

You assign control item class categories when you create a control item type. For more information, see: Control Item Types, page 6-52.

## Defining Control Item Classifications

Define classifications in the Class Categories and Codes window. For more information and procedures for defining class categories and codes, see: Project Classifications, page

2-98.

**Note:** You can create separate classifications for issue and change management, or you can create common classifications and use them interchangeably for both issue and change management.

## Control Item Statuses and Status Lists

Oracle Projects predefines the following system statuses to transition issue and change management documents through their life cycle:

- Draft
- Working
- Submitted
- Approved
- Rejected
- Closed
- Cancelled

The following table shows the default status control settings for each system status:

Status Control	Draft	Working	Submitted	Approved	Rejected	Closed	Canceled
Allow update on control items	Yes	Yes	No	No	No	No	No
Allow control item actions	Yes	Yes	No	No	No	No	No
Allow rework on control items	No	Yes	Yes	Yes	Yes	No	No
Allow deletion of control items	Yes	No	No	No	No	No	No
Allow cancellation of control items	No	Yes	Yes	Yes	Yes	No	No

Status Control	Draft	Working	Submitted	Approved	Rejected	Closed	Canceled
Allow control item impact implementation	No	No	No	Yes	No	No	No
Allow update of statuses	Yes	Yes	Yes	Yes	Yes	No	No

A control item status list is a grouping of control item statuses that you can associate with a control item type. You associate a status list with a control item type to define the actions that users can perform for issues or change documents created for the control item type. Oracle Projects provides a default control item status list that includes the seven predefined system statuses.

## Defining Control Item Statuses

You can optionally define your own control item statuses and map them to the predefined system statuses based on your business requirements. When you define a control item status, you can specify the description and, depending on the associated system status, modify the setting of the status control that enables implementation of control item impacts.

The system statuses for which you can modify the setting of the status control *Allow control item impact implementation* are as follows:

- Working
- Submitted
- Approved

For example, you can define two statuses based on the system status *Submitted*. You can define one status with the name *Submitted-Allow Impact* that permits users to implement impacts for submitted change orders by changing the default status control setting. You can define the second status with the name *Submitted-No Impacts* to not allow users to implement control item impacts by retaining the default status control setting.

For information on how to define a status, see: Defining statuses and status options, page 2-89.

## Defining Control Item Status Lists

In addition to the default control item status list provided by Oracle Projects, you can optionally define your own status lists that include any combination of system statuses and user-defined statuses. Before you can use control item statuses that you create to control the actions that can be performed for issues and change documents, you must

add the statuses to a control item status list and associate the status list with a control item type. For information on creating control item types, see: *Control Item Types*, page 6-52.

Status lists capture the business process that governs a project entity's transitions from one status to another. This process is often highly organization dependent and is subject to changes due to business needs. Having status lists as a bridge between project entities like a control item type and user-defined statuses allows for highly customized processes.

Project stakeholders are exposed to only the relevant user-defined statuses and status transitions. In addition, user-defined status lists are also reusable across many instances of the project entities. This eliminates redundant setup steps for the implementation team if a business process is applicable to many project entities.

For example, you can use a simple approval process for several change order and change request types. In this case, a single status list that captures this process is sufficient.

Each status list is defined for a particular status type, since user statuses are defined per status type. You start by selecting a default starting status for each status list. You should define this status as a starting status during creation.

As part of the standard user status functionality, the implementation team can define next allowable statuses for a given user status.

The system generates a status history log that includes the details of the statuses, the name of the person who makes the status change, the timestamp, and an optional comment for the change.

You can associate a status with an approval workflow. When you do this, the system restricts the next allowable statuses for this status and defaults them to the success and failure statuses defined in the status. The system launches the workflow when the control item status is changed to this status. The workflow item key will be the same as the unique key for the status change history. When the workflow is running, you cannot set the control item to a different status. You have to stop the workflow with the **Abort Workflow** button, which reverts the control item status to the status immediately prior to the submission, according to the status change history. The status change history records the stopping of workflows.

To define status lists:

1. Navigate to the Status Lists page, and click **Create**.
2. On the Create Status List page, enter a name, and optionally a description.
3. Select an effective from date, and optionally an effective to date.
4. In the Status table, for each system status:
  - Click on the Update icon

- Select User Statuses. Check all applicable user statuses.
5. To save your work, click Apply. Repeat the above steps for other statuses.  
**Note:** You do not need to select user statuses. Oracle has already established a default flow using these seven system statuses.
  6. Click Apply to save your status list.

## Control Item Priorities, Levels of Effort, and Source Types

Oracle Projects uses control item lookups to define values for the following issue and change document attributes:

- Priority
- Level of Effort
- Source Type

You can select values for each of these attributes when you define an issue or change document for a project. For more information, see: *Using Issue Management, Oracle Project Management User Guide* and *Using Change Management, Oracle Project Management User Guide*.

### Priority

Priorities enable you to assign a priority rating to an issue or change document. Oracle Projects provides seeded priority values: High, Medium, and Low. You can optionally define additional priority values.

### Level of Effort

You assign a level of effort to an issue or change document to indicate the effort required to complete the issue or change. Oracle Projects provides seeded level of effort values: *High*, *Medium*, and *Low*. You can optionally define additional level of effort values.

### Source Type

Source types enable you to categorize or identify the originating source of an issue or a change. For example, you can define source types to represent the departments in an organization that are typically responsible for originating issues and changes for projects (for example, Drafting, Engineering, and Quality Control). The use of source types is optional. Oracle Projects does not provide seeded values for source types.

## Defining Control Item Lookups

To define and update control item lookup values, navigate to the following windows:

- Project Task and Control Item Priority Lookups
- Control Item Effort Levels Lookups
- Control Items Source Types Lookups

You can also update control item lookup values by navigating to the Oracle Projects Lookups window and querying the following user names:

- Project Task and Control Item Priority
- Control Item Effort Levels
- Control Items Source Types

For more information and procedures on defining lookups from any of these windows, see: Oracle Projects Lookups, page F-1.

**Note:** When defining lookup values for *priority* and *level of effort*, use the Tag field to define the sort order when Oracle Projects displays the lookup values in a list of values and in list pages where issues and change documents are displayed. If you do not specify tag values, then Oracle Projects sorts the list based on the value displayed in the lookup Code field.

## Control Item Types

A control item type represents a specific type of issue or change and provides you with a template for the creation of issues and changes. A control item type enables you to specify the classification categories from which users can classify issues or changes. In addition, a control item type enables you to specify the following attributes:

- Status list that defines the flow of issue and change documents
- Level of control that is exercised over approvals
- Impacts that users must define for change documents
- Project roles that are authorized to create an issue or change
- Numbering scheme (manual or automatic)
- Project types for which an issue or change can be created



## Control Item Classes

You create a control item type for a specified control item class. Control item classes enable you to distinguish between issues and changes. Oracle Projects predefines the following control item classes:

- **Issue:** An issue contains no impacts. However, an issue may cause the need for a change request or change order.
- **Change Request:** A change request contains impacts. The impacts can be manually included in an unapproved version of the workplan or can be merged into change orders, in order to be implemented within the project.
- **Change Order:** A change order contains impacts that can be implemented within the project.

Individual change requests and change orders are sometimes referred to collectively in Oracle Projects as *change documents*.

## Creating Control Item Types

Follow the steps below to create control item types for issues and change documents (change requests or change orders).

To create a control item type:

1. Navigate to Project Control Item Types page.
2. Select a control item class (Issue, Change Request, or Change Order).
3. On the Create Control Item Type page, enter a name, short name, and optionally a description.
4. Select a status list. See: Control Item Statuses and Status Lists, page 6-48.
5. Select an effective from date, and optionally an effective to date.
6. Select a classification category, reason category, and optionally a resolution category.

**Note:** You cannot change an associated classification category after you create an issue or a change document for the control item type. If you intend to require that a resolution be specified for issues created for the control item type, then you must select a resolution category (see Step 7, page 6-54).

7. Optionally, select an approval option:

- **Issues:** Approval is not required for issues. However, you can check the *Approval Required* box to require approvals for issues that are created for the issue type.
- **Change Requests and Change Orders:** Approvals are always required for change requests and change orders. If you want approvals to be automatic, check the *Auto Approve on Submission* box.

**Note:** Approval options can be changed after a control item type is in use. However, changing the approval options will not affect any issues or change documents that have already begun the workflow approval process.

You can customize workflow approval processes using the Issue and Change Workflow Extension. See: *Issue and Change Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

8. If you want to require users to specify a resolution for issues or change documents created for the control item type, check the *Resolution Required* box.
9. If you want to enable source type information for issues or change documents created for the control item type, check the *Enable Source Fields* box. See: *Source Types, Oracle Projects Implementation Guide*.
10. If you are defining a control item type for a change request or change order, optionally select the impacts that you want to allow users to define for change documents created for the control item type. Impacts specify how a change document impacts a project workplan, staffing, budgets and forecasts (financial impact), contracts, and purchase orders (supplier impact).

**Note:** You do not define impacts for issues. You cannot change impact selections after change documents have been created for the control item type.

11. Select the project roles that can create issues or change documents for the control item type. You can either select specific roles or check the *Allow All Project Roles to Create the Control Item* box.
12. Select automatic or manual numbering for issues or change documents that are created using the control item type.

**Note:** You can change from automatic to manual numbering at any time. You can change from manual to automatic numbering as long

as no issues or change documents have been created using the control item type.

You can create your own logic for automatic numbering using the Control Item Document Numbering Extension. See: *Control Item Document Numbering Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

13. Select the project types for which you can create issues and change documents using the control item type. You can either select specific project types or check the *Allow All Project Types to Use the Control Item Type* box.

**Note:** You cannot remove a project type association after you create an issue or change document for the control item type.

14. Save your work.

**Note:** After you create an issue or change document using a control item type, you can change only the control item type Effective To date. You cannot delete a control item type after you have created an issue or change document based on that type.

## Implementing Client Extensions for Issue and Change Management

You can implement the following extensions for issues and change management:

### Item Document Numbering Extension

Use this extension to implement your business rules for numbering issues and change documents when automatic numbering is enabled. For more information, see: *Control Item Document Numbering Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### Issue and Change Workflow Extension

Use this extension to customize the workflow processes for submitting and approving issues and change documents. For more information, see: *Issue and Change Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Microsoft Project Integration

The following instructions give details about the Microsoft Project Integration steps, page 6-6 in the Oracle Project Management Feature Implementation Checklist.

To enable users to install Microsoft Project Integration, your system administrator needs to provide them with access to the menu function *Microsoft Project Integration Installation*. This can be achieved by associating the function to a menu and then subsequently attaching it to a responsibility. Users with that responsibility can then install Microsoft Project Integration.

Please refer to the *Oracle Applications System Administrator's Guide* for more information on creating responsibilities for users.

## Customizing the Resource Rates View

You can customize the installation of Microsoft Project Integration to receive into Microsoft Project additional resource data from Oracle Projects.

### Receiving Additional Resource Information in Microsoft Project

You can specify resource data from Oracle Projects that you want loaded into Microsoft Project. The data that you specify can be mapped into the following columns in Microsoft Project:

- Text3 to Text6
- Cost1 to Cost4
- overtime\_rate
- cost\_per\_use
- standard\_rate

To enable this functionality, you must map the data by customizing AMG view PA\_AMG\_RESOURCE\_INFO\_V.

### To Map Oracle Project Resource Data to Microsoft Project:

1. Decide what Oracle Project data you want to load into Microsoft Project. Also, decide where (which columns) in Microsoft Project you want the data mapped.
2. For each Microsoft column that you need to map data to, set the corresponding column flag in PA\_AMG\_RESOURCE\_INFO\_V to Y.  
  
Setting the column flag to Y indicates that Microsoft Project Integration will populate the column. The default is N.
3. Enter the source of the data in the appropriate column of PA\_AMG\_RESOURCE\_INFO\_V.
4. Repeat the steps above for each column you need to map.

## Limiting Access to Features

You can limit actions of certain users and restrict the type of data a user can import into Oracle Projects. Existing role and function based security is honored when integrating with Microsoft Project.

### Project and Function Security

Project and function security in Oracle Projects can limit the actions of certain users based on the person's login responsibility. For example, you can prevent users from performing certain actions in Microsoft Project and then transferring the results to Oracle Projects.

The function security feature in Oracle Projects controls user access to Oracle Projects functions. By default, access to Oracle Projects functions is unrestricted. Your system administrator must customize responsibilities to restrict access.

The project security feature can prevent a Microsoft Project user from receiving projects from Oracle Projects or sending project and budget data to Oracle Projects.

### Role-Based Security

Role-based security enables you to limit the actions of users based on their role. For example, you can prevent Microsoft Project Integration users in Microsoft Project from updating a project in Oracle Projects if their role does not allow them to update the project.

To utilize this feature, your system administrator must create roles. You can then assign these roles to people on your projects.

### Data Security

Entering an action in the Control Actions window in Oracle Projects can prevent Oracle Projects users from acting on records that originate in Microsoft Project.

For example, you can prevent tasks entered and maintained in Microsoft Project for a linked project from being deleted in Oracle Projects. Oracle Projects then sends an error message to users who tried to delete an imported task from Oracle Projects.

**Important:** To preserve the integrity of projects and budgets in the two applications, link only one project in Microsoft Project to one project in Oracle Projects. If multiple projects in Microsoft Project are linked to the same project in Oracle Projects, sending revised project or budget data from one linked project may override changes sent from another. In addition, sending significant changes to the WBS from a linked project in Microsoft Project to Oracle Projects may prevent other users from sending updates to the same project.

## Related Topics

Control Actions Window, page 2-203

Function Security: Appendix , page A-1

Project Roles, page 2-68

Users Window, *Oracle Applications System Administrator's Guide*

## Project Performance Reporting

This section describes the setup steps that are required to set up and use project performance reporting. The following instructions give details about the Project Performance Reporting steps in the Oracle Project Management Feature Implementation Checklist.

After you set up project performance reporting and before you summarize performance data, you can audit your setup using the AUD: Project Performance Reporting Setup concurrent program. For more information, see Project Performance Reporting Setup Audit Report, *Oracle Projects Fundamentals Guide*.

Project performance reports provide you with an at-a-glance comparison of actual versus planned performance as defined in project budgets and forecasts. You can view project performance information at the project, task, and resource levels by time period. After viewing financial metrics for tasks and resources, you can drill down to view detailed transaction information such as commitments, expenses, and events. You can also create your own measures and use the personalization feature to configure measures, graphs, and layouts for project performance pages.

To enable project performance reporting, you must define:

- Global Business Intelligence profile options, page 6-59
- Project performance reporting setup parameters, page 6-61

In addition to these required steps, you can optionally define your own custom measures, and create additional page layouts and row sets to meet your business requirements.

**Note:** To enable project performance reporting for tasks, you must also create a financial structure at the project template or project level to enable the entry of budgets, forecasts, and actual amounts at a task level. You can optionally define a resource breakdown structure and attach it to your project to enable project performance reporting by resource.

## Related Topics

Enabling Project Structures, *Oracle Projects Fundamentals*

Integrating Workplan and Financial Structures, *Oracle Projects Fundamentals*

Resource Breakdown Structure, *Oracle Projects Fundamentals*

Page Layouts, page 2-156

## Defining Global Business Intelligence Profile Options

For intelligence reporting across all of Oracle Daily Business Intelligence including Oracle Daily Business Intelligence for Projects *and* for Oracle Projects project performance reporting, define the Business Intelligence System (BIS) profile options listed below. Perform the following steps to define BIS profile options for project performance reporting:

1. Navigate to the BIS profile options setup page under the Business Intelligence menu option.
2. Set up the following profile options:
  - **Calendar.**
    - BIS: Enterprise Calendar
    - BIS: Period Type
  - **Currency.**
    - BIS: Primary Currency (mandatory)
    - BIS: Primary Rate Type
    - BIS: Secondary Currency (optional)
    - BIS: Secondary Rate Type

**Note:** You must enter a secondary global currency and rate type, *and* enable the Secondary Global Currency check box when implementing Oracle Project Performance Reporting to view project summary amounts in a global currency other than the default primary global currency.

- **Global Start Date.**
  - BIS: Global Start Date

**Note:** You can use the PJI: Global Start Date Override (mm/dd/yyyy) profile option to specify an alternative start date that overrides the BIS: Global Start Date profile option. For example, if you are licensed to use both Oracle Projects *and* Oracle Daily Business Intelligence, and the global start dates for these products are different, then you can use this profile option to override the global start date for Oracle Daily Business Intelligence. This ensures that you can view project-level details when you navigate from Oracle Daily Business Intelligence for Projects reports to project performance reporting pages in Oracle Projects.

Oracle Projects summarizes project performance reporting information for projects that are active as of the global start date. You can set up the enterprise calendar at the site level. In addition to global currencies and calendars, you can view project performance reporting information in project currency and project functional currency, and for the project (PA) and fiscal (GL) calendars.

You can change BIS profile options at any time up until you perform the first summarization of project performance reporting information. If you change a BIS profile option after you summarize project performance reporting information, then you must submit the project performance reporting processes that delete all existing summarized information, and resubmit the processes that reload and summarize project performance reporting information.

**Note:** Global Business Intelligence profile options are part of the Oracle Daily Business Intelligence (DBI) suite of products. All DBI products utilize these profile options. You should change these profile options only after consulting with the administrators for other products that use these profile options.

## Related Topics

Descriptions of Profile Option Categories and Profile Options, *Oracle Projects Implementation Guide*

Performance and Exceptions Reporting Programs, *Oracle Projects Fundamentals*

Set Up Global Parameters, *Oracle Daily Business Intelligence Implementation Guide*

## Setting Default Reporting Options

Set the following profile options to control the default display of financial amounts in performance reporting pages and regions:



- PJI: Default Reporting Calendar Type
- PJI: Default Reporting Currency Type

For more information, see: Shared Profile Options in the Profile Options appendix.

## Defining Project Performance Reporting Setup Parameters

You can define the following project performance reporting setup options for your organization on the Project Performance Setup page:

- Additional Currencies
- Planning Amount Allocation Method
- Planning Amount Conversion Method
- Current Reporting Periods

With the exception of current reporting period definitions, you can change project performance reporting setup parameters at any time up until you perform the first summarization of project performance reporting information. If you want to change a setup parameter (excluding current reporting periods) after the initial summarization, then you must first submit the project performance reporting processes that delete all existing summarized information, change the setup parameter, and resubmit the processes that reload and summarize project performance reporting information.

To change project performance reporting setup parameters after you summarize project performance reporting information, perform the following steps:

1. Set the value of the profile option *PJI: Truncate PJI Summary Tables* to *Yes*.
2. Submit the *Delete Project Intelligence and Performance Reporting Data* concurrent program.
3. Submit the *Delete Project Performance Reporting Data* concurrent program.
4. Change the project performance reporting setup parameters.
5. Submit the *Load Project and Resource Base Summaries* concurrent program.
6. Submit the *Load Project Performance Data* concurrent program.

Project performance pages show to-date information for a period, quarter, year, or from inception through the end date of the current reporting period. You can change current reporting period definitions at any time, even after you have run the project performance reporting summarization processes. You can choose to determine the current reporting periods either automatically or manually.

Changes to current reporting period definitions are automatically reflected in project

performance pages. You do not need to run the project performance summarization processes after changing a current reporting period definition.

**Note:** To ensure that users navigating from project intelligence pages to project performance reporting pages see reconciled data for a project, implement the same allocation and conversion methods for project performance reporting and for Project Intelligence. For more information, see the Project Intelligence chapter in the *Oracle Daily Business Intelligence Implementation Guide*.

## Additional Currencies

You can choose to report project performance reporting information for a second global currency and for transaction currencies.

- **Secondary Global Currency:** If you set up the following profile options from the Business Intelligence setup menu, you can choose to report project performance information by a second global currency.
  - BIS: Secondary Currency
  - BIS: Secondary Rate Type

**Note:** You must set up and enable the secondary global currency to view project summary amounts in the secondary global currency. In addition, you must set up and enable the secondary global currency if you are licensed to use Oracle Projects *and* Oracle Daily Business Intelligence, and you have enabled the secondary global currency for Oracle Daily Business Intelligence for Projects. This enables you to navigate from organizational-level reports in a secondary global currency to project performance pages in the same currency.

- **Transaction Currency:** Oracle Projects displays amounts in project performance pages in project currency, project functional currency, and global currency. In addition, you can choose to summarize amounts by transaction currency.

**Note:** If you choose to summarize amounts by transaction currency, the volume of information maintained in the system increases drastically. Choose this option only if you want to build custom pages that show project performance reporting amounts in transaction currency.

## Planning Amount Allocation Method

When you use calendars that have different durations (for example, a monthly GL calendar and a weekly PA calendar), Oracle Projects distributes amounts for project performance reporting based on the planning amount allocation method you select on the Project Performance Setup page. The default setting is *Daily Distribution*. However, you can choose to distribute amounts based on the *Period Start Date* or the *Period End Date*.

### Example

For example, when your GL calendar is monthly and your PA calendar is based on weekly periods, you can use the Daily Distribution method to allocate the monthly GL amounts evenly across the weekly PA periods. When you choose the Period Start Date method, Oracle Projects allocates the total monthly GL amounts to the PA period in which the start date of the GL period lies. Similarly, by choosing the Period End Date option, you can instruct the system to allocate the total monthly GL amounts to the PA period in which the end date of the GL period lies.

## Planning Amount Conversion Method

By default, Oracle Projects converts planned amounts from one currency to another using the exchange rate on the first day of the planning period. Alternatively, you can set up Oracle Projects to convert amounts using the exchange rate on the last day of the planning period.

## Current Reporting Periods

You select a current reporting period option for the global (enterprise), project (PA), and fiscal (GL) calendars for an operating unit. Based on your selection, Oracle Projects determines the current reporting period to use for that calendar when reporting project performance. You can set the current reporting period option for each calendar individually on the Project Performance Setup page.

The following table describes the different current reporting period options and indicates the calendars for which you can select each option:

### Current Reporting Period Calendar Options

Option	Description	Global Calendar	PA Calendar	GL Calendar
Current Period	This is the default current reporting period setting. This option sets the current reporting period to the calendar period that contains the current system date.	Yes	Yes	Yes

Option	Description	Global Calendar	PA Calendar	GL Calendar
Prior Period	Select this option to set the current reporting period as the calendar period previous to the calendar period that contains the current system date.	Yes	Yes	Yes
First Open Period	This option sets the first open calendar period as the current reporting period.	No	Yes	Yes
Last Open Period	This option sets the last open calendar period as the current reporting period.	No	Yes	Yes
Last Closed Period	Select this option if you close your periods on a regular basis and want to use the latest closed calendar period as the current reporting period.	No	Yes	Yes
Specific Period	Select this option if you want to select a specific calendar period as the current reporting period.	Yes	Yes	Yes

If you select the *Specific Period* option, then you must define the current reporting period on the Set Current Reporting Period page. If you do not select the Specific Period option, then you do not need to perform any set up on the Set Current Reporting Period page.

**Note:** You can manually define the current reporting period for your global, project, and fiscal calendars only if you choose the Specific Period option for a calendar. If you choose any of the other current reporting period options, or subsequently change to one of the other current reporting period options after choosing the Specific Period option, then Oracle Projects uses the predefined system logic for the selected option to derive the current reporting period. Oracle Projects ignores the period you specify on the Set Current Reporting Period page.

## Defining Custom Measures

Oracle Projects provides approximately 150 distinct measures for project performance reporting pages. These measures are referred to as *base measures*. Depending on your business needs, you can also define your own custom measures. Oracle Projects enables you to define two types of custom measures: *computed custom measures* and *stored custom measures*.

- **Computed Custom Measures**

You can define computed custom measures to create simple measures that Oracle Projects derives through basic arithmetic calculations on the base measures. Oracle Projects does not store computed custom measures in the database. Oracle Projects computes these measures each time you view project performance reporting pages.

Some examples of computed customer measures are as follows:

- $\text{Commitments} = \text{Purchase Order Commitments} + \text{Purchase Requisition Commitments} + \text{Supplier Invoices}$
- $\text{Overhead Cost} = \text{Raw Cost} \times 1.4$

- **Stored Custom Measures**

You can define stored custom measures using a client extension. Use stored custom measures when you need to define measures that are based on logic that is more complex than computed custom measures. For example, define a stored custom measure to create a measure that involves retrieving values based on meeting one of several conditions.

When you define stored custom measures, you can define any formula that will return a numeric value for a combination of a project ID, task ID, and several other optional attributes. You can define a formula that retrieves information from any system outside project performance reporting that has a value for the combination of attributes that are required to create the custom measure.

Some examples of stored custom measures are as follows:

- $\text{High Airfare Expenses} = \text{Sum of Airfare Expenses Incurred With Raw Cost} > 500 \text{ US Dollars}$
- $\text{Planned Sales Backlog} = (\text{Actual Backlog at the End of Last Year} + \text{Planned New Funding} + \text{Planned Addition Funding Lines} + \text{Planned Revaluation Funding Lines}) - \text{Planned Revenue}$ 
  - IF Calculated Amount  $\geq 0$  THEN Planned Sales Backlog = Calculated Above
  - ELSE Planned Sales Backlog = 0

To define custom measures, navigate to the Custom Measures page from the Projects Setup page.

- For computed custom measures you can define the name and a formula.
- For stored custom measures, you can define only the name. You must define the formula using the *Custom Performance Measure* client extension (package name: PJI\_PJP\_SUM\_CUST). This extension is called when you submit project performance summarization processes.

You can create a total of 30 custom measures (15 computed and 15 stored) for financial plan amounts and another 30 (15 computed and 15 stored) for actual amounts and invoices. You can add both base and custom measures to any new or existing personalization views.

**Note:** For any custom measure that you define, ensure that you have different names for the display of period-to-date and inception-to-date values so that end users can easily differentiate between period-to-date and inception-to-date values on the report pages.

**Note:** You cannot view custom measures on periodic pages (where information is shown by month, quarter, or year).

## Related Topics

Custom Performance Measure Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*

Customizing the Display of Performance Data, *Oracle Project Management User Guide*

## Defining Page Layouts for Project Performance Reporting

You can create your own page layouts to replace the predefined layouts for project performance reporting pages. To configure page layouts for project performance reporting, use the personalization method. To use the page layouts you create for your project, you must attach them to the project template. Alternatively, enable the Performance Page Layouts check box on the Project Templates setup page for the project manager to directly attach the page layouts you create to the project.

## Attaching Project Performance Reporting Page Layouts to a Project Template

Follow these steps to attach page layouts you create for project performance reporting to a project template.

1. Login using the Project Super User responsibility and select Project Templates.
2. Select the project template that you want to modify and click Update.
3. Navigate to Project Performance from Reporting setup options.
4. Enable the Performance Page Layouts check box and click Update.
5. Choose the page layout you want to apply for the project performance reporting page.

**Note:** Oracle Projects copies the page layouts specified for a project template when you create a project from the template.

## Related Topics

Page Layouts, page 2-156

Customizing the Display of Project Performance Reporting Pages, *Oracle Project Management User Guide*

## Defining Row Sets

You can display project performance measures as rows or columns in a table on project performance overview and to-date view pages. You can customize the display of measures for a table region and create a new view for the customized set of measures. Use the Oracle Applications personalization framework to add or remove measures displayed in columns.

You can create a new group, or row set, of measures for display in the rows of a table. After you create a row set, you can add it to a personalized view. Oracle Projects will display the measures in the row set as part of the rows shown in the table.

To create a new row set:

1. Navigate to the Row Sets page from the Projects Setup page.
2. Enter details and select the measures.
3. Save your work.

## Related Topics

Customizing the Display of Project Performance Reporting Pages, *Oracle Project Management User Guide*

## Creating Custom Reports

Oracle Projects provides predefined public views that enable you to retrieve project performance summary amounts you require by category to create your own custom project performance reports. You can retrieve amounts for the following view categories:

- Task summarization views
- Resource summarization views
- Period summarization views

The table below lists and describes the summarization views.

View Name	Description
PJI_ACT_CMT_BY_PERIOD_V	Displays actual cost, revenue totals, and commitments for lowest level tasks and resources by PA and GL periods. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_AC_ACT_CMT_BY_RSRC_V	Displays actual costs, revenue, and commitments for PA and GL periods by task and resources. The view is used by external project management systems to import financial data from Oracle Projects.
PJI_AC_ACT_CMT_BY_TASK_V	Displays actual costs, revenue, and commitments for PA and GL periods by task. The view is used by external project management systems to import financial data from Oracle Projects.
PJI_AC_PLN_BY_RSRC_V	Displays budgeted cost and revenue for PA and GL periods by task and resources. The view is used by external project management systems to import financial data from Oracle Projects.
PJI_AC_PLN_BY_TASK_V	Displays budgeted cost and revenue for PA and GL periods by task. The view is used by external project management systems to import financial data from Oracle Projects.
PJI_XTD_ACT_CMT_BY_RSRC_V	Displays actual cost, revenue totals, and commitments for Period to Date, Quarter to Date, Year to Date, and Inception to Date by task and resource. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_XTD_ACT_CMT_BY_TASK_V	Displays actual cost, revenue totals, and commitments for Period to Date, Quarter to Date, Year to Date, and Inception to Date by task. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_XTD_PLN_BY_RSRC_V	Displays budget cost and revenue totals for Period to Date, Quarter to Date, Year to Date, and Inception to Date by task and resource. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_XTD_PLN_BY_TASK_V	Displays budget cost and revenue totals for Period to Date, Quarter to Date, Year to Date, and Inception to Date by task. The view can be used by external project management systems to report or import actuals from Oracle Projects.



View Name	Description
PJI_PRD_ACT_CMT_BY_RSRC_V	Displays actual cost, revenue totals, and commitments for PA and GL periods by task and resources. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_PRD_ACT_CMT_BY_TASK_V	Displays actual cost, revenue totals, and commitments for PA and GL periods by task. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_PRD_PLN_BY_RSRC_V	Displays budget cost and revenue totals for PA and GL periods by task and resource. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_PRD_PLN_BY_TASK_V	Displays budget cost and revenue totals for PA and GL periods by task. The view can be used by external project management systems to report or import actuals from Oracle Projects.
PJI_PRD_ACT_CMT_PG_TASK_V	Displays actual cost, revenue totals, and commitments for PA and GL periods by task at the program level. The view can be used by external project management systems to report or import actuals from Oracle Projects.

## Project Status Inquiry

Order	Prompt	Definition	Factor By	Total
1	Project	P.SEGMENT1	<input type="checkbox"/>	<input type="checkbox"/>
2	Project Name	P.NAME	<input type="checkbox"/>	<input type="checkbox"/>
3	Ovr Bgt	DECODE( (SIGN((NVL(C.BASELINE_BURDENED_COST_I	<input type="checkbox"/>	<input type="checkbox"/>
4	PTD Revenue	ROUND(NVL(A.REVENUE_PTD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	ITD Revenue	ROUND(NVL(A.REVENUE_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	PTD Cost	ROUND(NVL(A.BURDENED_COST_PTD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	ITD Cost	ROUND(NVL(A.BURDENED_COST_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Commitments	ROUND(NVL(M.CMT_BURDENED_COST_PTD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	ITD Bgt Cost	ROUND(NVL(C.BASELINE_BURDENED_COST_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	ITD Orig Bgt Cost	ROUND(NVL(C.ORIGINAL_BURDENED_COST_ITD,0))	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Type:  Generate View

The following instructions give details about the Project Status Inquiry (PSI) steps, page 6-9 in the Oracle Project Management Feature Implementation Checklist.

Setting up project status inquiry involves the following steps:

- Define derived columns, page 6-75
- Define display columns, page 6-78
- Implement commitments from external systems, page 6-79
- Implement custom reporting strategy, page 6-84
- Implement the Commitment Changes Extension, page 6-88
- Implement the PSI Extension, page 6-88

## Project Status Inquiry Overview

Oracle Projects provides a default configuration for the displayed columns in Project Status Inquiry (also known as PSI). Please review the default configuration to determine whether you need to change it to satisfy your business requirements. If the default configuration meets your business needs, you do not need to set up project status inquiry.

**Note:** You can also use the Oracle Applications personalization framework to add or remove columns in Project Status Inquiry.

The Project Status window reads the view generated from the Project Status Inquiry Columns window. The installation of Oracle Projects automatically generates this view.

### Default Configuration for Project Status Inquiry

You can view the default configuration for the Project, Task, and Resource Status windows from the Project Status Inquiry (PSI) Columns window. If you can use these defaults, you do not need to make any changes in the PSI Columns window.

In the default configuration, the numeric columns are not marked as Totals columns and the Totals button is disabled.

The following sections describe the default PSI configuration for projects, tasks, and resources, including the order indicator, type (text or number), column prompt, and full column description for each default column. For the columns whose definition contains more than one data item, the table also includes a description of the formula. The actual formulas can be viewed under *Definition* in the PSI Columns window. The project and task PSI columns share the same default configuration, while the resource PSI columns have a slightly different default configuration.

### Project and Task PSI Columns

The default Project and Task folders use 27 columns (three text and 24 numeric), as shown in the following table.

Order	Column Prompt	Column Description / Formula Description	Type
1	Project or Task	Project Number or Task Number	Text
2	Project Name or Task Name	Project Name or Task Name	Text
3	Ovr Bgt	Over Budget:  <b>Displays an asterisk (*) if the ITD actual burdened cost is greater than 110% of the ITD burdened cost budget amount; if not over budget, column is blank.</b>	Text
4	ITD - Rev Bgt	ITD (Inception-to-date) revenue budget amount	Number
5	ITD - Act Rev	ITD actual revenue	Number

Order	Column Prompt	Column Description / Formula Description	Type
6	ITD - Cst Bgt	ITD current burdened cost budget amount	Number
7	ITD - Act Cost	ITD actual burdened cost	Number
8	Commit Amt	PTD (Period-to-date) commitment burdened cost	Number
9	PTD - Cst Bgt	PTD current burdened cost budget amount	Number
10	PTD - Act Cost	PTD actual burdened cost	Number
11	ITD - Bgt Hrs	ITD current labor hours budget amount	Number
12	ITD - Act Hrs	ITD actual labor hours	Number
13	PTD - Bgt Hrs	PTD current labor hours budget amount	Number
14	PTD - Act Hrs	PTD actual labor hours	Number
15	Tot - Rev Bgt	Total current revenue budget amount	Number
16	Tot - Cst Bgt	Total current burdened cost budget amount	Number
17	Tot - Bgt Hrs	Total current labor hours budget amount	Number
18	Tot - Orig Rev Bgt	Total original revenue budget amount	Number
19	Tot - Orig Cst Bgt	Total original burdened cost budget amount	Number
20	Tot - Orig Bgt Hrs	Total original labor hours budget amount	Number
21	ITD - Orig Rev Bgt	ITD original revenue budget amount	Number
22	Fin % Cmpl	Financial percentage complete:  <b>ITD actual burdened cost / total current burdened cost budget amount * 100</b>	Number
23	Hrs % Cmpl	Hours percentage complete:  <b>ITD actual labor hours / (Total current budget labor hours * 100)</b>	Number

Order	Column Prompt	Column Description / Formula Description	Type
24	Est to Cmplt	Estimate to Complete:  <b>Total current burdened cost budget amount - (ITD actual burdened cost + PTD commitment burdened cost)</b>	Number
25	Tot Cst - ITD	ITD total cost:  <b>ITD actual burdened cost + PTD commitment cost</b>	Number
26	Bgt Mgn	Budgeted margin:  <b>Total current revenue - Total current burdened cost</b>	Number
27	Act Mgn - ITD	ITD Actual margin:  <b>ITD actual revenue - ITD actual burdened cost</b>	Number

### Resource PSI Columns

The default Resource folder uses 29 columns (3 text and 26 numeric). The default columns for the Resource folders are the same as the default columns for the Project and Task folders, with the exceptions shown in the following table:

Order	Column Prompt	Column Description / Formula Description	Type
1	Resource	The Resource Alias	Text
2	Resource Name	The Resource Name	Text
22	ITD - Act Qty	ITD (Inception-to-date) actual quantity	Number
23	Tot - Bgt Qty	Total current budget quantity	Number
24	Fin % Cmplt	Financial percentage complete:  <b>ITD actual burdened cost / total current budget burdened cost * 100</b>	Number
25	Hrs % Cmplt	Hours percentage complete:  <b>ITD actual labor hours / total current budget labor hours *100</b>	Number

Order	Column Prompt	Column Description / Formula Description	Type
26	Est to Cmplt	Estimate to Complete:  <b>Total current budget burdened cost - (ITD actual burdened cost + PTD commitment burdened cost)</b>	Number
27	Tot Cst - ITD	ITD total cost:  <b>ITD actual burdened cost + PTD commitment cost</b>	Number
28	Bgt Mgn	Budgeted margin:  <b>Total current revenue - total current burdened cost</b>	Number
29	Act Mgn - ITD	ITD Actual margin:  <b>ITD actual revenue - ITD actual burdened cost</b>	Number

## Rounding in Default Columns

The expressions used to define the default PSI columns provided with Oracle Projects include a rounding factor of zero (round to the nearest whole number). For example, the definition of ITD - Act Rev (ITD actual revenue) is:

```
ROUND ( NVL ( A . REVENUE _ ITD , 0 ) , 0 )
```

If you want decimal values (cents, for example) to appear in the ITD actual revenue figure, you change the final zero to a higher number (2 for cents, or 3 if you want to see fractions of cents).

If the ROUND expression is present but no value is given for the rounding factor, the expression is rounded to 0 decimal places.

You should use rounding in each expression, particularly if the expression includes a calculation.

**Note:** The ROUND expression will work correctly only if you have not checked the Factor By check box for a PSI column in the PSI Columns window. If you check the Factor By check box, the column displays amounts based on the currency format defined in General Ledger. The result can be that the numbers are first rounded, and then have a decimal point and zeroes appended to them to match the required formatting.

## Related Topics

Project Performance, *Oracle Project Management User Guide*

## Defining Derived Columns in PSI

If the default configuration does not meet your business needs, you can configure Project Status Inquiry to display alternate columns. You can display the information that is important for managing your business by defining rules to derive alternate column values to display in the Project Status window.

Project Status Inquiry (PSI) uses a maximum of 33 columns: 3 text columns for descriptions or comments, and 30 numeric columns for ratios, percentages, and amounts. Each status folder (project, task, and resource) in Project Status Inquiry can display all or a portion of the columns available to that folder.

**Note:** Each folder can display only values that are appropriate to the folder type. For example, only a Resource PSI folder can display quantities.

## Considerations for Your Company's PSI Column Strategy

Consider the following points before altering your PSI column configuration:

- Each status folder can have an entirely different combination of columns.
- You can define rules for columns that read data from any table or view in an Oracle database. See: *PSI Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.
- Altering column definitions can degrade performance. You should consider the performance implications of any new column definition.

## Defining Non-Default Columns

You can use one of three methods to alter your PSI column setup during implementation to better suit your company's needs:

1. Select different text or numeric column definitions using the list of values in the Project Status Inquiry Columns window.
2. Manually modify the predefined column definitions in the PSI Columns window using SQL expressions. Be sure to use SQL expressions that *do not* return null values. See: *Using SQL Expressions*, page 6-76.
3. Write a client extension using PL/SQL procedures. See: *PSI Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

**Important:** If you make any changes in the PSI Columns window, you must save your changes and choose Generate View before the

Project Status window will reflect your changes. You do not have to generate a view if you have changed only your client extension.

If PSI determines that a column value is blank (Definition field in the PSI Columns window left blank) or a NULL value (PSI unable to process SQL expression), the Project Status window will display a zero (for numeric column types) or leave the field blank (for text columns). To leave the value field blank for a numeric column, you must enter TO\_NUMBER(null) in the Definition field in the PSI Columns window.

## Column Setup Window

You can accomplish the first two methods by using the PSI Columns window (choose Setup, Project Status Columns from the Navigator). These are not only simpler than the third option; they will also give better performance results.

Regardless of which method you choose to change your PSI column configuration, you enter column prompts in the PSI Column window. The Project Status window always reads column prompts from the view generated by this window.

## Using SQL Expressions

The second method involves selecting a column definition from the list of values in the PSI Columns window, then modifying it with SQL expressions, as described in the examples below.

### Example 1: Hours Percentage Complete

The definition of the Hours Percentage Complete column, one of the default PSI columns provided with Oracle Projects, is:

```
ROUND(DECODE(C.BASELINE_LABOR_HOURS_TOT,0,0,  
(A.LABOR_HOURS_ITD/C.BASELINE_LABOR_HOURS_TOT) * 100),0)
```

The formula divides ITD labor hours by the total budgeted labor hours to obtain the percent complete. If total budgeted labor hours equal zero, zero is returned as the result. Following is an explanation of each element of this definition:

`ROUND(x,y)`

Round the expression *x* to *y* decimal places. If no value is given for *y*, round to 0 decimal places.

`DECODE(w,x,y,z)`

If the expression *w* results in the value *x*, return the value *y*; otherwise, return the value *z*.

$x/y$

Divide *x* by *y*. Other common operators are: \* (multiply), + (add), and - (subtract).

$x * 100$

Multiply *x* by 100. This is added to the definition to move the decimal point for a



percentage expression.

#### Example 2: Over Budget

The Over Budget column, another default PSI column provided with Oracle Projects, displays an asterisk if the project is more than 10% over its budget, and is blank otherwise. The definition for the column is:

```
DECODE ((SIGN((NVL(C.BASELINE_BURDENED_COST_ITD,0) * 1.1) - (NVL  
(A.BURDENED_COST_ITD,0) + NVL (M.CMT_BURDENED_COST_PTD,0)))),  
-1, "*", NULL)
```

This definition contains some additional elements, as shown in the following table:

Element	Description
<b>SIGN(x)</b>	If $x$ is a positive number or 0, $SIGN(x) = 1$ . If $x$ is a negative number, $SIGN(x) = -1$ .
<b>NVL(x,y)</b>	If $x$ is not null, return $x$ . Otherwise, return $y$ .

### Currency Formatting in Project, Task, and Resource Windows

You can use the Project Status Column Setup window to enable selected column definitions for factoring functionality. Columns that are enabled for factoring may be factored (formatted) at runtime. Also, the amounts in the columns are automatically displayed according to the functional currency format defined in General Ledger. See: *Format Masks, Oracle General Ledger User's Guide*.

To mark columns for factoring and functional currency formatting:

1. Navigate to the Project Status Inquiry Columns window. Select Project, Task, or Resource in the Folder region.
2. Check the Factor By check box for each column definition that you want to enable for factoring and functional currency formatting.

### Totals in the Project Window

You can use the Project Status Column Setup window to mark selected column definitions as totals columns.

If you set up a Totals column, and mark it as a currency amount, the total amounts for the column are displayed according to the functional currency format defined in Oracle General Ledger. See: *Format Masks Oracle General Ledger User's Guide*.

To mark columns as Totals columns:

1. Navigate to the Project Status Columns window.

2. In the Folder region, select Project.
3. For each column definition you want to mark as a total column, check the Total check box.

**Important:** If the PSI Extension has been enabled for the PSI Project Status window, then you must also modify the PSI extension to enable Totals functionality. Even if you have marked columns as total columns, the Totals button on the PSI Project window will remain disabled until the PSI extension has been modified for Totals functionality.

## Related Topics

Project Status Inquiry, *Oracle Project Management User Guide*

Dynamic Currency, *Oracle Applications System Administrator's Guide*

Common User Profile Options, *Oracle Applications User's Guide*

## Dynamic Formatting in PSI

Dynamic formatting works in two ways in Project Status Inquiry:

- Currency amounts on the Events, Commitments and Actuals Drilldown windows are automatically displayed according to the currency format that you set up in General Ledger.
- For the Project, Task and Resource Status windows, you can mark columns as *Factor By* amounts. These columns are displayed according to the functional currency format. See: Currency Formatting in Project, Task, and Resource Windows, page 6-77.

## Defining Display Columns in PSI

Use the Project Status window to select predefined columns for Project Status Inquiry.

You can select from 120 column definitions in the list of values for the column definition you want to change. Oracle Projects displays a list of values for either text or numeric column definitions, depending on the column type of the active field. Numeric column definitions are preceded by one of the following letters:

- A = actual amounts (cost and revenue)
- C = cost budget amounts
- M = commitment amounts

- R = revenue budget amounts

**Important:** When you have made and saved your changes, choose Generate View to ensure that the appropriate project status folder (project, task, or resource) will reflect your changes.

## Commitments from External Systems

You can modify what Oracle Projects considers a committed amount for project status tracking. By default, Oracle Projects defines commitments as all project-related requisitions and purchase orders in Oracle Purchasing, prepayments in Oracle Payables that are not matched to purchase orders and are not yet applied to supplier invoices, and supplier invoices in Oracle Payables that are not yet interfaced to Oracle Projects. This includes all approved and pending approval requisitions, purchase orders, and supplier invoices. You may want to include only approved requisitions and purchase orders in the committed cost amounts. See: Integrating with Oracle Purchasing and Oracle Payables, *Oracle Projects Fundamentals*.

You can also integrate commitments from an external system, other than Oracle Purchasing and Oracle Payables, for project status tracking.

You can modify what is included as commitment amounts by changing the views, PA\_COMMITMENT\_TXNS\_V and PA\_COMMITMENTS\_V. Oracle Projects reads these views for commitment transactions.

For more information about tracking commitments, see: Project Summary Amounts, *Oracle Project Management User Guide*.

## Default Configuration of Commitments View

The default configuration provided by Oracle Projects upon installation for the configurable commitments view, PA\_COMMITMENT\_TXNS\_V, includes unions of the views listed in the following table:

View Name	Description
PA_PROJ_REQ_DISTRIBUTIONS	All open requisitions in Oracle Purchasing, regardless of approval status
PA_PROJ_PO_DISTRIBUTIONS	All open purchase orders in Oracle Purchasing, regardless of approval status

View Name	Description
PA_PROJ_AP_INV_DISTRIBUTIONS	<p><i>For accrual basis accounting:</i> All supplier invoices in Oracle Payables that you have not yet interfaced to Oracle Projects as actual cost; prepayment invoice distributions minus the applied prepayment amount</p> <p><i>For cash basis accounting:</i> The supplier invoice distribution amount minus any payment amount; payments that you have not yet interfaced to Oracle Projects</p>
CST_PROJMFG_CMT_VIEW	Project manufacturing-related commitments from Purchase Order receipts
PJM_PO_COMMITMENTS_V	Project manufacturing-related commitments from Purchase Orders (with destination type Inventory or Shop Floor)
PJM_REQ_COMMITMENTS_V	Project manufacturing-related commitments from Purchase Requisitions (with destination type Inventory or Shop Floor)

**Note:** Project Status Inquiry (PSI) does not display prepayments that are matched to purchase orders as commitments. In addition, PSI does not display the application of prepayments that are matched to purchase orders as commitments. Instead, PSI shows the purchase order as a commitment with an outstanding balance. For additional information about prepayments and commitments, see: Integrating with Oracle Purchasing and Oracle Payables (Requisitions, Purchase Orders, and Supplier Invoices), *Oracle Project Costing User Guide*.

## Modifying the Commitments View

You modify PA\_COMMITMENT\_TXNS\_V to change how Oracle Projects track commitments.

**Note:** If you modify the PA\_COMMITMENT\_TXNS\_V view, you must also make the same modification to the PA\_COMMITMENTS\_V view.

To change the criteria for identifying commitments among requisitions and purchase orders (in Oracle Purchasing), and supplier invoices (in Oracle Payables):

- Modify the default SELECT or WHERE clause statements in the view, or
- Substitute other Oracle Purchasing and Oracle Payables views as needed.

If you want to include commitments from an external system:

1. Create a new view called PA\_CMNTS\_OUTSIDE\_SYSTEM\_V that reads your external commitments. Include PA\_CMNTS\_OUTSIDE\_SYSTEM\_V in the views PA\_COMMITMENT\_TXNS\_V and PA\_COMMITMENTS\_V.
2. Add code to the Commitment Changes client extension, so that when you run Update Project Summary Amounts for a project, the process automatically updates the project's commitments with any commitments retrieved by PA\_COMMITMENTS\_V or PA\_COMMITMENT\_TXNS\_V and its union with PA\_COMMITMENTS\_OUTSIDE\_SYSTEM\_V.

Oracle Projects provides template scripts that include the view definition with an example of integrating commitments from an external system. The script for PA\_COMMITMENT\_TXNS\_V is called pavw063.sql and the script for PA\_COMMITMENTS\_V is called pavwb135.sql. These scripts are located in the Oracle Projects patch/115/sql directory.

See Commitment Changes Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### Required Fields in External Commitments View

When you create the view PA\_COMMITMENTS\_OUTSIDE\_SYSTEM\_V for external commitments, you must include the columns listed in the table below in this view:

**Note:** If you want the project currency tot\_cmt\_burdened\_cost to be derived during the commitment summarization process, you must also populate the columns ACCT\_BURDENED\_COST and DENOM\_BURDENED\_COST.

Column	Type	Description
PROJECT_ID	NUMBER(15)	The identifier of the project
TASK_ID	NUMBER(15)	The identifier of the task
TRANSACTION_SOURCE	VARCHAR2(30)	Source of the commitment. Set this to OUTSIDE_SYSTEM

Column	Type	Description
LINE_TYPE	VARCHAR2(1)	Type of the commitment line. Use one of the following values:  <i>R</i> for requisitions  <i>P</i> for purchase orders  <i>I</i> for supplier invoices
EXPENDITURE_ITEM_DATE	DATE	The expenditure item date of the commitment
PA_PERIOD	VARCHAR2(20)	PA Period of the commitment. Use the current reporting period. See Determining Periods below.
GL_PERIOD	VARCHAR2(15)	GL Period of the commitment. Use the GL period of the current reporting period. See Determining Periods below.
ORGANIZATION_ID	NUMBER	The identifier of the expenditure organization
EXPENDITURE_TYPE	VARCHAR2(30)	The expenditure type. Use an expenditure type with an expenditure type class of Supplier Invoices.
EXPENDITURE_CATEGORY	VARCHAR2(30)	The expenditure category of the expenditure type
REVENUE_CATEGORY	VARCHAR2(30)	The revenue category of the expenditure type
SYSTEM_LINKAGE_FUNCTION	VARCHAR2(30)	The expenditure type class of the expenditure type. Set this to VENDOR_INVOICES
DENOM_CURRENCY_CODE	VARCHAR2(15)	The transaction currency code
DENOM_RAW_COST	NUMBER	The transaction currency raw cost
ACCT_RATE_TYPE	VARCHAR2(30)	The functional currency rate type
ACCT_RATE_DATE	DATE	The functional currency exchange rate date
ACCT_EXCHANGE_RATE	NUMBER	The functional currency exchange rate
ACCT_CURRENCY_CODE	VARCHAR2(15)	The functional currency code

Column	Type	Description
ACCT_RAW_COST	NUMBER	The functional currency raw cost

### Determining PA and GL Periods

You should define your view to set the PA period and GL period to the current reporting period. To do this, include this statement in your view:

```
SELECT period_name
,      gl_period_name
,      ....
FROM   pa_periods p
,      ....
WHERE  p.current_pa_period_flag = 'Y'
AND    ....
```

### Burdening Commitments

You can burden your commitment amounts using the burden schedule that you have assigned to the task for internal costing purposes. See: *Burdening, Oracle Project Costing User Guide*.

To burden the commitment amounts, you call the following functions in the select statement for the cost columns and the CMT\_IND\_COMPILED\_SET\_ID column of your view definition:

- `pa_burden_cmts.get_cmt_burdened_cost`
- `pa_burden_cmts.get_cmt_compiled_set_id`

Oracle Projects provides an example of burdening commitments in the file `pavw063.sql` in the Oracle Projects `admin/sql` directory.

The `pa_burden_cmts.get_cmt_burdened_cost` function calculates the total burdened cost. If it cannot calculate the burdened cost or encounters an error, it returns the raw cost. The following table lists the values you pass to this function:

Parameter	Usage	Type	Description
X_task_id	IN	NUMBER	The identifier of the task
X_expenditure_item_date	IN	DATE	The expenditure item date
X_expenditure_type	IN	VARCHAR2	The expenditure type

Parameter	Usage	Type	Description
X_organization_id	IN	NUMBER	The identifier for the expenditure organization
X_schedule_type	IN	VARCHAR2	The type of burden schedule. Set this to C.
X_raw_cost	IN	NUMBER	The amount to be burdened

The **pa\_burden\_cmts.get\_cmt\_compiled\_set\_id** function determines the compiled set id, which identifies the set of burden multipliers used to calculate the burdened amount. You can use the compiled set ID for reporting individual burden components of the burdened cost. This value is only populated when you burden the costs. If this function cannot find the compiled set ID or it encounters an error, it returns null. The following table lists the values you pass to this function:

Parameter	Usage	Type	Description
X_task_id	IN	NUMBER	The identifier for the task
X_expenditure_item_date	IN	DATE	The expenditure item date
X_organization_id	IN	NUMBER	The identifier for the organization
X_schedule_type	IN	VARCHAR2	The type of burden schedule. Set this to C.

## Related Topics

Profile Options in Oracle Projects, page B-1

Integrating Commitments from External Systems, page 6-79

Budget Integration, *Oracle Project Management User Guide*

Project Options: Budgetary Control, *Oracle Projects Fundamentals*

## Implementing a Custom Reporting Strategy

You can use project summary amounts for your custom project status inquiries and reports. Oracle Projects provides views and APIs for use toward this objective. To view the current reporting period for the project summary amounts, navigate to the PA Periods window and query the PA Period with the Reporting Period box checked.



## Management Reports

You may need to modify Oracle Projects management reports, and write additional reports to monitor project status the way that your business requires. You can use existing Oracle Projects reports as templates to develop your own management reports.

All Oracle Projects reports are written using Oracle Reports, making it easier for you to customize reports.

Oracle Projects provides many views to make it easier to report summary and detail project information for Oracle Projects standard reports and custom reporting. Many of the standard reports use these reporting views.

## Custom Reporting Summarization Views

Oracle Projects provides two sets of views for custom reporting on summarization summary amounts:

- Work Breakdown or WBS summarization views
- Resource summarization views

Both sets of views contain project and task-level summary amounts. The WBS summarization views have summary level amounts for projects and tasks. The resource summarization views have summary amounts by project and resource as well as task and resource.

Each set of views contains views with prior-period, period-to-date, year-to-date, inception-to-date, and project summary amounts for the following:

- actual costs and revenue
- revenue budgets
- cost budgets
- commitments

## Work Breakdown Summarization Views

The WBS summarization views are shown in the following table:

View Name	Description	Summarized Amounts
PA_ACCUM_WBS_ACT_V	WBS Summarization Actuals View	Actual costs and revenue by project and task

View Name	Description	Summarized Amounts
PA_ACCUM_WBS_REV_BGT_V	WBS Summarization Revenue Budget View	Revenue budgets by project and task
PA_ACCUM_WBS_COST_BGT_V	WBS Summarization Cost Budget View	Cost budgets by project and task
PA_ACCUM_WBS_CMT_V	WBS Summarization Commitments View	Commitments by project and task

These views also contain limited task information, such as project number and name, indented task numbers and names, task start and completion dates, and task manager name.

You can refer to the Oracle Projects Revenue, Costs, Budgets by Work Breakdown Structure Report as an example of how to use these views for reporting. See: Revenue, Costs, Budgets by Work Breakdown Structure, *Oracle Projects Fundamentals*.

## Resource Summarization Views

The resource summarization views are shown in the following table:

View Name	Description	Summarized Amounts
PA_ACCUM_RSRC_ACT_V	Resource Summarization Actuals View	Actual costs and revenue by project and resource and task and resource
PA_ACCUM_RSRC_REV_BGT_V	Resource Summarization Revenue Budget View	Revenue budgets by project and resource and task and resource
PA_ACCUM_RSRC_COST_BGT_V	Resource Summarization Cost Budget View	Cost budgets by project and resource and task and resource
PA_ACCUM_RSRC_CMT_V	Resource Summarization Commitments View	Commitments by project and resource and task and resource

You can refer to the following Oracle Projects reports for examples of how to use these views for reporting:

- Revenue, Costs, Budgets by Resources (Project Level)
- Task - Revenue, Costs, Budgets by Resources

For information about these reports, see: Reports, *Oracle Projects Fundamentals*.

## Custom Reporting Strategies with WBS and Resource Reporting Summarization Views

The following custom reporting strategies pertain to both sets of reporting summarization views.

Since both sets of views contain project and task-level summary amounts, you must be careful to select the appropriate rows:

- For project-level rows, the `task_id` is zero
- For task-level rows, the `task_id` is greater than zero

When designing the data model in Oracle Reports, you must consider the following information:

- Unless you create a higher-level view for one or more of the reporting summarization views, Oracle Projects requires separate query groups for each view used in a report.

Because of performance implications, higher-level views are not recommended.

- It will be necessary to drive the views off a table, such as the `PA_TASKS` table, for a WBS report or a resource list for a resource report.
- With respect to the budget views, there can be one or more budget rows for a given project, task, or resource.

You may need to either join on the `budget_type_code` or filter on it in a query group.

To report multiple budget types for each project or task, you must create a query group for each budget type.

- If you design your data model to report by budget type and resource list, you can assume that only one resource list is assigned to each budget type.

To facilitate resource list-driven reporting, Oracle Projects provides the view `PA_RESOURCE_LIST_MEMBERS_V`. This view provides the following functionality:

- A resource list with indented second-level resources within each respective resource group
- Columns to facilitate the ordering of resource groups and their related second-level resources

To use this view in your custom reports, you can add the following to the resource-list query:

- Use the alias view column to automatically display an indented resource list
- Include an order-by clause, such as the following, to ensure the proper ordering of

resource groups and related second-level resources:

```
order by parent_sort_order, sort_order
```

## Additional Custom Summarization Using the Actuals API and Budget API

Oracle Projects provides APIs that you can use for additional control on your custom summarization reporting:

- **Actuals API:** You can use the API to get amounts by a specific Oracle Projects or Oracle General Ledger period, a specific range of Oracle Projects or Oracle General Ledger periods and by various transaction attributes.
- **Budget API:** You can use the budget API for custom reporting. This API gets budget data for any baselined budget. You can get the budget data without running the Update Project Summary process.

For more information about these APIs, see: Actuals API and Budget API, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Commitment Changes Extension

The process PRC: Update Project Summary Amounts checks commitments for each project to see if changes have occurred. If changes have occurred, the commitment summary amounts are deleted and recreated.

If you modify the Oracle Projects commitments views of PA\_COMMITMENT\_TXNS\_V and PA\_COMMITMENTS\_V, you must also modify the Commitment Changes client extension to test for changes in commitments.

For details, see: Commitment Changes Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Project Status Inquiry Extension

You can use the Project Status Inquiry (PSI) client extension to derive column values or to override the totals fields in the PSI Project window.

For details, see: PSI Client Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## Tips for Setting Up Project Status Inquiry

Use these tips to assist you in defining columns for Project Status Inquiry.

### Definitions of Terms Used in This Section:

**base view** A view used to provide information in a window. Each base view can have up to 33 columns. The base views used by the Project Status Inquiry (PSI) window are

generated in the Column Setup window when you choose the Generate View button.

**cursor** A pointer to a row in the database.

**derived column** A PSI column in which the displayed amount is derived from stored amounts using a subset of SQL expressions.

**lower-level PSI views** Views that were designed to improve PSI performance. These 40 or more views are used by the default PSI columns and any others that you define in the Column Setup window.

The lower-level PSI views use function calls and other sophisticated technical devices. Because of their complexity and the fact that they may change from release to release, the lower-level PSI views are not documented in the eTechnical Reference Manual (eTRM).

**super views** Views that contain all summarized values. The super views each contain up to 126 columns. Each super view contains all available accumulation columns for a project, task, or resource. (Some columns, such as quantities, are only applicable for resources.)

Following are the super views:

PA\_STATUS\_PROJ\_V Project Status Window view

PA\_STATUS\_TASK\_V Task Status Window view

PA\_STATUS\_RSRC\_V Resource Status Window view

## Principles of PSI Setup

Keep the following facts in mind when writing the PSI client extension:

1. You do not need to enter a column definition for any column if your PSI extension will calculate the column's value.
2. Even if you use a PSI extension to calculate a column's value, the column's prompt always comes from the PSI Columns window.
3. If you change only the PSI extension, you do not need to generate a new view for the Project Status window to reflect your changes.
4. If your extension returns a NULL column value, the Project Status window will display the column value defined in the PSI Columns window.
5. Since using the PSI extension degrades the product's performance, you should limit the extension's scope as much as possible.

## Use the Column Setup Window for Better Performance

Define as many columns as possible using the Column Setup window rather than the PSI extension.

The Column Setup window creates views that yield better performance than calls to the PSI client extension, which is called by Post-Query triggers in PSI. This means that as each row is displayed on the PSI screen, a trigger calls the extension! This can cause performance delays, since the system will be sitting and thinking before displaying each row.

For best performance, define as many of the PSI columns as possible in the Column Setup window.

There are restrictions to using the Column Setup window for derived numbers:

- The expression for each column must use the column names defined in the column definition list of values. No other columns or tables may be referenced in the Column Setup window.
- Conditional logic is limited to the SQL *decode*, *sign*, and *nvl* functions. These functions are described under Column Setup Window, page 6-76.

If the PSI window you want to design requires very complex conditional logic or select statements on column names or tables other than those displayed in the column definition list of values, then use the PSI client extension.

## Use the Super Views

Use the super views when you customize the PSI client extension. The super views probably contain all the information you want to display, and they are documented in the eTechnical Reference Manual (eTRM).

**Important:** Each of the super views contains amounts for all levels of the WBS (work breakdown structure) and all resources. Therefore, you only need one cursor for each status window. For example, if budgets are maintained for the lowest-level tasks on a given project, then the parent task budget amounts will be the sum of their corresponding child task budget amounts. The sample code in the PSI client extension demonstrates how to execute one cursor in each view.

The resource super view (PA\_STATUS\_RSRC\_V) contains two sets of data: project-level resources and task-level resources. The sample code in the PSI client extension demonstrates how to point to project-level or task-level data.

## Use One Cursor for Multiple Levels

You only need to use one cursor for multiple levels in the WBS.

Example: Suppose you want your PSI client extension to calculate ten percent of Accumulated Cost ITD. The project has the three tasks shown in the following table:

Task	Accumulated Cost ITD	Calculation	Derived Column Value
1	100	(100 * .10)	10
1.1	60	(60 * .10)	6
1.2	40	(40 * .10)	4

As shown in the sample code below, you can display these amounts by defining one cursor and calculation for each row. Because the amounts are stored for all levels of the Task WBS, only one cursor and calculation needs to be executed for each task in the WBS.

Sample code to calculate 10% of Accumulated Cost ITD:

The select statement includes the following code:

```
SELECT nvl(burdened_cost_itd, 0)
INTO p_burdened_cost_itd
FROM pa_status_rsrc_v
WHERE project_id = x_project_id
AND task_id = x_task_id
AND resource_list_member_id = x_resource_list_member_id;
```

The following line does the calculation and assigns the result to column 30:

```
x_derived_col_30 := ROUND(p_burdened_cost_itd * .1)
```

Remember, for each row in the WBS, you only need to execute a calculation once in the PSI client extension.

## Define Default Column Prompts

Make sure that default column prompts are defined in the Column Setup window.

If you have made changes in the Column Setup window and subsequently generated views that have errors, you must correct the definitions in the Column Setup window and choose Generate. Even if you are using the PSI client extension, valid base views and default column prompts must have been generated in the Column Setup window.

## Use the PSI Client Extension for Selected Status Windows

You can select which of the three status windows uses the PSI client extension. You can have one PSI window that calls the extension and another that does not call the extension.

- If you want a PSI window to call the client extension for any of its columns, set the extension switch for that window type (project, task, or resource) to Y.
- If you do not want a PSI window to call the client extension for any of its columns,

set the extension switch for that window type to N (the default setting).

The switches are indicated in the client extension as follows:

- Project Status Window: ProjCustomExtn
- Task Status Window: TaskCustomExtn
- Resource Status Window: RsrcCustomExtn

### Use the Column Setup Window in Combination with the Client Extension

In the same PSI window, you can define some columns in the Column Setup window and define other columns in the PSI client extension. You can also define a column using *both* the Column Setup window *and* the client extension. For example:

- If the client extension switch for a PSI window is set to N, then PSI uses the column definitions in the Column Setup window.
- If the following conditions are true, then PSI uses the client extension value:
  - The client extension switch for a PSI window is set to Y
  - A column definition is defined in the Column Setup window
  - A column definition is defined in the client extension
  - The client extension returns a non-null value
- If the following conditions are true, then PSI uses the Column Setup window value:
  - The client extension switch for a PSI window is set to Y
  - A column definition is defined in the Column Setup window
  - A column definition is defined in the client extension
  - The client extension returns a null value
- If the column definition in Column Setup is defined, and a column definition in the client extension is defined, and the switch is set to Y, the value that shows in PSI is determined as follows:
  - If the client extension returns a non-null value for the PSI column, the client extension non-null value is displayed in PSI.
  - If the client extension returns a null value, then whatever is defined in Column Setup is displayed in PSI.



- If you want to display a blank in the PSI window for a numeric column, you must type the following in the Column Setup column definition: TO\_NUMBER(null)

If either nothing, blank, or null is specified in the Column Setup window for a numeric column definition, then the PSI window displays a zero.

### Display Two Text Values in One Text Column

You can display two text column values in one text column.

You cannot set up the PSI status windows to display more than three text columns. Instead, you can use the PSI client extension to concatenate two values (such as two dates) in a string. Assign the string to one of the three text columns.

### Related Topics

Project Status Inquiry, *Oracle Project Management User Guide*

Project Summary Amounts, *Oracle Project Management User Guide*

## Performance Exceptions Reporting

This section describes the setup steps that are required to set up and use performance exceptions reporting. The following instructions give details about the Performance Exceptions Reporting steps, page 6-7 in the Oracle Project Management Feature Implementation Checklist.

Visual status indicators enable you to track and monitor key performance areas (for example, financial and schedule) and exceptions against important metrics. Most of the measures tracked for performance exceptions reporting are part of project performance reporting. To obtain maximum benefit from performance exceptions reporting, you must set up and use project performance reporting features.

To report exceptions, you must define performance rules for measures. Entering a weighting for a performance rule threshold enables Oracle Projects to add weighting values (absolute values) to each performance rule and calculate key performance area scores. Defining scoring rules for key performance areas enables the comparison of key performance area scores. This in turn enables the display of performance statuses by key performance area. Oracle Projects determines the overall project status based on the key performance area statuses. You can use a client extension to change the default logic for determining project status.

You can set up automated status report notifications that report the statuses of key performance areas, exceptions, issues, and change documents by e-mail to selected project stakeholders. You can define the frequency of notifications based on your business needs. You can configure the information shown in the automated status report notifications and generate different status reports for different projects or different types of projects.

## Defining Performance Statuses

You can track indices, amounts, and variances against project performance. Oracle Projects uses colored status indicators to convey the status and severity of performance for a measure and a key performance area.

Oracle Projects provides predefined performance statuses and status indicators. You can modify the attributes of the following statuses or disable them in the Performance Indicators Lookups window.

- Critical
- At Risk
- On Track

You can also provide your own set of images (in gif file format) to replace the predefined performance status indicators. For a more comprehensive performance evaluation, you can define and enable the other two performance statuses and attach status indicators to them.

**Caution:** Do not add or delete performance statuses.

A status can denote negative performance and report exceptions in performance. Conversely, a status can also indicate and report positive performance to help track expected or excellent performance.

**Note:** You can also include key performance area status summary information and lists of exceptions on the Project Home page, Project Overview page, and in status reports.

## To Define Performance Statuses and Indicators

1. Navigate to the Performance Indicator Lookups window.
2. Define or change status names for indicators, rank them by severity, and enable or disable them for performance reporting.
3. Ensure that each performance status is associated with the appropriate status indicator.

To use a different set of status indicators, upload the gif file images and use the descriptive flexfield to enter the path to an indicator for a performance status.

Enabled statuses with associated status indicators are available for selection and association in the Create/Update Performance Rule and Create/Update Key Performance Area Scoring Rule pages.

4. Save your work.

## Defining Performance Rules and Exceptions

A performance rule enables you to define thresholds of possible values for a measure. You can associate a performance status indicator with each threshold. When you generate exceptions, Oracle Projects compares each measure value against the thresholds in each performance rule. If the value falls within any of the defined thresholds, then Oracle Projects associates the status indicator of that threshold with the measure.

Because performance exceptions reporting enables you to track expected and excellent performance along with negative performance, you must mark the thresholds that reflect negative performance values with a *report as exception* indicator. If the value of a measure falls in a threshold that has the report as exception indicator enabled, then the measure is considered to have an exception and is shown in the list of exceptions. If the value falls in a threshold range for which the report as exception indicator is not enabled, then that value is considered to reflect *as expected* performance and the corresponding transaction is not shown in the list of exceptions. However, you can set up Oracle Projects to track expected performance with an *on track* status indicator that is shown on project performance and project list pages. Values that reflect exceptions will appear in project performance and project list pages, and the exceptions list page.

### Example

If you want to show statuses for key performance areas and a single overall status for the project, then you must define weighting factors for performance rules. Oracle Projects adds weighting factors at the key performance area level then applies the key performance area scoring rule thresholds to generate the key performance area status indicator. This can result in a difference between the performance rules statuses and the key performance area status. For example, performance rules may return a status of *at risk*. However, the key performance area may return a status of *critical* because the total weighting associated with at risk thresholds from all performance rules may add up to a key performance area score that falls in the critical range of scoring rules for that key performance area.

You must attach performance rules to a project to view project performance statuses and exceptions. If you attached performance rules to a project template, then any projects created from the template will inherit the prescribed rules. One status can denote different thresholds. For example, both under-utilization and over-utilization of resources could indicate a performance status of *critical*.

**Note:** You must define performance rules for financial measures in global currency. Oracle Projects calculates exceptions based on the value in global currency and displays exception status icons on project performance pages based on these values regardless of the currency in which a page is viewed. Exception details are also shown in global currency.

Submit the PRC: Generate Performance Scores and Notifications concurrent program to generate exceptions, key performance area scores, statuses, and automated e-mail status report notifications.

You can create different performance rules for the same measure (for example, for different calendars). However, associating a project with more than one performance rule that is defined on the same measure, but on a different calendar, can cause the key performance area scores and statuses to be inflated.

**Note:** In addition to defining performance rules on base measures and custom measures in project performance, you can also define performance rules for *schedule* measures (six measures based on workplan dates). If a project is defined as a program, then Oracle Projects evaluates the performance rule thresholds against the program-level dates that are rolled up from all linked projects. Oracle Projects evaluates performance for all other performance rules only for project-level measures, irrespective of whether a project is a program or not.

## To Create a Performance Rule

1. Navigate to the Create Performance Rules page from the Projects Setup and Performance Rules pages.
2. Select the measure for which you want to create a performance rule and the key performance area to which the measure belongs.
3. Enter details and thresholds for the rule.
4. Associate an appropriate status indicator to each threshold.

To enable display of the status on the Exceptions page, select the *Report as Exception* check box and enter a weighting based on the status severity. You can associate the same status for different thresholds and assign the same weighting or a different weighting to the status. The weighting is summed up to determine the key performance area scores.

You can change threshold values, status indicators, and weighting at any time. When you generate exceptions, Oracle Projects always determines the exceptions based on the latest threshold values.

5. Save your work.

If you want to discontinue use of a performance rule, then you must change the end date for the rule to either the current date or a prior date. If you do not want to report exceptions for a performance rule for a particular project, then disassociate the rule from the project.

**Note:** You must define a minimum and maximum value for at least one threshold of a performance rule. Defining values for the remaining four thresholds is optional. Define threshold values to cover all possible values for a measure. If the value of a measure does not fall in any threshold range, no status indicator icon is displayed for that measure.

### To Attach Performance Rules to a Project or Project Template

1. Navigate to the Performance Rules page from the Project / Project Template Setup page.
2. Navigate to the Update Rule Selection page.  
This option is secured by a security function. If you want to control exception management centrally in your organization, then do not associate this security function with the Project Manager role menu.
3. Choose the performance rules that you want to attach to the project or project template.
4. Save your work.

### Related Topics

Adding Performance and Scoring Rules, *Oracle Project Management User Guide*

### Defining Key Performance Areas and Scoring Rules

You can view the overall performance of a project and performance status by key performance areas. You should monitor the status of key performance areas to ensure that a project is on track for completion within the budgeted cost and planned schedule.

Oracle Projects provides three predefined key performance areas. You can modify the name and attributes of the following key performance areas, and enable and disable them. Additionally, to monitor performance at a more detailed level, you can define and enable the other two key performance areas.

- Financial
- Schedule
- Health

You must define scoring rules for key performance areas and attach the rules to a project or project template. To create a scoring rule, you must define thresholds, or ranges of possible key performance area scores and associate each threshold with a status indicator.

Oracle Projects calculates scores when you run the Generate Performance Scores and Notifications concurrent program. The score for each performance area is calculated based on the total of the weighting factors for each exception within a key performance area. If you attach different performance rules to a project for the same measure, but for different calendars, you can artificially inflate the key performance area scores.

For every score that meets a defined threshold in a key performance area scoring rule, Oracle Projects displays the associated performance status indicator for that key performance area. You can use the Oracle Applications personalization feature to include a summary of key performance area statuses in the Project Home page, Project Overview page, and status reports.

Oracle Projects displays the worst, or most severe performance status for a key performance area as the overall performance status of the project. If required, you can use a client extension to modify the overall performance status calculation logic.

### To Create a Key Performance Area Scoring Rule

1. Navigate to the Create Key Performance Area Scoring Rule page from the Projects Setup and Key Performance Area Scoring Rules pages.

2. Select the key performance area and enter scoring rule details including score ranges or thresholds.

3. Associate the appropriate status indicator with each threshold.

You can change threshold value and status indicators at any time. When you generate exceptions, Oracle Projects always determines the key performance area statuses based on the latest threshold values and status indicators.

4. Save your work.

If you want to discontinue use of a scoring rule, then you must change the end date for the rule to either the current date or a prior date. If you do not want to report key performance area status on a scoring rule for a particular project, then disassociate the rule from the project.

### To Attach Key Performance Area Scoring Rules to a Project

1. Navigate to the Key Performance Area Scoring Rules page from the Project / Project Template Setup page.

2. Select scoring rules for each key performance area.

3. Save your work.

**Note:** You must define a minimum and maximum value for at least one threshold of a key performance area scoring rule. Defining values for

the remaining four thresholds is optional. Define threshold values to cover all possible values for a key performance area score. If the value of a score does not fall in any threshold range, no status indicator icon is displayed for that key performance area.

## Related Topics

Page Layouts, page 2-156

Adding Performance and Scoring Rules, *Oracle Project Management User Guide*

## Configuring Automated Status Report Notifications

You can send information on exceptions, key performance area statuses, issues, and change documents by e-mail to team members and project stakeholders. Stakeholders can include the project manager and operational managers. They can also include members who are not directly a part of the project team such as customers, the finance manager, and the CEO of the operating unit that owns the project. You can customize the content and appearance of the e-mail notification by creating and attaching a particular report type to the project.

### To Send E-mail Notifications on Performance

1. Navigate to the Create Report Type page from the Projects Setup and Report Types pages.
2. Enter report type details.
3. Select a page layout and a generation method of *Automatic*.
4. Save your work.
5. To attach the report type to a project or project template, navigate to the Project Templates page from the Project Templates Setup page.

Ensure that the report type you select has a generation method of *Automatic* to enable the scheduling of performance notifications.

6. Click the Notification Recipients icon to add recipients by role or by name.

**Note:** Named recipients may be a part of the project team or may be external to the project.

7. Save your work.
8. Set up the PRC: Generate Performance Scores and Notifications concurrent

program to generate and send the notifications automatically.

## Related Topics

Project Status Reporting, page 6-104

Report Types, *Oracle Project Management User Guide*

Publishing Status Reports, *Oracle Project Management User Guide*

Sending Notifications, *Oracle Project Management User Guide*

Generate Performance Scores and Notifications, *Oracle Projects Fundamentals*

Performance and Exceptions Reporting Processes, *Oracle Projects Fundamentals*

## Generating Exceptions, Calculating Key Performance Area Scores and Statuses, and Sending Automated Status Reports

You can use the PRC: Generate Performance Scores and Notifications concurrent program to schedule the following activities:

- Generation of exceptions
- Calculation of key performance area scores and statuses
- Sending of automated status report notifications to stakeholders

The frequency at which you should schedule each of these activities depends on your business needs. For example, if your system allows daily updates of budget and actual amounts, then you should consider scheduling the generation of exceptions, and key performance area scores and statuses on a daily basis. For a long-term project, you should consider running the process on a weekly basis. If your project managers want to generate new exceptions every day, but project stakeholders only want to see key performance area statuses on a weekly basis, you can set up the process to generate exceptions every day and key performance area statuses and notifications on a weekly basis.

Oracle Projects recommends that you always generate exceptions, and key performance area scores and statuses at the same time. This ensures that key performance area statuses always show the correct status based on the exceptions in the system. If you follow this approach, you can still generate automated status report notifications on a weekly basis.

You can choose to link the processing cycles for exception generation, score calculation, notification generation, and summarization by running these processes in tandem to each other. For example, to view exceptions based on the most recent financial information, you must summarize project amounts by running the project performance reporting summarization concurrent programs before you run the Generate Performance Scores and Notifications concurrent program.



**Note:** You do not need to run the project performance summarization processes to view schedule exceptions based on the dates in your workplan.

## Related Topics

Generate Performance Scores and Notifications, *Oracle Projects Fundamentals*

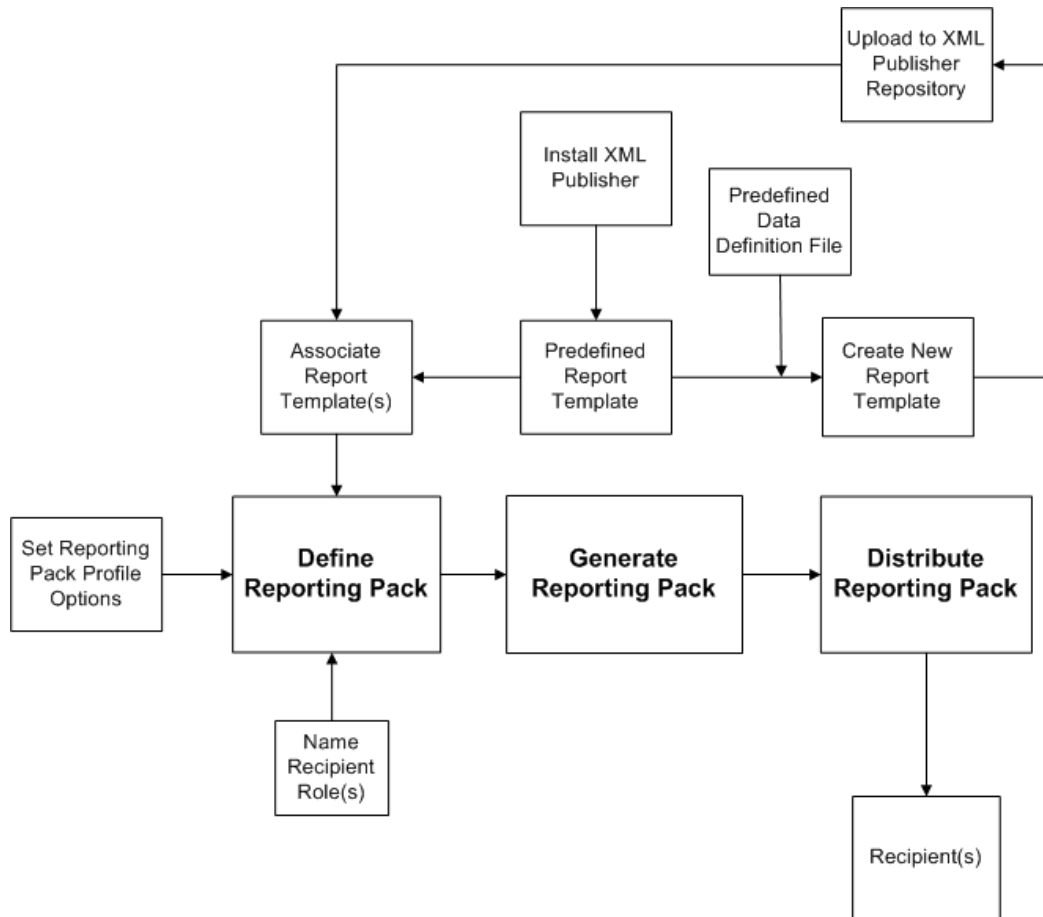
Performance and Exceptions Reporting Processes, *Oracle Projects Fundamentals*

## Reporting Pack

This section describes the setup steps that are required to set up and use the reporting pack feature. The following instructions give details about the reporting pack steps in the Oracle Project Management Feature Implementation Checklist.

The reporting pack feature enables you to configure, generate, and distribute performance reports by e-mail to recipients such as project managers. This feature uses project performance reporting measures and the summary information created by project performance reporting summarization programs for its reports. In addition, to view project performance summary amounts in the global currency and for the global calendar, the feature uses Global Business Intelligence profile options that are a part of Oracle Daily Business Intelligence. Reporting pack reports can apprise managers on project performance without them accessing the application.

The following diagram illustrates the process of configuring, generating, and distributing a reporting pack.



To enable the reporting pack feature, you must first define the following profile options:

- PA: Reporting Pack E-mail Sender Address
- PA: Reporting Pack SMTP Server Address
- PA: Reporting Pack Worker Quantity

Next, you must define a reporting pack. While defining a reporting pack, you attach report templates that specify the type of reports and their content and layout. You must also name by role the recipients for a reporting pack.

To attach report templates, you can use the predefined report templates that the feature provides. Alternatively, you can install XML Desktop Publisher and use it to create additional report templates based on predefined templates, or create new templates. You can use the predefined data definition file to customize measures and presentation in a report template. If you create additional or new templates, you must upload them to the XML Publisher repository to use them for a reporting pack.

Next, you must submit the reporting pack concurrent program to schedule the generation and distribution of a reporting pack. This program uses the information in

the report templates to derive project performance data and present it in the reports that it generates. The program then distributes these reports as e-mail attachments to recipients in the specified roles.

## Related Topics

Using a Reporting Pack, *Oracle Project Management User Guide*

Performance and Exceptions Reporting Programs, *Oracle Projects Fundamentals*

Generate and Distribute Reporting Pack, *Oracle Projects Fundamentals*

*Oracle XML Publisher Administration and Developer's Guide*

## Setting Reporting Pack Address Options

To ensure that the reporting pack concurrent program successfully distributes reporting pack reports by e-mail, define the following address-related profile options:

- PA: Reporting Pack E-mail Sender Address, page B-49
- PA: Reporting Pack SMTP Server Address, page B-50

## Setting Reporting Pack Processing Option

The reporting pack feature provides the following profile option to control the speed at which the reporting pack concurrent program generates and distributes a reporting pack. Based on the number of reports that you are generating and distributing for a reporting pack, you can change the default value for the following processing profile option to a higher value:

- PA: Reporting Pack Worker Quantity, page B-50

The number of projects processed and the number of report templates in a reporting pack determine the number of reports that the reporting pack concurrent program generates and distributes.

## Creating Additional Report Templates

Oracle Projects reporting pack provides predefined report templates. You can use these templates to create your own templates. To do this, you must first install XML Desktop Publisher on your local computer. Then, using the XML Publisher Administrator responsibility, you can download onto your local computer both the predefined report template that you want to modify and the predefined data definition file that the reporting pack feature provides.

To download the template, navigate to the Template page and search for the list of predefined templates attached to Reporting Pack Data Definition. Select the required template to download it. Similarly, to download the data definition, navigate to the

Data Definition tab of XML Desktop Publisher.

After you download a predefined report template, you can open the template in Microsoft Word. You can create your own template based on the predefined template. Alternatively, you can create a new report template. You can use the XML Publisher toolbar in Microsoft Word to add to your report template XML tags and SQL queries from the data definition file. The Generate Reporting Pack concurrent program uses these XML tags to present performance measures and the SQL queries to derive the values of these measures for the report output.

After you create the report template, you must register the word document format of the report template with XML Desktop Publisher. Registering the new or changed template makes it available for use in a reporting pack.

For more information on creating, storing, and registering templates with XML Publisher, see the *Oracle XML Publisher Administration and Developer's Guide*.

## Defining a Reporting Pack

You can create a new reporting pack or use existing reporting packs that you have defined. You can navigate to the Reporting Pack page from Projects: Setup to view existing reporting packs. You can either select an existing reporting pack and modify it, or create a new reporting pack for your needs.

To create a new reporting pack, you must select the report templates that you want to attach to the reporting pack. In addition, you must also select the recipients who are to receive the reporting pack by e-mail. After you select report templates and recipients, enter the necessary parameters for the PRC: Generate Reporting Pack concurrent program and schedule the generation and distribution of reports.

For more information on reporting pack, see Reporting Pack, page 6-101.

## Scheduling the Generation and Distribution of Reporting Packs

Use the reporting pack concurrent program to schedule the generation and distribution of a single reporting pack by e-mail to named recipients for the named range of projects.

For more information on parameters for the program, see Generate and Distribute Reporting Pack, *Oracle Projects Fundamentals*.

## Project Status Reporting

The following instructions give details about the Project Status Reporting steps, page 6-9 in the Oracle Project Management Feature Implementation Checklist.

Project status reporting gives project managers the ability to provide project stakeholders with timely and consistent status reports.

Oracle Projects provides default report sections, report page layouts, report types, reported status values, and reminder rules for project status reports. Therefore, each of

these setup steps is optional.

## Project Status Report Sections

You can define report sections for your project status reports. These sections can be set up to track various kinds of project information. For example, you can set up sections that focus on staffing issues, risk analysis data, or project health checks.

There are two main steps involved in the setup of project status report sections:

1. Use descriptive flexfields to create names and descriptions for each of the project status report sections you intend to implement.
2. Navigate to the Project Status Report Sections page and choose the section style and effective dates for each project status report section descriptive flexfield.

The project status report sections you define in this step can be associated with project status report page layouts. You can associate the same report section with multiple page layouts.

**Note:** To use a report section, you must associate the report section with a page layout, which must in turn be associated with a report type.

## Defining the Descriptive Flexfield for Project Status Report Sections

To define the descriptive flexfield for project status report sections:

1. Navigate to the Descriptive Flexfield Segments window.  
This window enables you to define a set of context field values. Each context field you define represents a project status report section.
2. Run a query with *Oracle Projects* in the Application field and *Project Status Report Sections* in the Title field.
3. In the Context Field Values section, fill out the code, name, and description for each project status report section you plan to implement. Select enabled to activate the new context fields. This causes them to appear on the Project Status Report Sections page.

**Note:** When context fields are disabled in this window, the project status report sections they represent do not appear on any page layouts, including layouts associated with published reports.

4. Define prompts.

Use the Segments Summary window to define the window prompts for each context field. These prompts appear as the names of data entry fields in status report sections.

5. Define value sets.

Use the Value Sets window to define value sets for each prompt you define in the Segments Summary window. The value set will differ depending upon the type of information the prompt requires.

For details on descriptive flexfield functionality, see the *Oracle Applications Flexfields Guide*.

## Defining Status Report Section Details

You use the Project Status Report Sections page to identify styles and effective dates for the Project Status Report Sections descriptive flexfield.

The Project Status Report Sections page provides three different styles for project status report sections:

- Single Column: Displays the section's fields in a single column.
- Single Column with Summary and Comments: Displays the section's fields in a single column and contains summary and comments fields at the top of the page.
- Table: Arranges the fields into a table format. Sections using the table style display rows for data entry. Each context field defined for the section becomes a column heading. Table style report sections initially display nine rows. You can add rows in sets of five.

## Report Page Layouts

You can configure a set of page layouts for your project status reports. For more information, see: Page Layouts, page 2-156.

**Note:** When you configure new project status report layouts, be sure to choose Project Status Report from the Create Page Layout field on the Page Layouts setup page.

## Report Types

Report types enable you to reuse the same page layout many times in a single project. The report type also controls whether you can change the page layout of a project status report at the project level.

To create a report type:

1. Navigate to the Create Report Types page.
2. Enter the report type name and description.
3. Choose a page layout.
4. If you want to enable people with edit access to change the report type page layout at the project level, select *Allow Status Report Page Layout Override on Project Level*.
5. Enter effective dates for the report. You can leave the Effective To date blank.

You cannot delete a report type after you have used the report type to create a project status report and associated the project status report with a project.

The only attributes that can be updated for report types are their descriptions and effective to dates. This is true even if the status report is made obsolete.

## Reported Statuses

You use reported statuses to report the current status of the project. For example, when progress on a project slows down, you can change the reported status to At Risk. If progress on a project stops, you change the reported status to In Trouble.

Reported statuses use the progress status system statuses. The predefined system statuses for progress are:

- On Track
- At Risk
- In Trouble

You can associate these values with colored indicators that indicate the status.

## Reporting Cycles

Oracle Projects uses reporting cycles to determine the start and end of a reporting period.

Oracle Projects provides default cycles that can be used for reporting purposes.

For more information about setting up cycles, see: *Cycles*, page 2-118.

## Project Status Report Reminder Rules

Project status reminder rules determine how and when people are notified that reports need to be created and published, based on the reporting cycle. These notifications are delivered through the Oracle Projects User Interface or through email. You can only associate one reminder rule with a status report at a time. A single reminder rule can send multiple reminder and escalation notifications.

For example, you could create a reminder rule that sends a reminder notification to the report creator or approver twice: first, ten days before the report is due and then again five days before the report is due.

You can also create reminder rules that automatically send escalation notifications to a supervisor or department manager when a status report becomes overdue. A report is overdue when the report end date for the project status report has passed, but the report creator has not yet published a new report.

The system sends reminder notifications to all people in the distribution list for the report who have update privileges. It sends escalation notifications to the recipients specified in the action details of the reminder rule. For each action, you can only define one escalation reminder recipient.

Oracle Projects includes one predefined reminder rule called *Project Status Notification*. It contains one notification action and one escalation action. You can further update this reminder rule at the project level to fit the needs of the report types on your project.

## Defining Reminder Rules

When you define reminder rules, you define basic information for the rule first, such as the reminder rule name, description, and effective dates. Then you define the set of actions that determine what kinds of notifications the reminder rule sends out and when it sends them.

To create new reminder rules, complete the following steps:

1. Select Project Status Report Rules from the main portal page.
2. Select Create Project Status Report Rule.
3. Enter the name, description, and effective dates for the rule.
4. Select Add Action to create a new action for the rule.
5. Enter the action and condition information for each action and select Apply. After you enter and save the action, the Create Project Status Report Rule page appears with the updated action information.

Repeat this step for each action you want to define for this reminder rule.

6. When finished defining the reminder rule's actions, click Apply on the Create Project Status Report Rule page to save the new reminder rule.

For more information about associating reminder rules with project status reports, see *Defining Status Reporting Options, Oracle Project Management User Guide*.

## Project Status Report Workflow Extension

The Project Status Report Workflow client extension enables you to customize the



workflow processes for submitting, approving, and publishing a project status report. This is an optional step.

For more information about this extension, see Project Status Report Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.



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# Implementing Oracle Project Portfolio Analysis

This chapter contains instructions for implementing Oracle Project Portfolio Analysis.

This chapter covers the following topics:

- Oracle Project Portfolio Analysis Implementation Checklist
- Licensing Oracle Project Portfolio Analysis
- Oracle Project Portfolio Analysis

## Oracle Project Portfolio Analysis Implementation Checklist

Oracle Project Portfolio Analysis is an integrated application to help you maximize your company's return on project spending by aligning the portfolios of project investments with the financial and strategic goals of the company. Oracle Project Portfolio Analysis enables you to connect your operational decisions with your strategic and financial goals.

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

## Oracle Project Portfolio Analysis Product Implementation Checklist

The following checklist shows the steps required to implement each Oracle Project Portfolio Analysis feature. The list is organized by feature. The *Required/Optional* column indicates if the step is required or optional for use of the product.

To implement Oracle Project Portfolio Analysis, complete the steps in the following order:

## 1. Licensing

Step	Description	Required /Optional	Setup Level	Responsibility
PJP-P1.1	Set the profile option PJP: Licensed to Use Project Portfolio Analysis	Required	Site	System Administrator
PJP-P1.2	Set the profile option PA: Licensed to Use Project Management	Required	Site	System Administrator

## Oracle Project Portfolio Analysis Feature Setup

The following checklist shows the steps required to implement each Oracle Project Portfolio Analysis feature. The list is organized by feature. The *Required/Optional* column indicates if the step is required or optional for use of each feature. The *Optional* column indicates if the step is optional for use of each feature.

To implement Oracle Project Portfolio Analysis features, complete the steps in the following order:

Step	Description	Required /Optional	Setup Level	Responsibility
PJP-F1.1	Define the portfolio analysis organization hierarchy	Optional	Site	Projects Implementation Super User
PJP-F1.2	Define portfolio analysis calendars	Required	Site	Defined in General Ledger
PJP-F1.3	Define additional period types for use in portfolio analysis calendars	Optional	Site	Defined in General Ledger
PJP-F1.4	Define the financial plan types for cost and benefit	Required	Site	System Administrator
PJP-F1.5	Define the portfolio selection class category	Required	Site	System Administrator
PJP-F1.6	Define additional investment class categories for portfolio analysis	Required	Site	System Administrator

Step	Description	Required /Optional	Setup Level	Responsibility
PJP-F1.7	Define investment criteria	Optional	Site	Project Portfolio Analysis
PJP-F1.8	Configure Project Roles	Optional	Site	Projects Implementation Super User
PJP-F1.9	Set Profile Options	Required	Site	System Administrator

## Licensing Oracle Project Portfolio Analysis

The following instructions give details about the Licensing steps, page 7-1 in the Oracle Project Portfolio Analysis Product Implementation Checklist.

To indicate to the system that Oracle Project Portfolio Analysis is licensed, set the profile option PJP: Licensed to Use Project Portfolio Analysis to Yes.

### Related Topics

PJP: Licensed to Use Project Portfolio Analysis, *Oracle Projects Implementation Guide*

## Oracle Project Portfolio Analysis

The following instructions give details about the portfolio analysis steps in the Oracle Project Portfolio Analysis Feature Implementation Checklist.

### Define Portfolio Organization Hierarchy

This is an optional step. You need to set this profile option only if you want to restrict the projects that can be in portfolios by project owning organization.

In the profile option PJP: Portfolio Organization Hierarchy, you specify an organization hierarchy. Only projects that fall within a portfolio's start organization or below it in the specified organization hierarchy can be a part of that portfolio.

You can optionally define a specific organization hierarchy for portfolio analysis.

### Related Topics

Defining Organization Hierarchies, page 2-34

## Define Portfolio Analysis Calendars

In Oracle Project Portfolio Analysis, you assign a calendar to each planning cycle.

You can optionally define calendars specifically for portfolio analysis. For example, your portfolio analysis calendar can include annual periods, and be open for the next ten years.

Calendars are defined in Oracle General Ledger.

### Related Topics

Period and Calendar Definition, page 2-4

## Define Additional Period Types for Use in Portfolio Analysis Calendars

In Oracle Project Portfolio Analysis, you assign a GL calendar and a period type to each planning cycle. You can use different calendar and period type combinations for each planning cycle, even for the same portfolio.

You can optionally define period types specifically for portfolio analysis.

The system copies periods from the calendar defined in General Ledger to Oracle Project Portfolio Analysis, according to the period type you select for the planning cycle.

### Related Topics

Period Types, *Oracle General Ledger Implementation Guide*

## Define the Financial Plan Types for Cost and Benefit

Oracle Project Portfolio Analysis uses financial plans to collect cost and benefit information for projects. You define the project financial plan types that are used for this information, and then use the following profile options to specify that they are used for Oracle Project Portfolio Analysis:

- PJP: Financial Plan Type for Project Benefit
- PJP: Financial Plan Type for Project Cost

You can use the same financial plan type for both the project cost and the project benefit. You can collect project cost and benefit from the current baselined budgets or forecasts to Oracle Project Portfolio Analysis, according to the financial plan types you select for the system.

### Related Topics

Financial Plan Types, page 6-19

## Define the Investment Class Category for Oracle Project Portfolio Analysis

You set up an investment class category to group classes of projects for analysis of cost and benefit for a scenario. You can analyze and balance the distribution of cost and benefit for a scenario among the investment class codes for that category. In addition, Oracle Project Portfolio Analysis calculates the aggregate net present value (NPV), return on investment (ROI), internal return on investment (IRR), and payback period for each investment class code.

**Note:** You may associate only one investment class category at a time to a project. To enforce this, select the Allow 1 Code Only box in the Class Categories and Codes window for each investment class category that you define.

### Related Topics

Project Classifications (Class Categories and Class Codes), page 2-98

## Define the Portfolio Selection Class Category

You can define a class category specifically for the PJP: Portfolio Selection Class Category profile option, or you can use an existing class category.

**Note:** You may associate only one portfolio selection class category at a time to a project. To enforce this, select the Allow 1 Code Only box for each portfolio selection class category that you plan to use for Oracle Project Portfolio Analysis.

### Related Topics

Project Classifications (Class Categories and Class Codes), page 2-98

## Define Investment Criteria

The Investment criteria that you define determine how your business evaluates all investments across organizations. You use investment criteria to evaluate and select projects into project portfolios.

Oracle Project Portfolio Analysis enables you to define non-financial criteria and enter weighting values for both financial and non-financial criteria. The non-financial criteria are organized into strategic groups, which reflect the organizational or strategic structure.

Your implementation team defines the investment criteria centrally for all of the project portfolios in your organization. It defines strategic groups and the strategic objectives

that make up each group and shares them across all project portfolios and planning cycles. For each portfolio, you can select a subset of the criteria, such as strategic criteria or financial criteria.

Your implementation team can also define weighting percentages for both strategic groups and the strategic objectives within each group. The system uses weighting percentages when it creates financial investment criteria for a planning cycle.

To define non-financial investment criteria, navigate to the Investment Criteria page. You can reach this page by selecting Setup from the Oracle Project Portfolio Analysis menu.

**To define a new strategic group:**

1. Click in the Add column for the Non-Financial Category row.
2. In the Add Strategic Group page, enter a Name and Description for the new strategic group.
3. Click Apply.

**To define a new strategic objective:**

1. Click in the Add column for the strategic group that will contain the new strategic objective.
2. In the Add Strategic Objective page, enter a Name and Description for the new strategic objective.
3. Click Apply.

## Configure Project Roles

A role can be associated with one or more predefined privileges. The Oracle Project Portfolio Analysis roles are delivered with the privileges shown in the following table:

Privilege	Portfolio Owner	Portfolio Analyst	Portfolio Approver
View Portfolio	Yes	Yes	Yes
Update Portfolio	Yes	Yes	
Maintain Planning Cycle	Yes	Yes	
Collect Projects	Yes	Yes	



Privilege	Portfolio Owner	Portfolio Analyst	Portfolio Approver
Develop Scenarios	Yes	Yes	
Approve Plan	Yes		Yes

The implementation team or security administrator can configure role/function associations if the predefined one do not satisfy the organization's needs.

## Related Topics

Security In Oracle Projects, *Oracle Projects Fundamentals*

Appendix B: Profile Options, page B-1

Appendix D: Menus and Responsibilities, page D-1

## Set Profile Options

Before you can use Oracle Project Portfolio Analysis, you have to set a series of profile options for your system. These options include the:

- PJP: Financial Plan Type for Project Benefit
- PJP: Financial Plan Type for Project Cost
- PJP: Portfolio Selection Class Category
- PJP: Portfolio Organization Hierarchy
- PJP: Nominate Risk from Investment Criteria
- PJP: Default Discount Rate

## Related Topics

Specify Profile Options, page B-9

Setting User Profile Options, *Oracle Applications System Administrator's Guide*

## Set the Profile Options PJP: Financial Plan Type for Project Benefit and PJP: Financial Plan Type for Project Cost

You use the profile options PJP: Financial Plan Type for Project Benefit and PJP: Financial Plan Type for Project Cost to specify the project financial plan types that are used to collect benefit and cost information.

## Related Topics

PJP: Financial Plan Type for Project Benefit, page B-32

PJP: Financial Plan Type for Project Cost, page B-32

## Set the Profile Option PJP: Portfolio Selection Class Category

You use this profile option to specify a class category that will control which projects can be included in a portfolio. Projects whose code for the selected class category match the code chosen for a portfolio can be part of that portfolio.

You can choose any class category that allows entry of only one class code for a project.

**Note:** You can associate only one portfolio selection class category at a time to a project. To enforce this, make sure that you use portfolio selection class categories which have the Allow 1 Code Only box selected for their definition in the Class Categories and Codes window.

You should not change the Portfolio Selection Class Category profile option after you start using the Oracle Project Portfolio Analysis application, because such changes can affect the project portfolios that you have created.

## Related Topics

PJP: Portfolio Selection Class Category, page B-33

## Set the Profile Option PJP: Portfolio Organization Hierarchy

You can optionally specify an organization hierarchy that controls how projects are pulled into a portfolio.

If you specify an organization hierarchy, the system includes in a portfolio projects that belong to all subordinate organizations of the organization for the portfolio, as set up in the specified organization hierarchy.

If you do not set up this profile option, all project owning organizations are considered as independent organization units, and only projects directly owned by the project organization specified for a portfolio are included in the portfolio.

## Related Topics

PJP: Portfolio Organization Hierarchy, page B-32

## Set the Profile Option PJP: Nominate Risk from Investment Criteria

You must specify which strategic objective group is used to evaluate risk. You can choose from any strategic objective group defined in the investment criteria setup.

**Related Topics**

PJP: Nominate Risk from Investment Criteria, page B-32

**Set the Profile Option PJP: Default Discount Rate**

You can optionally specify a default annual discount rate. The discount rate is used to calculate net present value and payback period for portfolios.

**Related Topics**

PJP: Default Discount Rate, page B-31



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# Implementing Oracle Project Collaboration

This chapter contains instructions for implementing Oracle Project Collaboration.

This chapter covers the following topics:

- Oracle Project Collaboration Implementation Checklist
- Licensing Oracle Project Collaboration
- Team Member Home Setup

## Oracle Project Collaboration Implementation Checklist

Oracle Project Collaboration streamlines team collaboration and execution of project work. Relying on a single source of accurate and timely project information, globally dispersed team members can raise and resolve issues and changes, share documents, and communicate their progress. Easily accessible to all team members both internal and external to your organization through an intuitive, personalized web-based interface, Oracle Project Collaboration eliminates delays in the transfer of time-sensitive project information, positioning your team to complete their work on time with less effort, thereby empowering your project team to deliver projects successfully, operate more efficiently, and ultimately improve profitability.

Oracle Project Collaboration is part of the Oracle E-Business Suite, an integrated set of applications that are engineered to work together.

Oracle Project Collaboration shares information with Oracle Project Management, and provides a personalized view for team members.

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

## Oracle Project Collaboration Product Implementation Checklist

The following checklist shows the steps required to implement Oracle Project

Collaboration. The product setup checklist is organized by area of functionality. The *Required/Optional* column indicates if the step is required or optional for use of the product.

To implement Oracle Project Collaboration, complete the steps in the following order:

1. Licensing, page 8-2
2. Team Member Home, page 8-2

## 1. Licensing

The following table lists the step required for licensing:

Step	Description	Required /Optional	Setup Level	Responsibility
PJL-P1.1	Set the profile option PA: Licensed to Use Project Collaboration	Required	Site	System Administrator

**Note:** For details about the workplan and licensing step, see Licensing Oracle Project Collaboration, page 8-2.

## 2. Team Member Home

The following table lists the steps required for team member home:

Step	Description	Required /Optional	Setup Level	Responsibility
PJL-P2.1	Define additional team member home page layouts	Optional	Site	Project Super User
PJL-P2.2	Set the profile option PA: Team Home Page Layout	Optional	Site	System Administrator

**Note:** For details about the team member home steps, see Team Member Home, page 8-3.

## Licensing Oracle Project Collaboration

The following instructions give details about the Licensing steps, page 8-2 in the Oracle

Project Collaboration Product Implementation Checklist.

To indicate to the system that Project Collaboration is licensed, set the profile option PA: Licensed to Use Project Collaboration.

See: PA: Licensed to Use Project Collaboration, page B-29.

## Team Member Home Setup

The following instructions give details about the Team Member Home steps, page 8-2 in the Oracle Project Collaboration Product Implementation Checklist.

### Defining the Team Home Page

The Team Member Home page promotes project team collaboration by combining critical project information with daily functions for each user. The page shows the team member's schedule and priorities, owned work, assigned actions, task assignments, and lists recent changes and notifications pertaining to projects on which the team member is working.

A team member's home page displays a prioritized list of work with due dates, as well as current issues, change documents, and notifications.

Team members can use this page to perform their most common actions, such as:

- Create issues and changes for their projects
- Report progress
- Respond to project actions
- View and update tasks and sub-tasks they own or are assigned to

The Team Member Home page gives team members the following abilities:

- Collaborative Issue Resolution
- Collaborative Change Request and Change Order Resolution
- Collaborative Workplan management and progress collection
- Document Sharing
- Task Progress Communication
- Quick Access to Common Functions

For a list of predefined sections in the team member home page, see: Team Member Home, page 2-180. For information on document sharing, see Using Document Management, *Oracle Project Management User Guide*, and Integrating with Document

### **To Set Up the Team Home Page:**

1. Create team member home page layouts.

You can configure the layout of the Team Member Home page to display information in a specified order. Team members see a personalized view of the secured information to which they have access.

You can create multiple configurations of the Team Member Home page. However, you can use only one configuration per responsibility and user. For details about creating page layouts, see: *Page Layouts*, page 2-156.

2. Assign page layouts to responsibilities.

See: *Team Member Home Page Layout Profile Option*, page 8-4.

3. Set the Home Page Highlights profile option.

See: *Home Page Highlights Profile Option*, page 2-189.

### **Team Member Home Page Layout Profile Option**

To specify the page layout that is used for the team member home page, set the Team Member Home Page Layout profile option. You can set this profile option at any level.

For more information, see: *PA: Team Home Page Layout*, page B-55.



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## Workflow Processes

This chapter describes the Oracle Workflow processes that are used in the Oracle Projects solution.

This chapter covers the following topics:

- Integrating with Oracle Workflow
- Oracle Project Costing Workflows
- Oracle Project Foundation Workflows
- Oracle Project Management Workflows
- Oracle Project Portfolio Analysis Workflow
- Oracle Project Resource Management Workflows

### Integrating with Oracle Workflow

Oracle Projects provides the ability to integrate with Oracle Workflow to automate some activities.

Using the powerful abilities of Oracle Workflow, you can create, view, and modify business processes that determine the workflows. Workflow automatically routes approvals and notifies appropriate users of current approval status. The approval process updates statuses as approvals are obtained or denied.

You decide what is the approval chain and what business rules must be met before a transaction can be approved.

Oracle Projects provides default processes for each workflow. You can modify the default processes and create additional processes to accommodate the needs of your business, using the Oracle Workflow Builder.

### Workflows in Oracle Projects

Oracle Projects provides the following workflows that you can customize for your

business needs. Some of the workflows are for internal purposes and cannot be modified.

The workflows are organized in this chapter by product:

#### **Oracle Project Costing**

- PA Step Down Allocations

#### **Oracle Project Foundation**

- PA: Mass Pipeline Projects Update Workflow
- PA: Oracle Projects Library Workflow
- PA: Project Workflow

#### **Oracle Project Management**

- PA: Budget Workflow
- PA: Budget Integration Workflow
- PA: Issue and Change Workflow
- PA: Issue and Change Action Workflow
- Project Budget Account Generation Workflow
- PA: Project Execution Workflow
- PA: Performance Notification Workflow
- PA: Status Report Workflow
- PA: Workplan Workflow

#### **Oracle Project Portfolio Analysis**

- Project Portfolio Analysis Workflow

#### **Oracle Project Resource Management**

- PA: Advertisements Workflow
- PA: Apply Team Template Workflow
- PA: Candidate Notification Process
- PA: CRM Workaround Workflow
- PA: HR Related Updates Workflow

- PA: Mass Assignment Approval Workflow
- PA: Mass Assignment Transaction Workflow
- PA: Overcommitment Notification Process Workflow
- PA: Project Assignments Workflow

## Customizing Workflow Messages

When you customize a workflow, we recommend that you customize the workflow item processes and the loop counters, but not the messages. Instead of modifying a workflow message, you should create a new message. The reasons are explained below:

- When you create a process definition, Oracle Workflow Builder assigns a new version number to an activity if you make changes to it. It saves the new version of the activity to the database without overwriting older versions of the activity. In Oracle Workflow, activities also have effective dates so that at any time, only one version of the activity is in effect.

If a process is running, Oracle Workflow uses the version of the activity that was in effect when the process was initiated. It does not switch versions of the activity midway through the process. Since a process itself is an activity, a process definition always remains constant until the process instance completes.

- Oracle Workflow Builder does not maintain version information for objects such as item types, item type attributes, messages, and lookup types. For these objects, their latest definition always applies, so you must consider whether a change to any of these objects is backwards compatible. If the modification affects existing processes, you should create a new object rather than edit the existing object.

## Related Topics

*Oracle Workflow User's Guide*

*Oracle Workflow Administrator's Guide*

*Oracle Workflow Developer's Guide*

## Oracle Project Costing Workflows

Oracle Project Costing provides several workflows to automate and manage allocations and allocated costs. In addition, Oracle Project Costing provides a workflow to enable control of supplier payments.

## Overview of Oracle Project Costing Workflows

Oracle Project Costing provides the following workflows.

Workflow Name	Description
PA: Step Down Allocations Workflow	Automates AutoAllocations and includes processes that generate and release allocations, distribute and summarize allocated costs, and customize these processes for reporting
Send AR Notification workflow	Notifies project manager when a receipt is applied to a project invoice in Oracle Receivables. For customer invoices linked to supplier invoices on pay when paid payment holds, the notification enables project managers to review and release holds on supplier invoices.

## PA: Step Down Allocations Workflow

You use the Step-Down Allocations workflow to automate AutoAllocations.

The PA Step Down Allocations workflow (item type) automates the execution of step-down autoallocation sets to do the following:

- Create allocation runs
- Generate the allocation transactions
- Release the allocation transactions (if the rule is set up to release automatically) or require approval from a specific person before the process proceeds
- Distribute costs
- Update the project summary amounts

The filename of this workflow is paauto.wft.

You can use AutoAllocations in a standalone installation of Oracle Projects. If you want to include both Oracle Projects rules and Oracle General Ledger batches in the same autoallocation set, Oracle General Ledger must be integrated with Oracle Projects.

## Implementing the PA: Step Down Allocations Workflow

**Note:** Do not customize any aspect of the workflow other than the ones listed here. Oracle does not support any other customizations.

You can customize the following processes:

- PA Customizable Allocation Process, page 9-14
- PA Customizable Distribute Cost Process, page 9-18
- PA Customizable Summarization Process, page 9-22

Customize the PA\_AUTO\_ALLOC\_WF\_PKG (defined in the files PAPAALCB.pls and PAPAALCS.pls). This package contains the PL/SQL template of procedures and functions that you modify to customize the GL AutoAllocation Process.

The customizable processes return the result types shown in the following table:

Result Type	The process
COMPLETE.PASS	Is complete
COMPLETE.FAIL	Has failed and has been terminated

You can also customize the timeout attribute to set the amount of time that a user has to respond to a notification. See: Timeout attribute, page 9-23.

For information on opening and modifying Oracle Workflow processes, see: *Oracle Workflow Developer's Guide*.

## Unsupported Processes

The following processes in the PA Step Down Allocations workflow are unsupported:

- PA Allocation Rollback Process
- PA Distribute Cost Rollback Process
- PA Update Projects Summary Rollback Process

## PA: Step Down Allocations Processes

This workflow applies only to step-down allocations, not parallel allocations. The PA Step Down Allocation workflow (item type) directs the flow of autoallocations through the system.

In Oracle Workflow Builder, the processes are listed in alphabetical order. In this section, however, the processes are grouped by purpose and flow.

The PA Auto Allocation Process is the primary process for Projects AutoAllocations. This process calls the PA Step Down Allocation Process.

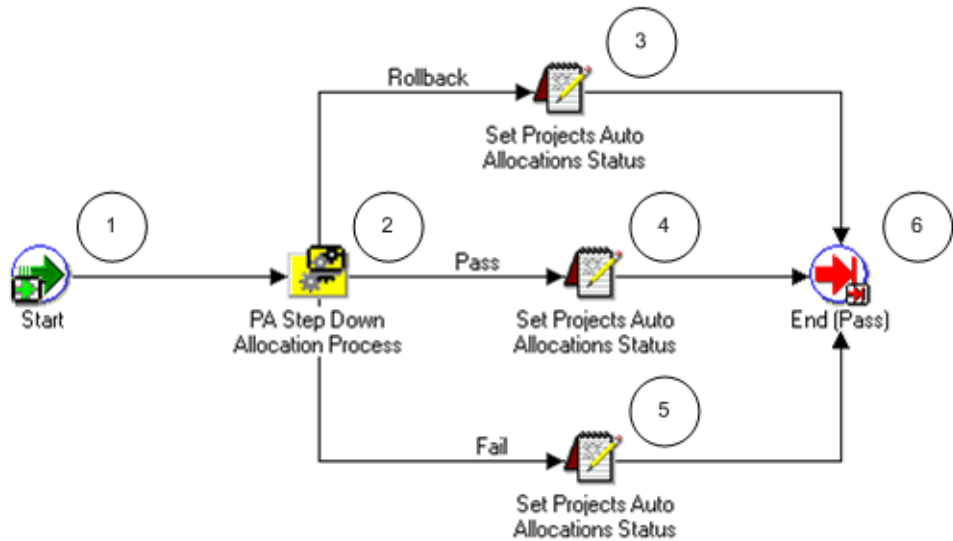
The PA Step Down Allocation Process manages the Oracle Projects allocations run. The PA Step Down Allocations workflow includes the following processes:

- PA Allocation Process, page 9-9
  - PA Allocation Generation Process
  - PA Allocation Release Process
  - PA Customizable Allocation Process
- PA Cost Process, page 9-15
  - PA Distribute Cost Process
  - PA Customizable Distribute Cost Process
- PA Summarization Process, page 9-19
  - PA Update Projects Summary Process
  - PA Customizable Summarization Process

#### **PA Auto Allocation Process**

This is the main process for AutoAllocations. This process calls the process PA Step Down Allocation Process,

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Auto Allocation Activities

The following information describes each activity in the PA Auto Allocation process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA Step Down Allocation Process (Node 2)** This is the main process for Oracle Projects step-down allocations.

- If the process is successful, it branches to node 4.
- If the process fails, it branches to node 5.

**Set Projects Auto Allocations Status (Rollback) (Node 3):** This process is for allocation rollbacks (not supported in this release).

**Set Projects Auto Allocations Status (Pass) (Node 4):** This process sets the status of the auto allocations set to *Pass*.

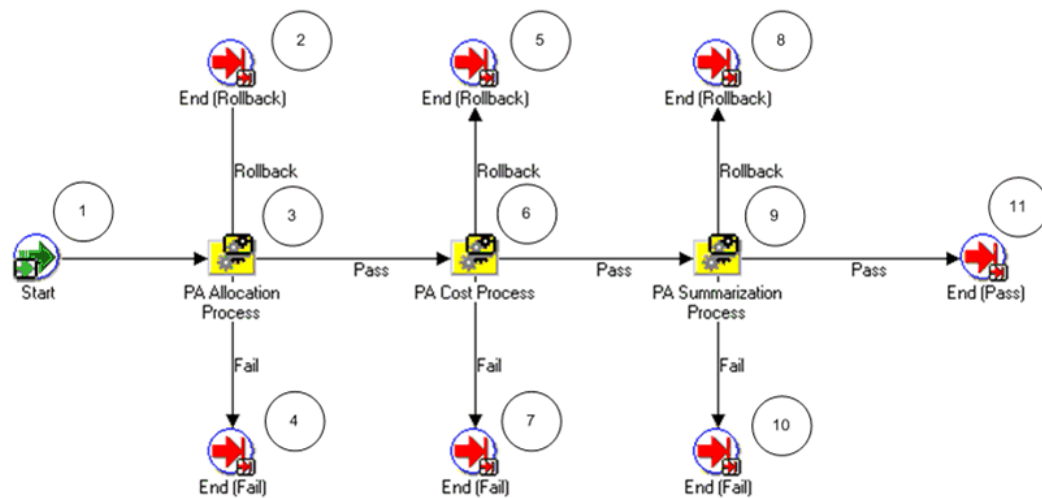
**Set Projects Auto Allocations Status (Fail) (Node 5):** This process sets the status of the auto allocations set to *Fail*.

**End (Pass) (Node 6)** This activity terminates the process and returns the result *Pass*.

### PA Step Down Allocation Process

This is the main process for step-down allocations.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Step Down Allocation Activities

The following information describes each activity in the PA Step Down Allocation process, listed by function name

**Start (Node 1):** This is a standard activity that marks the start of the process.

**End (Rollback) (Nodes 2, 5, and 8):** This is for allocation rollbacks (not supported in this release).

**PA Allocation Process (Node 3):** This process manages the allocations run.

- If the process is successful, it branches to node 6.
- If the process fails, it branches to node 4.

**PA Cost Process (Node 6):** This node calls the PA Cost process.

- If the process is successful, it branches to node 9.
- If the process fails, it branches to node 7.

**PA Summarization Process (Node 9):** This node calls the PA Summarization process.

- If the process is successful, it branches to node 11.
- If the process fails, it branches to node 10.



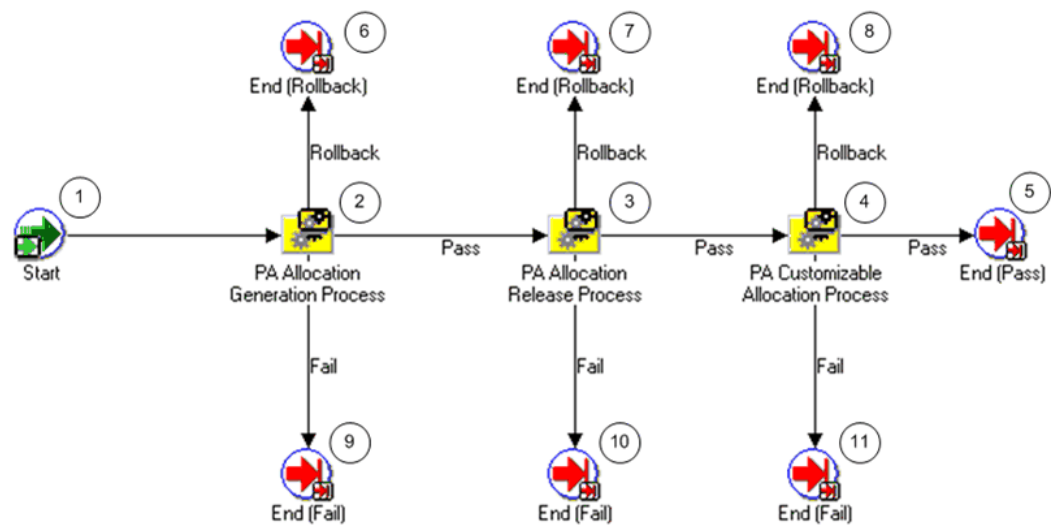
**End (Fail) (Nodes 4, 7, and 10):** This activity terminates the process and returns the result *Fail*.

**End (Pass) (Node 11):** This activity terminates the process and returns the result *Pass*.

### PA Allocation Process

This process manages the allocations run.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Allocation Activities

The following information describes each activity in the PA Allocation process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA Allocation Generation Process (Node 2):** This activity submits the PA Allocation Generation Process, page 9-10.

- If the process is successful, it branches to node 3.
- If the process fails, it branches to node 9.

**PA Allocation Release Process (Node 3):** This activity submits the PA Allocation Release Process, page 9-12.

- If the process is successful, it branches to node 4.
- If the process fails, it branches to node 10.

**PA Customizable Allocation Process (Node 4):** This activity submits the PA Customizable Allocation Process, page 9-14.

- If the process is successful, it branches to node 5.
- If the process fails, it branches to node 11.

**End (Pass) (Node 5):** This activity terminates the process and returns the result *Pass*.

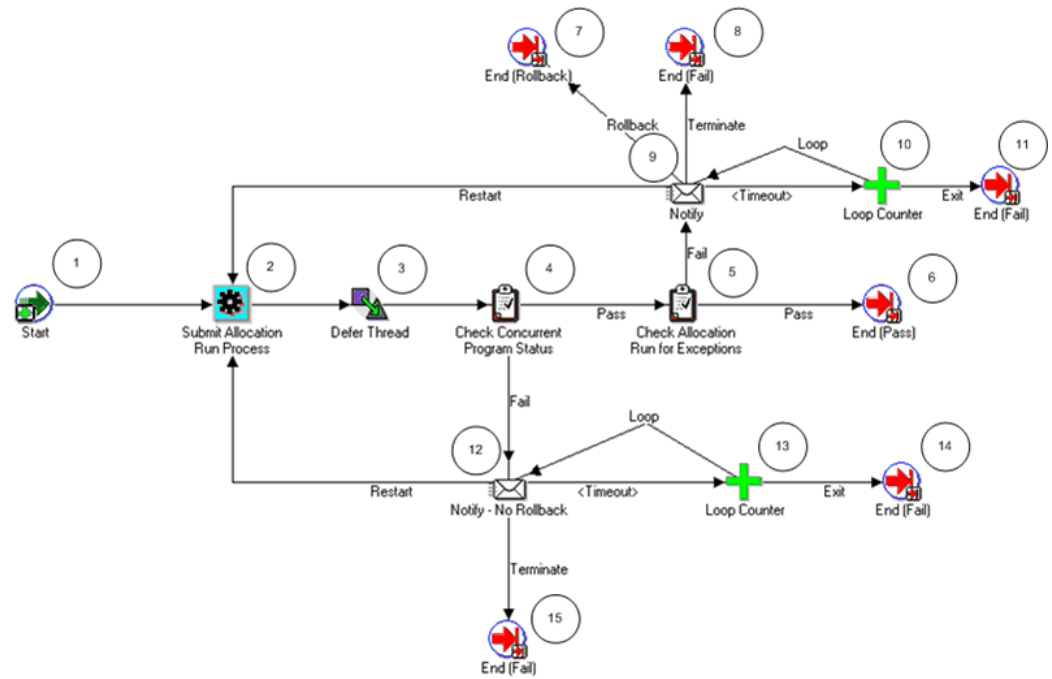
**End (Rollback) (Nodes 6, 7, and 8):** This is for allocation rollbacks (not supported in this release).

**End (Fail) (Nodes 9, 10, 11):** This activity terminates the process and returns the result *Fail*.

#### **PA Allocation Generation Process**

This process submits an allocation run.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Allocation Generation Activities

The following information describes each activity in the PA Allocation Generation process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Submit Allocation Run Process (Node 2):** This activity submits the allocation run. Based on the defer thread, this activity branches to node 4, Check Concurrent Program Status.

**Check Concurrent Program Status (Node 4):** This activity checks the status of the concurrent program Submit Allocation Run Generation.

- If the allocation has completed, the process branches to node 5.
- If the release has not completed, the process branches to node 12.

**Check Allocation Run for Exceptions (Node 5):** This activity checks the completed allocation run for any exceptions.

- If there are exceptions, the process branches to node 9.
- If there are no exceptions, the process branches to node 6.

**Notify (Node 9):** This activity sends a notification that the concurrent program has not completed.

- If a restart response is received, the process branches back to node 2.
- If a rollback response is received, the process branches to node 7.
- If the notification times out, the process branches to node 11.
- If a terminate response is received, the process branches to node 8.

**Notify - No Rollback (Node 12):** This activity sends a notification that the allocation run had exceptions.

- If a terminate response is received, the process branches to node 15.
- If the notification times out, the process branches to node 14.

**End (Pass) (Node 6):** This activity terminates the process and returns the result *Pass*.

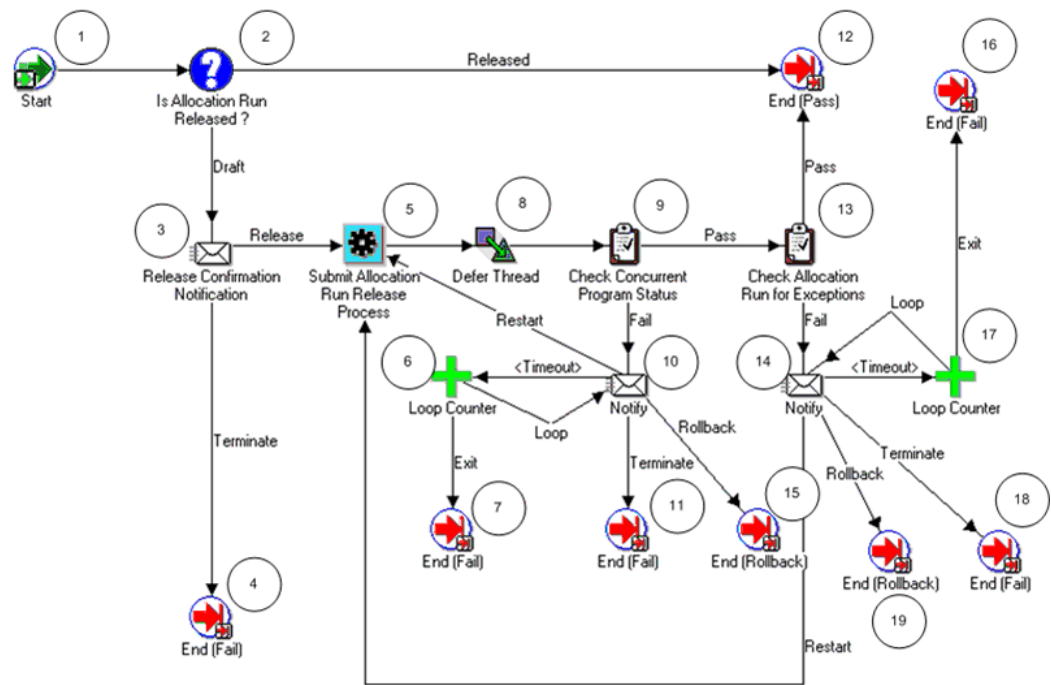
**End (Rollback) (Node 7):** This is for allocation rollbacks (not supported in this release).

**End (Fail) (Nodes 8, 11, 14, and 15):** This activity terminates the process and returns the result *Fail*.

#### **PA Allocation Release Process**

This process releases an unreleased allocation run.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Allocation Release Activities

The following information describes each activity in the PA Allocation Release process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Is Allocation Run Released? (Node 2):** This process tests whether the allocation run has been released.

- If the run has been released, the process branches to node 12.
- If the run has not been released (is in draft form), the process branches to node 3.

**Release Confirmation Notification (Node 3):** This process sends a notification asking for confirmation of the release.

- If the release is confirmed, the process branches to node 5.
- If the release is not confirmed, the process branches to node 4.

**Submit Allocation Run Release Process (Node 5):** This activity submits the allocation run release. Based on the defer thread, this activity branches to node 9.

**Check Concurrent Program Status (Node 9):** This activity checks the status of the concurrent program Submit Allocation Run Release.

- If the allocation has completed, the process branches to node 13.
- If the allocation has completed, the process branches to node 10.

**Notify (Node 10):** This activity sends a notification that the concurrent program has not completed.

- If the notification times out, the process branches to node 7.
- If a restart response is received, the process branches back to node 5.
- If a terminate response is received, the process branches to node 11.
- If a rollback response is received, the process branches to node 15.

**End (Pass) (Node 12):** This activity terminates the process and returns the result *Pass*.

**Check Allocation Run for Exceptions (Node 13):** This activity checks the completed allocation run for any exceptions.

- If there are exceptions, the process branches to node 14.
- If there are no exceptions, the process branches to node 12.

**Notify (Node 14):** This activity sends a notification that the allocation run had exceptions.

- If a rollback response is received, the process branches to node 19.
- If a terminate response is received, the process branches to node 18.
- If the notification times out, the process branches to node 16.

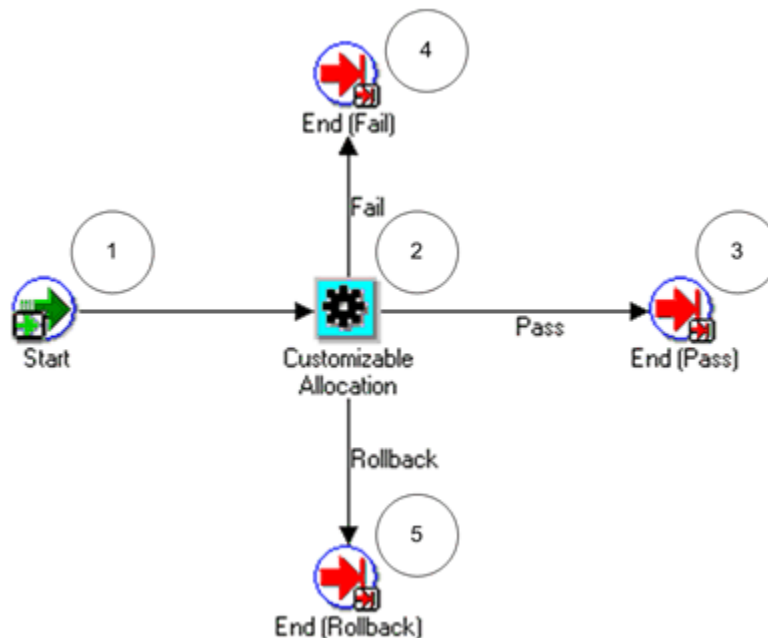
**End (Fail) (Nodes 4, 7, 11, 16, and 18):** This activity terminates the process and returns the result *Fail*.

**End (Rollback) (Nodes 15 and 19):** This is for allocation rollbacks (not supported in this release).

### PA Customizable Allocation Process

You can customize this process for reporting, checking data, or similar tasks.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA Customizable Allocation Activities

The following information describes each activity in the PA Customizable Allocation process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Customizable Allocation (Node 2):** This is a customizable node.

**End (Pass) (Node 3):** This activity terminates the process and returns the result *Pass*.

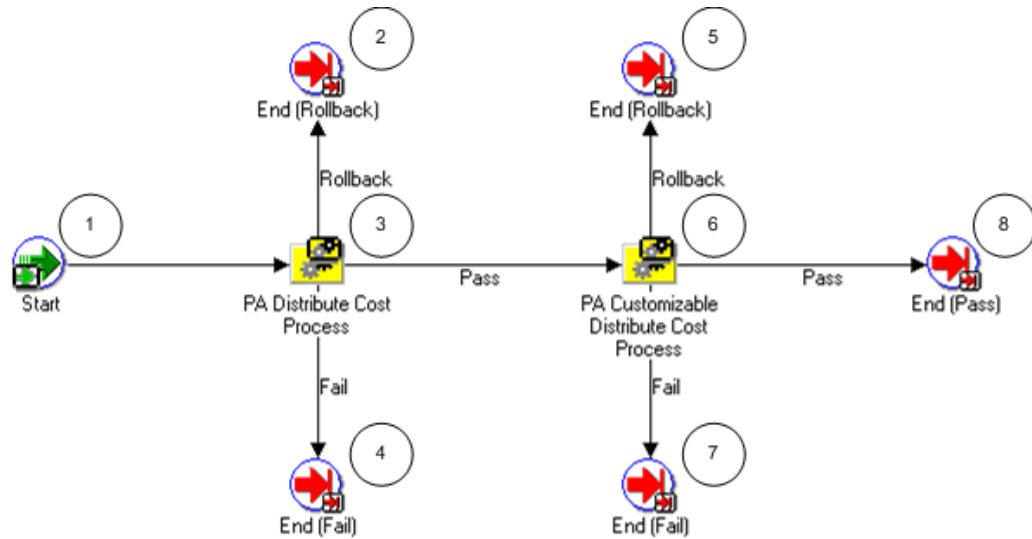
**End (Fail) (Node 4):** This activity terminates the process and returns the result *Fail*.

**End (Rollback) (Node 5):** This is for allocation rollbacks (not supported in this release).

#### PA Cost Process

This process distributes allocated costs by calling two subprocesses, PA Distribute Cost Process and PA Customizable Distribute Cost Process. The PA Customizable Distribute Cost Process can restart the PA Distribute Cost Process.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Cost Activities

The following information describes each activity in the PA Cost process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA Distribute Cost Process (Node 3):**

- If this process is successful, it branches to node 6.
- If the process fails, it branches to node 4.

**PA Customizable Distribute Cost Process (Node 6):** This node calls the PA Customizable Distribute Cost process.

- If this process is successful, it branches to node 8.
- If the process fails, it branches to node 7.

**End (Rollback) (Nodes 2 and 5):** This is for allocation rollbacks (not supported in this release).

**End (Fail) (Nodes 4 and 7):** This activity terminates the process and returns the result *Fail*.

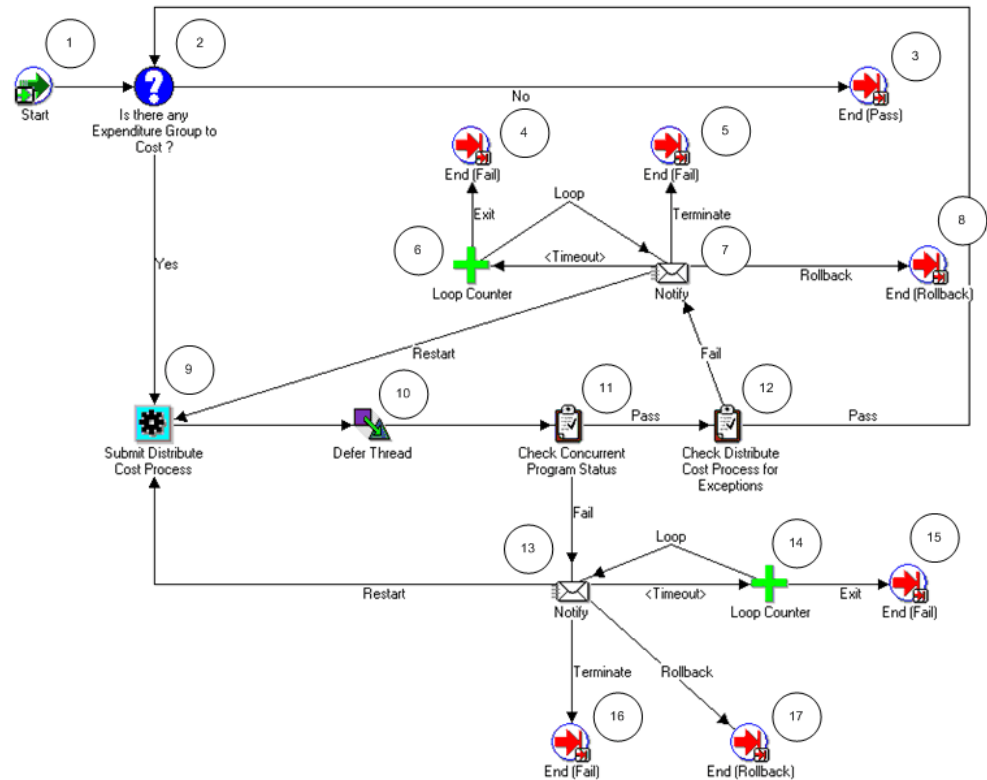
**End (Pass) (Node 8):** This activity terminates the process and returns the result *Pass*.

### PA Distribute Cost Process

This process distributes the costs for the expenditures generated by the allocation run.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.





### PA Distribute Cost Activities

The following information describes each activity in the PA Distribute Cost process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Is There Any Expenditure Group to Cost? (Node 2):** This process tests whether there is an expenditure group that needs to be costed.

- If there is no expenditure group to cost, the process branches to node 3.
- If there is an expenditure group to cost, the process branches to node 9

**End (Pass) (Node 3):** This activity terminates the process and returns the result *Pass*.

**Notify (Nodes 7):** This activity sends a notification that the concurrent program has not completed.

- If a restart response is received, the process branches back to node 9.
- If a rollback response is received, the process branches to node 8.
- If the notification times out, the process branches to node 4.
- If a terminate response is received, the process branches to node 5.

**Submit Distribute Cost Process (Node 9):** This activity submits the distribute cost

process. Based on the defer thread, this activity branches to node 11.

**Check Concurrent Program Status (Node 11):** This activity checks the status of the concurrent program Submit Distribute Cost Process.

- If the allocation has completed, the process branches to node 12.
- If the release has not completed, the process branches to node 13.

**Notify (Node 13):** This activity sends a notification that the concurrent program has not completed.

- If a restart response is received, the process branches back to node 9.
- If a rollback response is received, the process branches to node 17.
- If the notification times out, the process branches to node 15.
- If a terminate response is received, the process branches to node 16.

**End (Rollback) (Nodes 8 and 17):** This is for allocation rollbacks (not supported in this release).

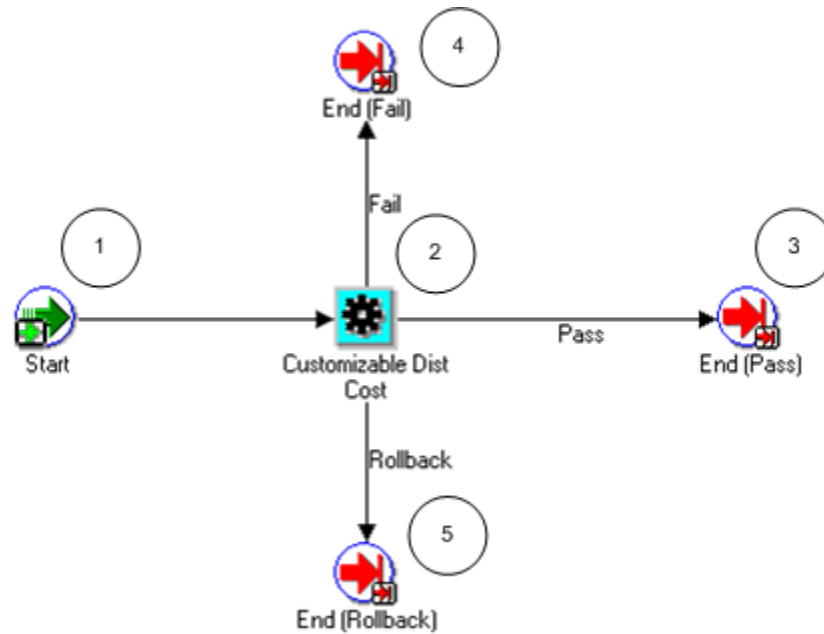
**End (Fail) (Nodes 4, 5, 15, and 16):** This activity terminates the process and returns the result *Fail*.

#### **PA Customizable Distribute Cost Process**

You can customize this process for tasks such as the following:

- Reporting
- Checking data
- Running the process PRC: Generate Cost Accounting Events
- Running the process PRC: Create Accounting to create accounting in Oracle Subledger Accounting, transfer subledger journal entries from Oracle Subledger Accounting to Oracle General Ledger, and post journal entries in Oracle General Ledger
- Restarting the PA Distribute Costs Process

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA Customizable Distribute Cost Activities

The following information describes each activity in the PA Customizable Distribute Cost process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Customizable Distribute Cost:** This is a customizable node.

**End (Pass) (Node 3):** This activity terminates the process and returns the result *Pass*.

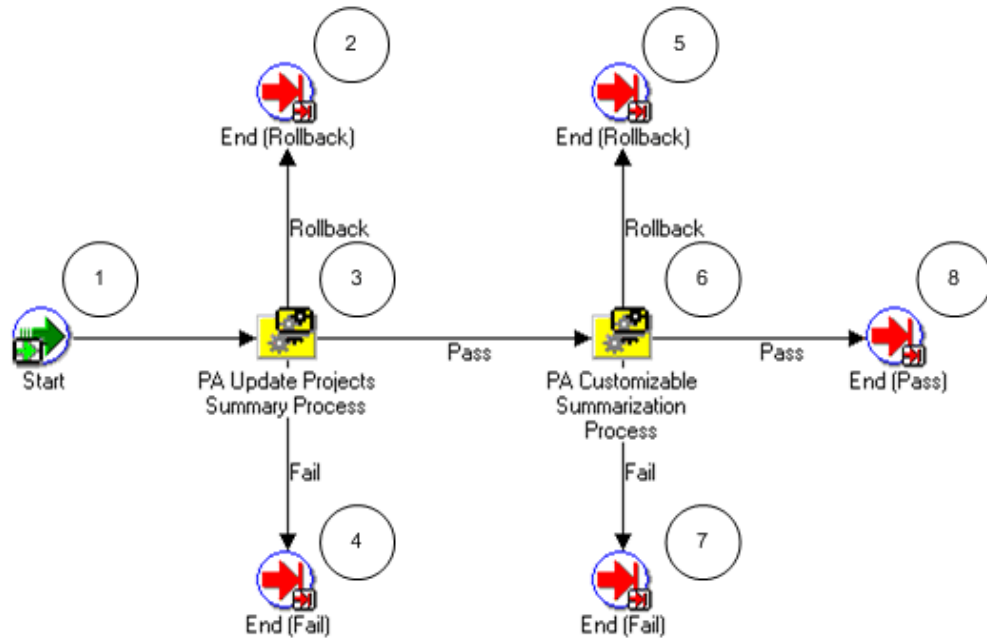
**End (Fail) (Node 4):** This activity terminates the process and returns the result *Fail*.

**End (Rollback) (Node 5):** This is for allocation rollbacks (not supported in this release).

#### PA Summarization Process

This process summarizes allocated costs by calling two subprocesses, PA Update Projects Summary Process and PA Customizable Summarization Process. The PA Customizable Summarization Process can restart the PA Update Projects Summary Process.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Summarization Activities

The following information describes each activity in the PA Summarization process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

#### PA Update Projects Summary Process (Node 3)

- If the process is successful, it branches to node 6.
- If the process fails, it branches to node 4.

**PA Customizable Summarization Process (Node 6):** This node calls the PA Customizable Summarization process.

- If the process is successful, it branches to node 8.
- If the process fails, it branches to node 7.

**End (Rollback) (Nodes 2 and 5):** This is for allocation rollbacks (not supported in this release).

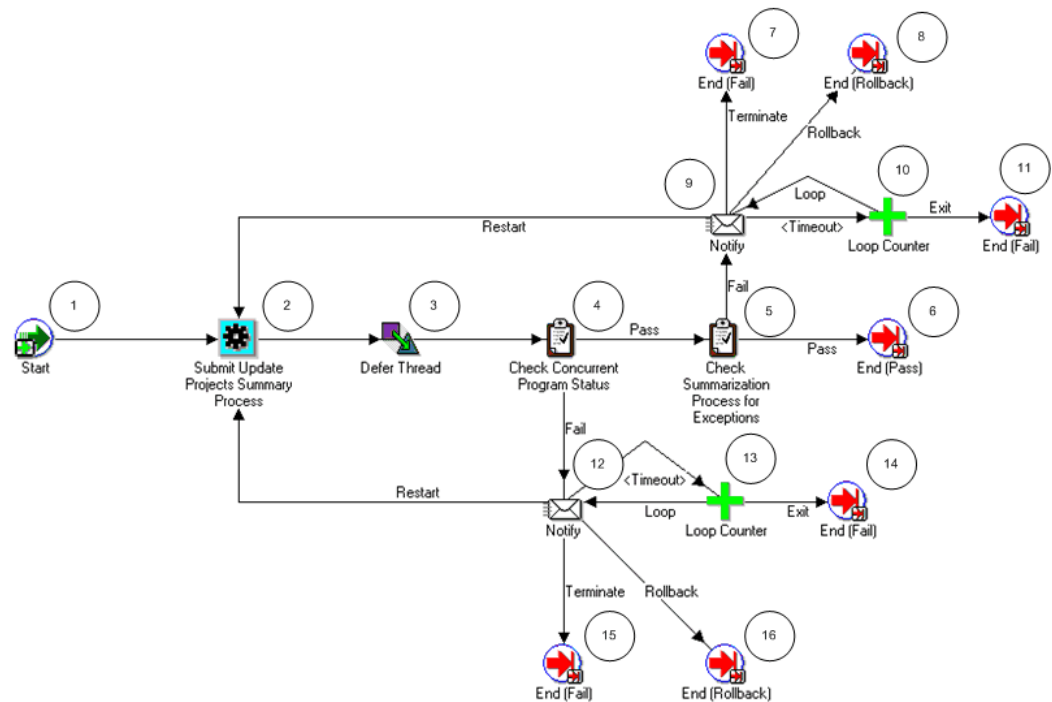
**End (Fail) (Nodes 4 and 7):** This activity terminates the process and returns the result *Fail*.

**End (Pass) (Node 8):** This activity terminates the process and returns the result *Pass*.

### PA Update Projects Summary Process

This process summarizes the costs for the expenditures generated by the allocation run.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Update Projects Summary Activities

The following information describes each activity in the PA Update Projects Summary process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Submit Update Projects Summary Process (Node 2):** This activity submits the summary process. Based on the defer thread, this activity branches to node 4.

**Check Concurrent Program Status (Node 4):** This activity checks the status of the concurrent program Submit Update Projects Summary Process.

- If the allocation has completed, the process branches to node 5.
- If the release has not completed, the process branches to node 12.

**Check Summarization Process for Exceptions (Node 5):** This activity checks the completed summarization process for any exceptions.

- If there are exceptions, the process branches to node 9.
- If there are no exceptions, the process branches to node 6.

**End (Pass) (Node 6):** This activity terminates the process and returns the result *Pass*.

**Notify (Node 9):** This activity sends a notification that the concurrent program has not completed.

- If a restart response is received, the process branches back to node 2.
- If a rollback response is received, the process branches to node 8.
- If the notification times out, the process branches to node 11.
- If a terminate response is received, the process branches to node 7.

**Notify (Node 12):** This activity sends a notification that the concurrent program has not completed.

- If a restart response is received, the process branches back to node 2.
- If a rollback response is received, the process branches to node 16.
- If the notification times out, the process branches to node 14.
- If a terminate response is received, the process branches to node 15.

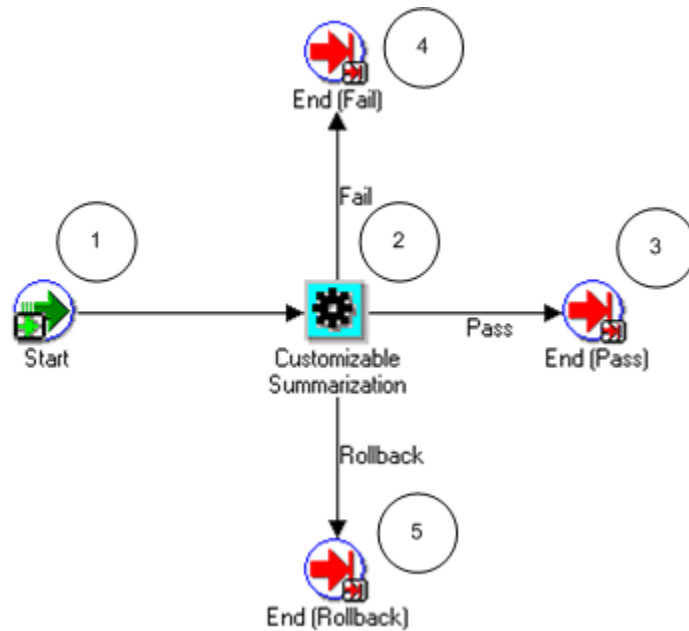
**End (Rollback) (Nodes 8 and 16):** This is for allocation rollbacks (not supported in this release).

**End (Fail) (Nodes 7, 11, 14, and 15):** This activity terminates the process and returns the result *Fail*.

#### **PA Customizable Summarization Process**

You can customize this process for reporting, restarting the PA Update Projects Summary Process, checking the data, or similar tasks.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Customizable Summarization Activities

The following information describes each activity in the PA Customizable Summarization process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Customizable Summarization (Node 2):** This is a customizable node.

**End (Pass) (Node 3):** This activity terminates the process and returns the result *Pass*.

**End (Fail) (Node 4):** This activity terminates the process and returns the result *Fail*.

**End (Rollback) (Node 5):** This is for allocation rollbacks (not supported in this release).

### Timeout Attribute

The timeout attribute sets the amount of time that a user has to respond to a notification. The default value is 1440 minutes (24 hours). The workflow timeout attribute executes three times. (For example, if the timeout value is 1440 minutes, the actual time that elapses before the step-down autoallocation stops is 4320 minutes, equivalent to 72 hours.)

If the person notified by the workflow does not respond after the attribute executes three times, the step-down autoallocation stops.

For information on backing up and modifying the Timeout attribute, see: *Oracle Workflow Guide*.

### Related Topics

AutoAllocations, *Oracle Projects Costing User Guide*, *Oracle Project Costing User Guide*

Setting Up Step-Down AutoAllocation, *Oracle General Ledger Implementation Guide*

Case Study of Incremental Allocations, page 3-137

## Send AR Notification Workflow

If your project is Pay When Paid enabled and you choose to receive pay when paid notifications, the Send AR Notification workflow informs project managers every time a receipt is applied in Oracle Receivables to an Oracle Projects customer invoice. You can enable the AR Receipt Notification check box either for a project type or as part of revenue and billing information when setting up your project.

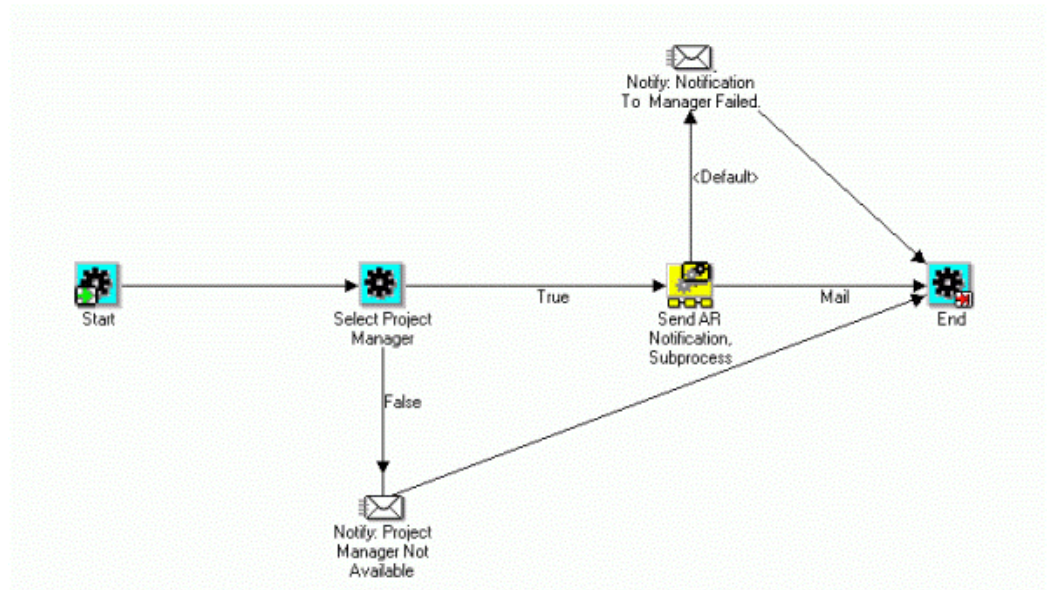
The notification contains information on the projects invoice in Oracle Receivables for which payment is received, the payment amount, the project for this customer invoice, and linked supplier invoices that are on pay when paid hold. From the notification, you can click on the Open Supplier Summary link to access the Supplier Summary page for the project. The filename of this workflow is PAPWPARN.wft.

This workflow contains the following functions

- **Start.** This is a standard activity that marks the start of the process.
- **Select Project Manager.** This activity selects the manager for the project by calling the Select Project Manager procedure in the Send AR Notification Workflow client extension (pa\_ce\_ar\_notify\_wf.Select\_Project\_Manager). You can customize this client extension to enter a recipient other than the default recipient of project manager. If a project manager is found, the process moves to the next function, or it moves to the last function of End
- **Send AR Notification Subprocess.** This activity sends a workflow notification by email to the selected project manager about receipts applied in Oracle Receivables on project invoices.
- **End.** This activity terminates the process.

The following diagram illustrates the Send AR Notification subprocess described above.





## Related Topics

*Oracle Workflow Developer's Guide*

Project Types Window Reference, page 2-128

Revenue and Billing Information, *Oracle Projects Fundamentals*

## Oracle Project Foundation Workflows

Oracle Project Foundation provides workflows to integrate with Oracle Sales, enhance existing workflows, and for status change approvals.

### Overview of Oracle Project Foundation Workflows

Oracle Project Foundation provides the following workflows:

Workflow Name	Description
PA: Mass Pipeline Projects Update Workflow	Integrates Oracle Projects with Oracle Sales
PA: Oracle Projects Library Workflow	Contains common functions that can be used to enhance other workflows
PA: Project Workflow	Routes project status changes to one or more destinations for approval

## PA: Mass Pipeline Projects Update Workflow

The PA: Mass Pipeline Projects Update workflow is used for integration of Oracle Projects with Oracle Sales. The workflow sends notifications to project managers and staffing owners of any change in status of sales opportunities. The filename of this workflow is PAYPRJNT.wft.

## PA: Mass Pipeline Projects Update Processes

This workflow includes the PA: Mass Pipeline Projects Update process.

### PA: Mass Pipeline Projects Update

This process informs the project manager and the staffing owner about change in status of a sales opportunity.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Mass Pipeline Projects Update Activities

The following information describes each activity in the PA: Mass Pipeline Projects Update process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Mass Pipeline Projects Update Success Notification (Node 2):** This activity sends a notification to the project managers and the staffing owners informing them that the status of an opportunity has changed.

**End (Node 3):** This activity terminates the process.

### Related Topics

Integrating with Oracle Sales, *Oracle Projects Fundamentals*

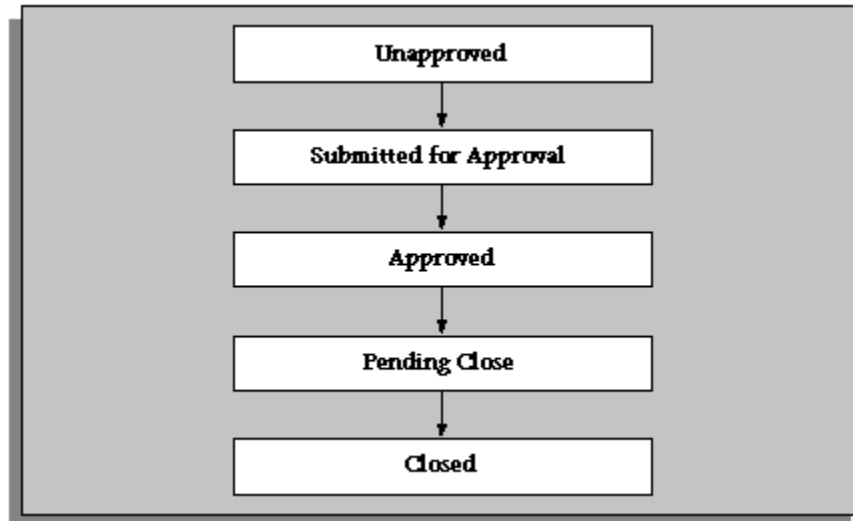
## PA: Oracle Projects Library Workflow

The PA: Oracle Projects Library workflow is a library of common functions that you can use to modify or enhance other provided workflows. The filename of this workflow is PAPROJWF.wft.

## PA: Project Workflow

You use the PA: Project Workflow to route project status changes to one or more destinations for approval. The filename for this workflow is PAPROJWF.wft.

The following diagram shows a typical flow of status changes for a project:



The project statuses names are user-defined, and the statuses you create for your business may be different from those given in the diagram above. You may have some projects that require several status changes, while other projects (those with a short duration, for example) may have fewer status changes, and may not require approval. Oracle Projects enables you to implement the status flow you require for each project, and to use the PA: Project workflow to automate the approvals and processes involved with each status.

## Implementing the PA: Project Workflow

To make this workflow active, you must do the following:

- For project status, select the Enable Workflow check box. For each of these project statuses, specify the Success Project Status and Failure Project Status.
- For project type, select the Use Workflow for Project Status Changes check box. For more information, see Project Types, page 2-126, *Oracle Projects Implementation Guide*.
- If required, you can modify the project workflow process to perform the routing, notifications, and processes that you require for each status change.

You can optionally use the Project Workflow client extension to further customize project workflow rules. See: Project Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## PA: Project Workflow Processes

The workflow includes the following processes:

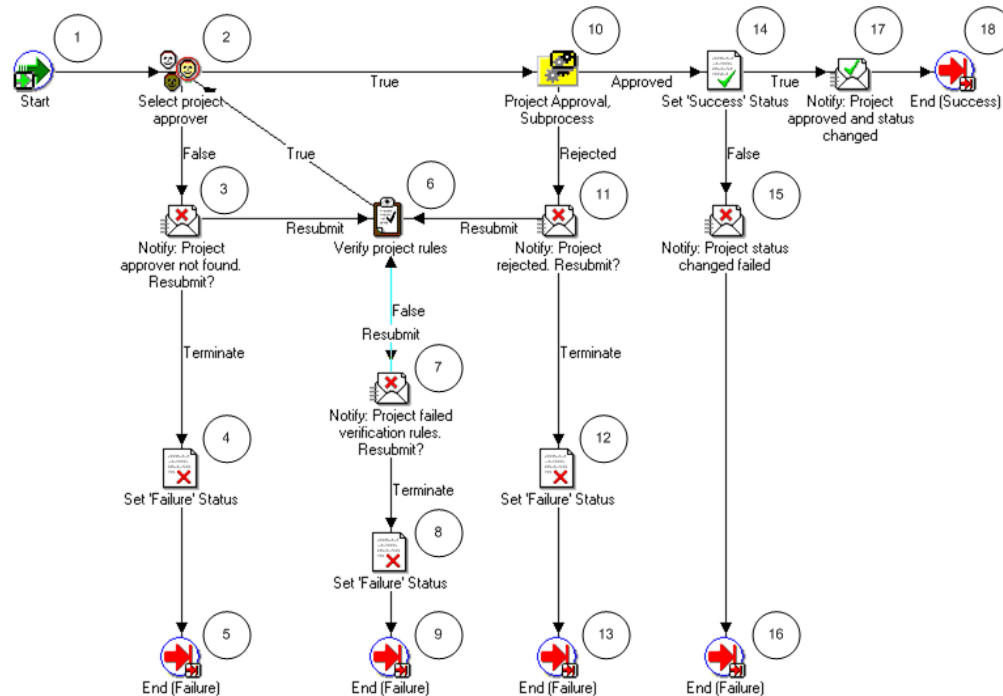
- Project
- Project Approval Subprocess

## Project Process

Oracle Projects provides a default project workflow process, called PA: Project Workflow.

The default process routes approval of a project status change to the supervisor of the status change submitter. The default project workflow process does not need to be modified in order to run without error. You may customize the process or create a new one, using the Oracle Workflow Builder. For more information on how to use the Oracle Workflow Builder, see the *Oracle Workflow Guide*.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



## Project Workflow Activities

The following information describes each activity in the Project workflow process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Select Project Approver (Node 2):** This activity selects the approver for the project by calling the Select Project Approver procedure in the Project Workflow client extension (PA\_CLIENT\_EXTN\_PROJECT\_WF.SELECT\_PROJECT\_APPROVER). The approver in the default procedure is the supervisor of the submitter of the workflow.

This activity has two possible outcomes.

- If a project approver is found, the process branches to Node 10.
- If a project approver is not found, the process branches to Node 3.

**Notify Project Approver Not Found (Node 3):** This activity notifies the submitter of the project that no project approver was found. The submitter can optionally resubmit the project or terminate the submission.

- If the project is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 4.

**Set Failure Status (Nodes 4, 8, and 12):** This activity sets the project status to the *Failure Status* indicated in the Project Statuses window. The process branches to an End (Failure) node.

**End (Failure) (Nodes 5, 9, 13, and 16):** This activity terminates the process and returns the result *Failure*.

**Verify Project Rules (Node 6):** This activity verifies that the project satisfies the requirements for approval by calling the Verify Project Status Change procedure in the Project Workflow client extension (PA\_CLIENT\_EXTN\_PROJ\_STATUS.VERIFY\_PROJECT\_STATUS\_CHANGE).

- If the verification rules are satisfied, the process branches to Node 2.
- If the verification rules are not satisfied, the process branches to Node 7.

**Notify: Project Failed Verification Rules (Node 7):** This activity notifies the submitter that the project failed the verification rules. The submitter may resubmit the project for approval or terminate the submission.

- If the project is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 8.

**Project Approval Subprocess (Node 10):** This activity runs the Project Approval Subprocess. See: Project Approval Subprocess, page 9-30.

- If the Project Approval Subprocess succeeds, the process branches to Node 14.
- If the Project Approval Subprocess fails, the process branches to Node 11.

**Notify: Project Rejected (Node 11):** This activity notifies the submitter that the status change for the project was rejected.

- If the submitter chooses to resubmit the project, the process branches to Node 6.
- If the submitter terminates the submission, the process branches to Node 12.

**Set Success Status (Node 14):** This activity sets the project status to the *Success Status* indicated in the Project Statuses window.

- If the project status is successfully changed, the process branches to Node 17.
- If the status change is unsuccessful, the process branches to Node 15.

**Notify: Project Status Change Failed (Node 15):** This activity notifies the submitter that the project status change failed. The status change can fail if the project was changed after it was approved, so that it no longer complies with the project verification rules. An Oracle database error can also cause the failure.

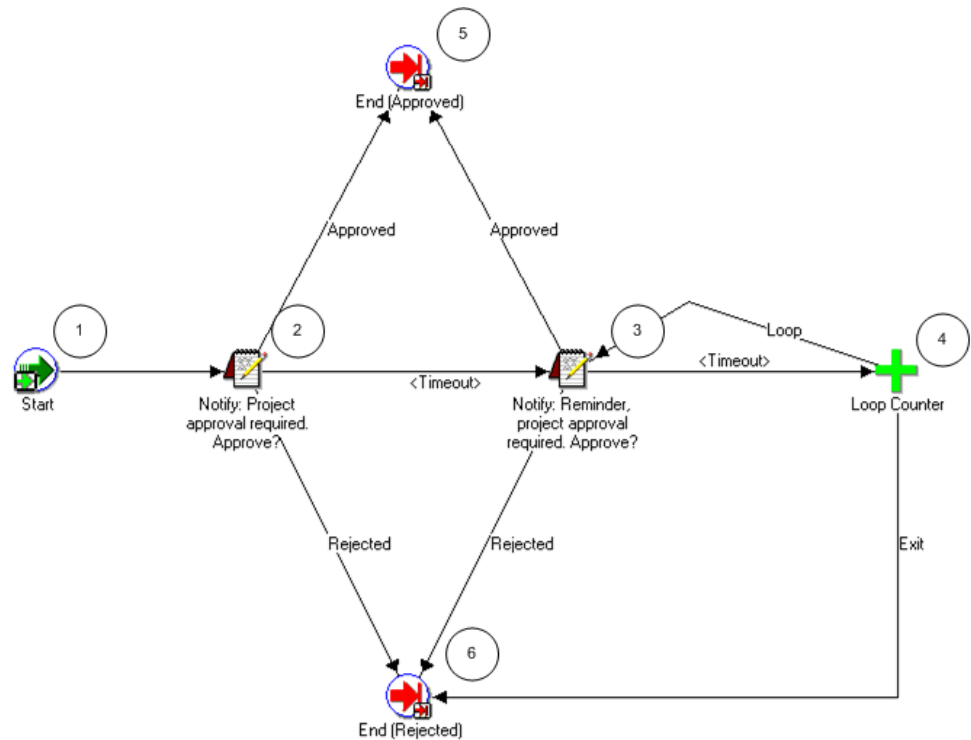
**Notify: Project Approved and Status Changed (Node 17):** This activity notifies the submitter that the project was approved and the project status was changed.

**End (Success) (Node 18):** This activity terminates the process and returns the result *Success*.

## Project Approval Subprocess

The Project Approval Subprocess is called by the default PA: Project Workflow process.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Project Approval Subprocess Activities

The following information describes each activity in the Project Approval Subprocess, listed by function name:

**Start (Node 1):** The following information describes each activity in the Project Approval Subprocess, listed by function name:

**Notify: Project Approval Required (Node 2):** This activity notifies the project approver that approval is required for the project status change.

- If the project approver approves the project, the subprocess branches to Node 5.
- If the project approver rejects the project, the subprocess branches to Node 6.
- If the activity times out, the subprocess branches to Node 3. The default time for the activity to time out is two days. You can use the Oracle Workflow Builder to change the timeout value to suit your business needs.

**Notify: Reminder, Project Approval Required (Node 3):** This activity sends a reminder notification to the project approver.

- If the project approver approves the project, the subprocess branches to Node 5.
- If the project approver rejects the project, the subprocess branches to Node 6.

- If the activity times out, the subprocess branches to the Loop Counter (Node 4).

**Loop Counter (Node 4):** This activity counts the number of times the subprocess has branched to this node.

- If the count has reached the Loop Limit (a constant that is set in this node), the subprocess branches to Node 6.
- If the count has not reached the Loop Limit, the subprocess returns to Node 3.

The loop counter defaults to a limit of 1. (You can change the default value of the loop counter.)

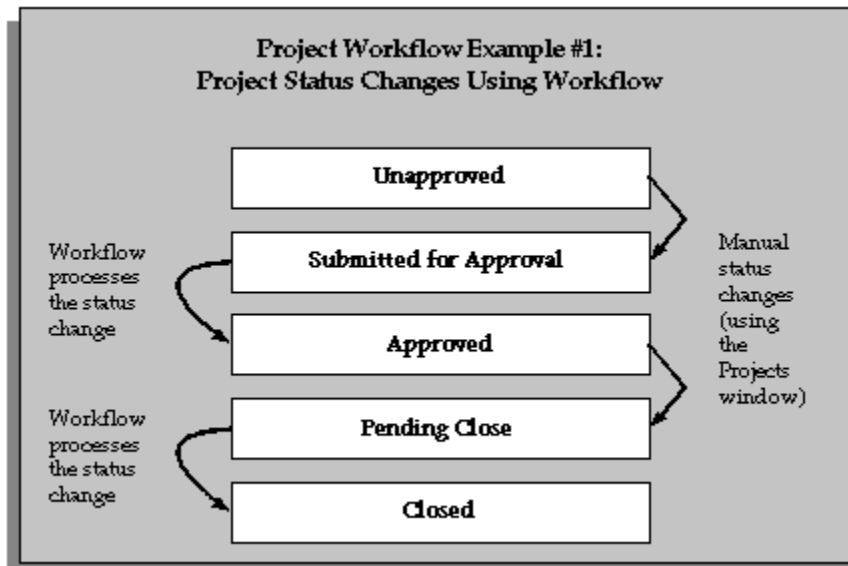
After the activity reaches the Loop Limit, the process sends one more reminder. If there is no response, the loop counter stops counting and branches to node 6.

**End (Approved) (Node 5):** This activity ends the subprocess and returns the result *Approved*.

**End (Rejected) (Node 6):** This activity ends the subprocess and returns the result *Rejected*.

## Project Workflow Example

The following diagram illustrates project status flow where the project workflow is used for three status changes during the lifecycle of a project:



A user manually sets the status to *Submitted for Approval*. This initiates the workflow process is, which if successful, the status is updated to *Approved*.

A user manually sets the status to *Pending Close*. This initiates the workflow process, which if successful, the status is updated to *Closed*.



# Oracle Project Management Workflows

Oracle Project Management provides workflows to manage and transmit information about budgets, issues, change orders, project execution, and status reporting.

## Overview of Oracle Project Management Workflows

Oracle Project Management provides the following workflows:

Workflow Name	Description
PA: Budget Workflow	Manages budget approvals
PA: Budget Integration Workflow	<p><i>For bottom-up integrated budgets:</i> Validates the submitted budget version, creates baseline version, generates accounting events, creates accounting in final mode in Oracle Subledger Accounting, and validates budget amounts against the Oracle General Ledger budget.</p> <p><i>For top-down integrated budgets:</i> Validates the submitted budget version, creates baseline version, validates existing approved transaction amounts (at resource, resource group, task, top task and project levels) against the project budget, generates accounting events, creates accounting in final mode in Oracle Subledger Accounting, validates budget amounts against the General Ledger Funding Budget, and validates existing approved transaction amounts (at account level) against the project budget.</p> <p><i>For non-integrated budgets with budgetary controls:</i> Validates the submitted budget version, creates baseline version, and validates existing approved transaction amounts against the project budget.</p>
PA: Issue and Change Workflow	Routes control items approvals
PA: Issue and Change Action Workflow	Sends issue and change action notifications
Project Budget Account Generation Workflow	Automates account generation and assignment process
PA: Project Execution Workflow	Coordinates the Task Execution Workflows that you create to perform tasks
PA: Performance Notification Workflow	Sends performance notifications
PA: Status Report Workflow	Routes status report approvals

Workflow Name	Description
PA: Workplan Workflow	Sends workplan status notifications

## PA: Budget Workflow

Budget statuses progress in the following order:

1. Working
2. Submitted
3. In Process
4. Baselined

When you submit the draft budget for approval, the PA: Budget workflow is initiated. The filename of this workflow is PABUDGWF.wft.

### Implementing the PA: Budget Workflow

To use the workflow for approving budgets and approving forecasts, you must perform the following steps:

- For budget types, enable the "Use Workflow for Budget Status Change" check box. For more information, see: Budget Types, page 6-32.
- For financial plan type, enable the "Use Workflow for Status Changes" check box. For more information, see: Financial Plan Types, page 6-19.
- For project type, enable the "Use Workflow for Project Status Change" check box.
- Modify the Budget Workflow process to perform the routing, notifications, and processes that you require for each status change.

You can optionally use the Budget Workflow client extension to further customize the PA: Budget Workflow. See: Budget Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Oracle Projects also supplies a budget verification extension. PA Budget Workflow calls this extension before it:

- Initiates the budget approval process
- Changes the budget status

This ensures that the verification rules for the status change are met, even if changes



**Select Budget Approver (Node 2):** This activity selects the approver for the budget by calling the Select Budget Approver procedure in the Budget workflow client extension (PA\_CLIENT\_EXTN\_BUDGET\_WF.SELECT\_BUDGET\_APPROVER). The approver in the default procedure is the immediate supervisor of the person who submitted the budget. This activity has the following two possible outcomes:

- If a budget approver is found, the process branches to Node 10.
- If a budget approver is not found, the process branches to Node 3.

**Notify Budget Approver Not Found (Node 3):** This activity notifies the submitter of the budget that no budget approver was found. The submitter can optionally resubmit the budget or terminate the submission.

- If the budget is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 4.

**Reset Budget Status to Rejected (Nodes 4, 8, and 12):** This activity sets the budget status to Rejected. The process branches to an End (Not Baselined) node.

**End (Not Baselined) (Nodes 5, 9, 13, and 18):** This activity terminates the process and returns the result Not Baselined.

**Verify Budget Rules (Node 6):** This activity verifies that the budget satisfies the requirements for approval by calling the Verify Budget Rules procedure in the Budget workflow client extension (PA\_CLIENT\_EXTN\_BUDGET\_WF.VERIFY\_BUDGET\_RULES). The default procedure does not include any requirements.

- If the verification rules are satisfied, the process branches to Node 2.
- If the verification rules are not satisfied, the process branches to Node 7.

**Notify: Budget Failed Verification Rules (Node 7):** This activity notifies the submitter that the budget failed the verification rules. The submitter may resubmit the budget for approval or terminate the submission.

- If the budget is resubmitted, the process branches to Node 6.
- If the submission is terminated, the process branches to Node 8.

**Budget Approval Subprocess (Node 10):** This activity runs the Budget Approval Subprocess. See: Budget Approval Subprocess, page 9-37.

- If the Budget Approval Subprocess succeeds, the process branches to Node 14.
- If the Budget Approval Subprocess fails, the process branches to Node 11.

**Notify: Budget Rejected (Node 11):** This activity notifies the submitter that the budget was rejected.

- If the submitter chooses to resubmit the budget, the process branches to Node 6.
- If the submitter terminates the submission, the process branches to Node 12.

**Baseline Approved Budget (Node 14):** This activity sets the budget status to Baseline.

- If the budget baseline is successful, the process branches to Node 19.
- If the budget baseline is unsuccessful, the process branches to Node 15.

**Notify: Budget Baseline Failed (Node 15):** This activity notifies the submitter that the budget baseline failed. The baseline can fail if the budget was changed after it was approved, so that it no longer complies with the budget verification rules. An Oracle database error can also cause the failure.

**Is Federal Enabled And Notify Interface Status is False? (Node 16):** This activity checks whether the profile option FV: Federal Enabled is set to Yes at the site level. If yes, the activity calls the Federal Integration client extension to insert the budget lines into the open interface tables FV\_BE\_INTERFACE\_CONTROL and FV\_BE\_INTERFACE.

- If the extension fails, then the process branches to Node 17.
- If the extension executes with no errors, or if the profile option FV: Federal Enabled is not set to Yes at the site level, then the process branches to Node 18.

**Notify: Budget Baseline and Interface Failed (Node 17):** This activity notifies the submitter that the budget baseline failed because the Federal Integration client extension returned an error status.

**Notify: Budget Approved and Baseline (Node 19):** This activity notifies the submitter that the budget was approved and a baseline budget is created.

**Is Federal Enabled And Notify Status is True? (Node 20):** This activity checks if the value of the profile option FV: Federal Enabled is set to Yes at the site level. If it is set to Yes, the process branches to node 21. Otherwise, the process branches to node 22.

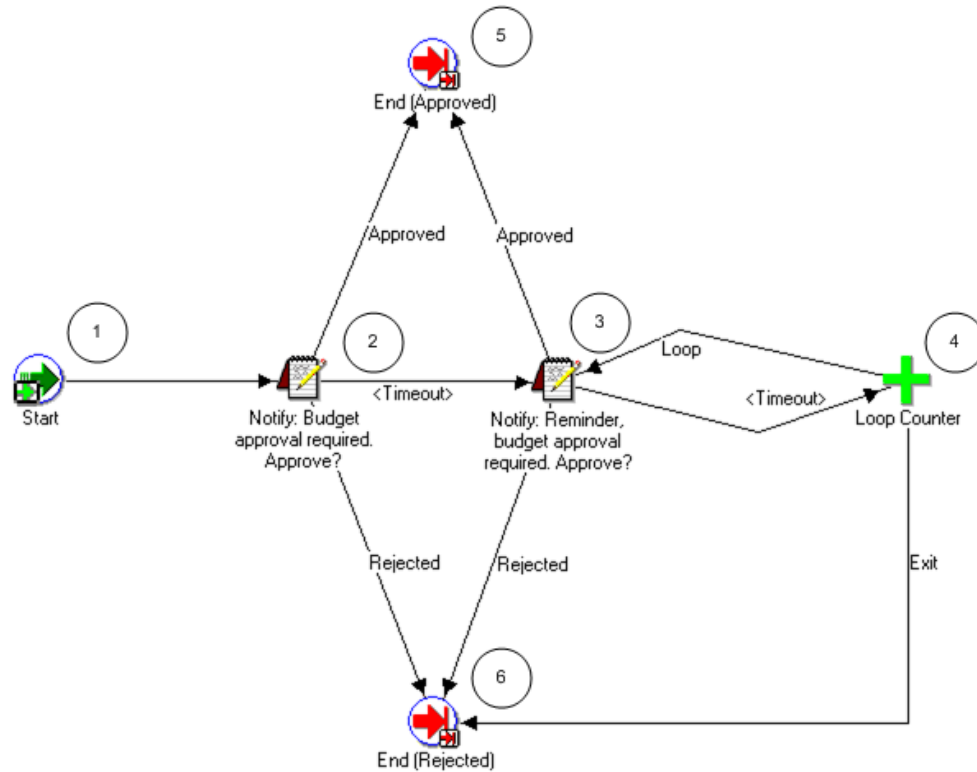
**Notify: Budget Approved and Baseline (Node 21):** This activity notifies the budget approver that the budget baseline was successfully created.

**End (Baselined) (Node 22):** This activity terminates the process and returns the result Baseline.

### **Budget Approval Subprocess**

The Budget Approval subprocess is called by the default PA Budget Workflow process.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Budget Approval Subprocess Activities

The following information describes each activity in the Budget Approval subprocess, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Notify: Budget Approval Required (Node 2):** This activity notifies the budget approver that approval is required for the budget status change.

- If the budget approver approves the budget, the subprocess branches to Node 5.
- If the budget approver rejects the budget, the subprocess branches to Node 6.
- If the activity times out, the subprocess branches to Node 3.

**Notify: Reminder, Budget Approval Required (Node 3):** This activity sends a reminder notification to the budget approver.

- If the budget approver approves the budget, the subprocess branches to Node 5.
- If the budget approver rejects the budget, the subprocess branches to Node 6.
- If the activity times out, the subprocess branches to the Loop Counter (Node 4).

**Loop Counter (Node 4):** This activity counts the number of times the subprocess has branched to this node.

- If the count has reached the Loop Limit (a constant that is set in this node), the subprocess branches to Node 6.
- If the count has not reached the Loop Limit, the subprocess returns to Node 3.

The loop counter defaults to a limit of 1. (You can change the default value of the loop counter.)

After the activity reaches the Loop Limit, the process sends one more reminder. If there is no response, the loop counter stops counting and branches to node 6.

**End (Approved) (Node 5):** This activity ends the subprocess and returns the result Approved.

**End (Rejected) (Node 6):** This activity ends the subprocess and returns the result Rejected.

#### **Related Topics**

Submitting a Draft, *Oracle Project Management User Guide*

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

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

## **PA: Budget Integration Workflow**

When a project uses budgetary controls, the budget baseline process launches the PA: Budget Integration workflow.

The PA: Budget Integration workflow performs the following tasks:

- *For bottom-up integrated budgets:*
  1. Validates the submitted budget version and changes the budget version status to In Progress
  2. Creates baseline version
  3. Generates accounting events
  4. Creates accounting in final mode for the accounting events in Oracle Subledger Accounting
  5. Validates budget amounts against an Oracle General Ledger budget

**Note:** If the budget fails funds validation, then the workflow

removes the accounting entries it created from Oracle Subledger Accounting and updates the submitted budget version to *Rejected* status.

6. Sends a workflow notification to the user when the baseline process is complete
- *For top-down integrated budgets:*
  1. Validates the submitted budget version and changes the budget version status to In Progress
  2. Creates baseline version
  3. Validates existing approved transaction amounts (at resource, resource group, task, top task and project levels) against the project budget
  4. Generates accounting events
  5. Creates accounting in final mode for the accounting events in Oracle Subledger Accounting
  6. Validates budget amounts against the General Ledger Funding Budget
  7. Validates existing approved transaction amounts (at account level) against the project budget

**Note:** If the budget fails either funds validation, then the workflow removes the accounting entries it created from Oracle Subledger Accounting and updates the submitted budget version to *Rejected* status.

8. Sends a workflow notification to the user when the baseline process is complete
- *For non-integrated budgets with budgetary controls:*
  1. Validates the submitted budget version
  2. Creates baseline version
  3. Validates existing approved transaction amounts against the project budget

**Note:** The PA: Budget Integration workflow generates and processes accounting events only for top-down and bottom-up integrated budgets. It does not generate and process accounting events for



non-integrated budgets.

**Note:** You run the process PRC: Transfer Journal Entries to GL to transfer the journal entries to Oracle General Ledger. When you submit the process PRC: Transfer Journal Entries to GL, you can optionally choose to have the process post the journal entries. Otherwise, you can manually post the journal entries in Oracle General Ledger.

The baseline process updates funds balances in Oracle General Ledger. The process PRC: Transfer Journal Entries to GL does not affect funds balances.

For additional information, see: Transfer Journal Entries to GL, *Oracle Projects Fundamentals*

The filename of this workflow is PAWFBUI.wft.

**Important:** This is a system-defined workflow that cannot be modified.

### Implementing the PA: Budget Integration Workflow

To make this workflow active, you must do the following:

- Enable budgetary controls for the project
- Ensure that the workflow background process is running to process the submitted deferred workflow

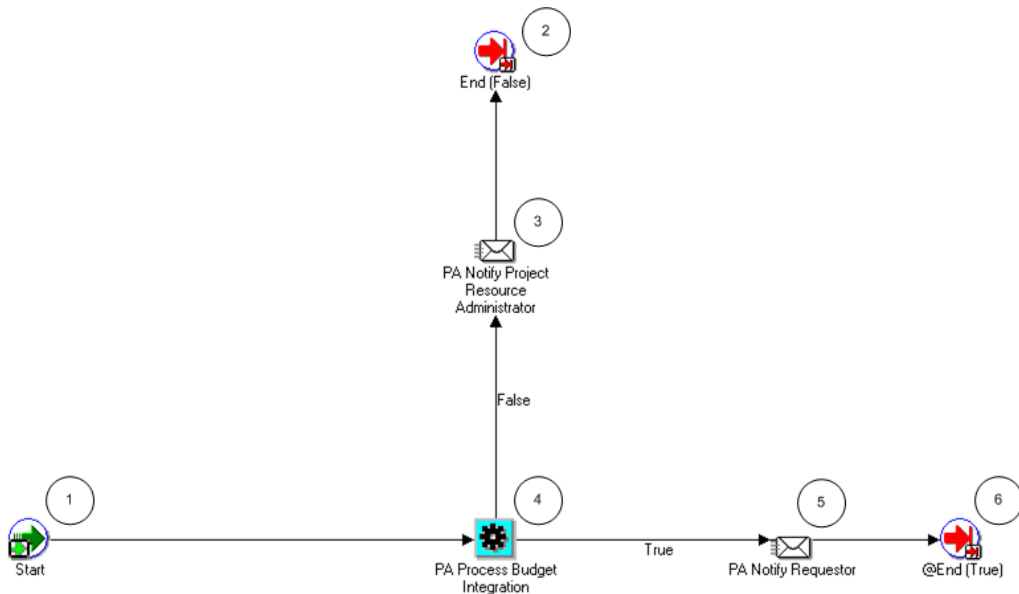
### PA: Budget Integration Workflow Processes

The workflow includes the PA Budget Integration process.

#### PA: Budget Integration Process

This workflow process enables you to create baseline budgets when budget integration is used.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Budget Integration Process Activities

The following information describes each activity in the PA: Budget Integration process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA Notify Project Resource Administrator (Node 3):** This activity sends a notification to the PASYSADMIN that the budget integration has not been processed successfully.

**PA Process Budget Integration (Node 4):** This activity performs edits and calls the funds checking processes for integrated budgets.

- If the budget passes the funds check, the process branches to Node 3.
- If the budget does not pass the funds check, the process branches to Node 5.

**PA Notify Requestor (Node 5):** This activity sends a notification to the person who started the workflow that the budget integration has been processed successfully.

**End (Nodes 2 and 6):** This activity terminates the process.

## PA: Issue and Change Workflow

The PA: Issue and Change workflow is an approval workflow for control items. Whenever ownership of a control item changes, this workflow sends an FYI notification to the new owner. The filename of this workflow is PAWFCISC.wft.

## Implementing the PA Issue and Change Workflow

To make this workflow active, you must do the following:

- Enable this workflow for a control item status
- Enter the workflow name (PA: Issue and Change Workflow) and the process name (PA: Control Item Process Approval)

You can optionally use the Issue and Change Workflow client extension to further customize the PA Issue and Change workflow. See: *Issue and Change Workflow Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## PA Issue and Change Workflow Processes

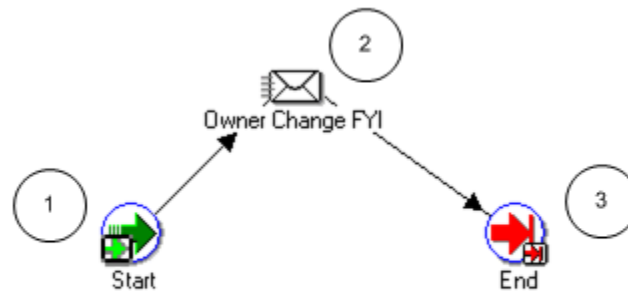
This workflow includes the following processes:

- PA: Control Item Owner Change FYI
- PA: Control Item Process Approval

### PA: Control Item Owner Change FYI

When the owner of a control item is changed, this process sends an FYI notification to the new owner.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Control Item Owner Change FYI Activities

The following information describes each activity in the PA: Control Item Owner Change FYI process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Owner Change FYI (Node 2):** This activity sends an FYI notification of the change of

ownership to the new owner of the control item.

**End (Node 3):** This activity terminates the process.

### PA: Control Item Process Approval

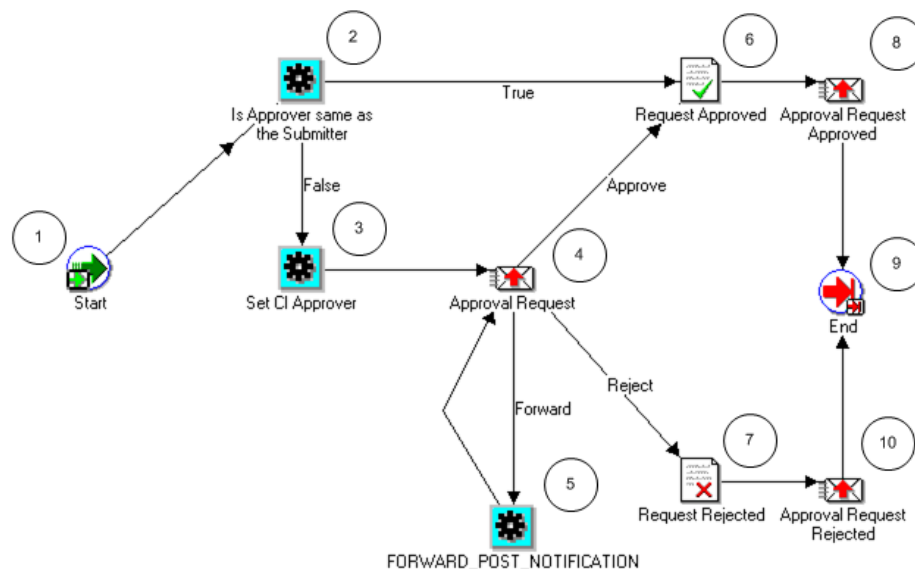
This process checks for the approver of a submitted control item in the following ways:

- If the approver is the same person who submitted the control item, this process approves the control item and sends an FYI notification to the approver.
- If the approver is not the same person who submitted the control item, this process uses the Set Control Item Approver procedure in the Issue and Change Workflow client extension to determine the approver, and sends a notification to the approver.

The approver can approve, reject, or forward the notification.

**Note:** The process PA: Control Item Process Approval is launched only if the workflow is enabled for the control item status.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Control Item Process Approval Activities

The following information describes each activity in the PA: Control Item Approval process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Is Approver Same as the Submitter (Node 2):** This activity determines if the submitter

of the control item approval process is also the approver.

- If the approver is the same person as the submitter, the process branches to Node 6.
- If the approver is not the same person as the submitter, the process branches to Node 3.

**Set CI Approver (Node 3):** This activity calls the Set Control Item Approver procedure in the Issue and Change Workflow client extension (PA\_CONTROL\_ITEMS\_WF\_CLIENT.SET\_CI\_APPROVER) to determine the approver of the control item. The default approver is the Project Manager.

**Approval Request (Node 4):** This activity sends a notification to the approver requesting approval of the control item.

- If the approver approves the control item, the process branches to Node 5.
- If the approver rejects the control item, the process branches to Node 7.

**Forward Post Notification (Node 5):** This activity is called when an approval notification is forwarded to an approver who is not the submitter. It checks to see if the approver is a valid user. If the approver is a valid user, the notification is sent to the approver. If not, the request is rejected.

**Request Approved (Node 6):** This activity changes the status of the control item to Approved.

**Request Rejected (Node 7):** This activity changes the status of the control item to Rejected.

**Approval Request Approved (Node 8):** This activity sends a Control Item Approved FYI notification to the control item owner.

**Approval Request Rejected (Node 10):** This activity sends a Control Item Rejected FYI notification to the control item owner.

**End (Node 9):** This activity terminates the process.

## PA: Issue and Change Action Workflow

You can use the PA: Issue and Change Action workflow to generate e-mail notifications for all user actions. The filename of this workflow is PAWFCIAC.wft.

The e-mail notification contains details regarding project information, change orders, and actions. From the notification, you can select View Issue/Change Order to view a read-only version of the issue or change document. The Request region shows comments entered by the person who initiated the notification.

To assign an action to another user, the user selects Take Action and logs in.

## **PA: Issue and Change Action Workflow Processes**

This workflow includes the following processes:

- PA: Action Assignment with Signoff
- PA: Action Assignment without Signoff
- PA: Action Close FYI

The first two processes request the user to take one of the following actions as relevant to the process:

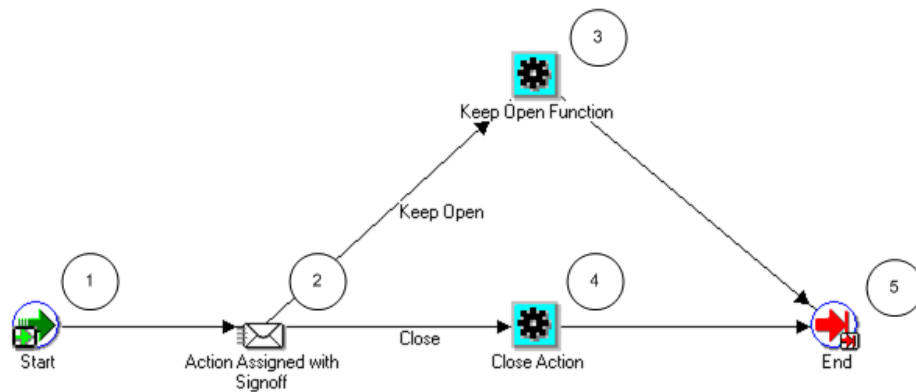
- Close the issue or change action (while closing the action a user can signoff the action if the action requires a signoff)
- Keep the issue or change action open and update with any information included with the response
- Reassign the issue or change action

If the user responds from the Take Action page, the notification is closed and no further action can be taken directly from it.

### **PA: Action Assignment with Signoff**

This process is called when an action is created that requires a signoff. The process sends a response-required notification to the assignee.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Action Assignment with Signoff Activities

The following information describes each activity in the PA: Action Assignment with Signoff process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Action Assigned with Signoff (Node 2):** This activity sends a notification to the action assignee that the action is assigned with a signoff. The user can respond by selecting Keep Open or Close.

- If the action assignee selects Keep Open, the process branches to Node 3.
- If the action assignee selects Close, the process branches to Node 4.

**Keep Open Function (Node 3):** This activity is called when user selects Keep Open. It records any user comments.

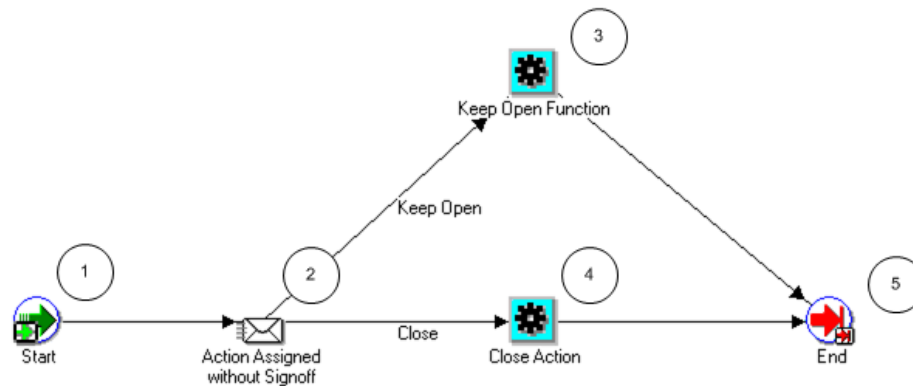
**Close Action (Node 4):** This activity is called when the user selects Close Action. It records any user comments and changes the status of the action to Closed.

**End (Node 5):** This activity terminates the process.

### PA: Action Assignment without Signoff

This process is called when an action is created that does not require a signoff. It sends a response-required notification to the assignee.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Action Assignment Without Signoff Activities

The following information describes each activity in the PA: Action Assignment Without Signoff process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Action Assigned without Signoff (Node 2):** This activity sends an Action Assigned Without Signoff notification to the action assignee.

- If the action assignee selects Keep Open, the process branches to Node 3.
- If the action assignee selects Close, the process branches to Node 4.

**Keep Open Function (Node 3):** This activity is called when user selects Keep Open. It records user any comments.

**Close Action (Node 4):** This activity is called when user selects Close Action. It records any user comments and changes the status of the action to Closed.

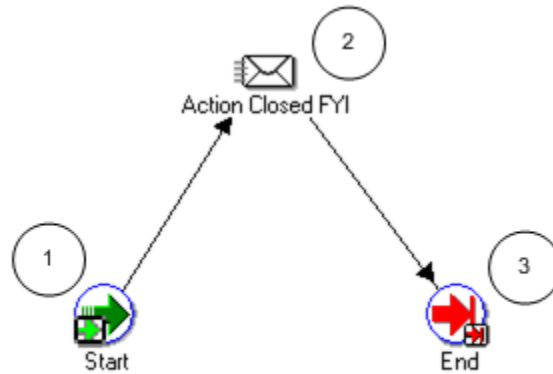
**End (Node 5):** This activity terminates the process.

### PA: Action Closed FYI

This process sends an FYI notification to the owner of an action when the action is closed. If the action was reassigned at any time, the notification is also sent to all previous owners.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.





#### PA: Action Closed FYI Activities

The following information describes each activity in the PA: Action Closed FYI process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Action Closed FYI (Node 2):** This activity sends an FYI notification that the action has been closed.

**End (Node 3):** This activity terminates the process.

### Project Budget Account Generation Workflow

The Project Budget Account Generation workflow enables you to automate the account generation and assignment process. The filename of this workflow is PABDACWF.wft.

You can use the Budget Account Details window to review and optionally override the accounts generated by the Project Budget Account Generation workflow. For more information, see: *Reviewing and Overriding Budget Account Details for Integrated Budgets, Oracle Project Management User Guide, Oracle Project Management User Guide.*

#### Implementing the Project Budget Account Generation Workflow

This workflow runs when one of the following occurs:

- A user manually selects the Generate Budget Accounting option from the Tools menu of the Budgets window.
- A user submits an integrated budget and it creates a baseline version.
- A user runs the year-end rollover process for a top-down integrated budget to carry forward the unspent project budget encumbrance amount from the year that is ending into the next year.

When you activate the workflow from the Tools menu, an account is generated or

regenerated for all the defined budget lines. When the workflow is activated during budget submission, accounts are only generated for budget lines that do not already have an assigned account.

**Note:** Do not update the account for the budget line if the budget line is associated with transactions. Updating the account causes the baseline process to fail.

You must customize the Project Budget Account Generation workflow to generate accounts based on your business needs. Oracle Projects provides predefined parameters to simplify the customization process. You can use the predefined parameters to derive accounts based on project organizations, expenditure organizations, and tasks, or based on the resource groups and resources used for budget entry. For a complete list of the parameters, see: Project Budget Account Generation Workflow Parameters, page 9-55.

For more information about customizing Account Generator workflows, see: Using the Account Generator in Oracle Projects, page G-24, and the *Oracle Applications Flexfields Guide*.

#### **Account Generation for Top-Down Budget Integration and Oracle Subledger Accounting**

For top-down budget integration, the Project Budget Account Generation workflow generates the default encumbrance account.

When you create a budget baseline or run the process PRC: Year End Budget Rollover, Oracle Projects generates accounting events and creates accounting for the events in Oracle Subledger Accounting. Oracle Projects predefines setup in Oracle Subledger Accounting to accept default encumbrance accounts from Oracle Projects and transfer them to Oracle General Ledger without change. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using the Project Budget Account Generation Workflow.

**Important:** You must define the *Reserve for Encumbrance Account* that Oracle Subledger Accounting uses to create balancing encumbrance recovery accounting entries. You use the Accounting Setup Manager in Oracle General Ledger to specify the Reserve for Encumbrance Account for your ledger. For more information, see the discussions about the Accounting Setup Manager in the *Oracle Financials Implementation Guide* and the *Oracle General Ledger Implementation Guide*.

**Important:** If you update account derivation rules for budgets in Oracle Subledger Accounting, then you must carefully consider the affect of the updates on existing integrated budgets. The baseline process fails if a revised account derivation rule overwrites accounts for budget lines that are associated with transactions.

## Account Generation for Bottom-Up Budget Integration and Oracle Subledger Accounting

For bottom-up budget integration, the Project Budget Account Generation workflow generates the default cost or revenue budget account.

When you create a budget baseline, Oracle Projects generates accounting events and creates accounting for the events in Oracle Subledger Accounting. Oracle Projects predefines setup in Oracle Subledger Accounting to accept default budget accounts from Oracle Projects and transfer them to Oracle General Ledger without change. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using the Project Budget Account Generation Workflow.

**Important:** If you update account derivation rules for budgets in Oracle Subledger Accounting, then you must carefully consider the affect of the updates on existing integrated budgets. The baseline process fails if a revised account derivation rule overwrites accounts for budget lines that are associated with transactions.

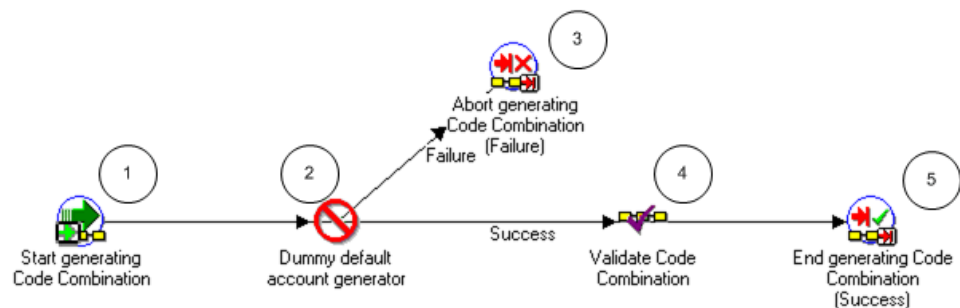
## Project Budget Account Generation Workflow Process

This workflow includes the Generate Default Account process.

### Generate Default Account Process

You use the process to generate accounts.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Generate Default Account Process Activities

The following information describes each activity in the Generate Default Account process, listed by function name:

**Start Generating Code Combination (Node 1):** This is a standard activity that marks

the start of the process.

**Dummy Default Account Generator (Node 2):** This activity can be replaced by your defined procedure for account generation.

- If the account generation succeeds, your procedure should branch to Node 4.
- If the account generation fails, your procedure should branch to Node 3.

**Abort Generating Code Combination (Node 3):** This activity ends the process as an error if a code combination was not generated.

**Validate Code Combination (Node 4):** This activity checks to see if the generated code combination is valid.

**End Generating Code Combination (Node 5):** This activity terminates the process.

### Account Generation Example

The following example uses Fremont Corporation to show a sample strategy for customizing the Project Budget Account workflow. This strategy reduces the maintenance required for customization.

#### Fremont Corporation: Background

Fremont Corporation uses bottom-up budgeting for revenue reporting and top-down budgeting for controlling costs. They define their organization-level budgets in Oracle General Ledger and use Oracle Projects budget integration to integrate their project budgets with the defined GL budgets.

In this example, Fremont uses a four-segment accounting flexfield to represent their chart of accounts. The segments are: Company, Cost Center, Account, and Future Use.

#### Account Generation Business Rules

To generate accounts for integrated project budget lines, Fremont Corporation uses the following business rules:

- Company: Project owning organizations are used to derive the company segment.
- Cost Center
  - Cost: Project budget expenditure organizations are used to derive the cost center segment
  - Revenue: Project budget revenue organizations are used to derive the cost center segment
- Account
  - Cost: Project budget expenditure categories are used to derive the account segment

- Revenue: Project budget revenue categories are used to derive the account segment
- Future Use: The future use segment is always assigned a value of 000.

**Note:** Fremont Corporation enters budget amounts using a two-level resource list. Budget amounts are entered by organization and expenditure/revenue category.

### Business Rule Implementation

To implement their business rules, Fremont Corporation defines the AutoAccounting lookup sets listed below. They customize the Project Budget Account Generation workflow to use the lookup sets to assign values to each account segment. This approach reduces the effort required to customize the Project Budget Account Generation workflow in the future. As new organizations and expenditure categories are created, the new values can be added to the defined lookup sets.

#### Owning Organization/Company Lookup Set

The following table shows Fremont Corporation's lookup set for the owning organization/company:

Intermediate Value	Segment Value
Administration	1
Engineering	2
Construction	3
Services	4

#### Expenditure Organization/Cost Center Lookup Set

The following table shows Fremont Corporation's lookup set for the expenditure organization / cost center:

Intermediate Value	Segment Value
Consulting	420
Administration	520

<b>Intermediate Value</b>	<b>Segment Value</b>
Executive Office	710
Finance	720
Information Services	830

#### **Revenue Organization/Cost Center Lookup Set**

The following table shows Fremont Corporation's lookup set for the revenue organization / cost center:

<b>Intermediate Value</b>	<b>Segment Value</b>
Consulting	420
Administration	520
Executive Office	710
Information Services	830

#### **Expenditure Category/Account Lookup Set**

The following table shows Fremont Corporation's lookup set for the expenditure category/account:

<b>Intermediate Value</b>	<b>Segment Value</b>
Supplies	7490
Computer Services	7520
Construction	7560
Consulting	7570
Labor	7580
Expenses	7640

### Revenue Category/Account Lookup Set

The following table shows Fremont Corporation's lookup set for the revenue category/account:

Intermediate Value	Segment Value
Support Revenue	4120
Consulting Revenue	4130
Training Revenue	4140
Miscellaneous Revenue	4150

### Account Generation Test

To test the customization for the Project Budget Account workflow, Fremont generates accounts for the project budget illustrated in the following table:

Expenditure Organization	Expenditure Category	Jan-01 Amount
Consulting		
Administration		
Information Services		

### Project Budget Account Generation Workflow Parameters

The following table shows the parameters that are available in the Project Budget Account Generation workflow:

Parameter	Description	Budget Entry Level: Project	Budget Entry Level: Top Task	Budget Entry Level: Task	Resource List: Resource Group	Resource List: Resource Member
Budget Type	The type of budget being accounted	Yes	Yes	Yes	NA	NA

<b>Parameter</b>	<b>Description</b>	<b>Budget Entry Level: Project</b>	<b>Budget Entry Level: Top Task</b>	<b>Budget Entry Level: Task</b>	<b>Resource List: Resource Group</b>	<b>Resource List: Resource Member</b>
Budget Version ID	The internal identifier of the budget version	Yes	Yes	Yes	NA	NA
Budget Entry Level	Project, top task or lowest task	Yes	Yes	Yes	NA	NA
Resource List	Flag indicating if the budget is categorized by a resource list (Y/N)	Yes	Yes	Yes	NA	NA
Resource Group Type	Resource type of the group assigned to the budget line. This attribute is available only if the resource list has two levels.	NA	NA	NA	Yes	NA
Resource Type	Resource type of the resource list member	NA	NA	NA	NA	Yes
Project ID	The internal identifier of the project	Yes	Yes	Yes	NA	NA
Project Number	User-defined project number	Yes	Yes	Yes	NA	NA
Project Organization	The project owing organization	Yes	Yes	Yes	NA	NA
Project Organization ID	Internal identifier of project organization	Yes	Yes	Yes	NA	NA
Project Type	Project type	Yes	Yes	Yes	NA	NA
Top Task ID	Internal identifier of top task	No	Yes	Yes	NA	NA



<b>Parameter</b>	<b>Description</b>	<b>Budget Entry Level: Project</b>	<b>Budget Entry Level: Top Task</b>	<b>Budget Entry Level: Task</b>	<b>Resource List: Resource Group</b>	<b>Resource List: Resource Member</b>
Top Task Number	The number of the top task	No	Yes	Yes	NA	NA
Task Service Type	Service type of the task	No	Yes	Yes	NA	NA
Task Organization	The task owing organization	No	Yes	Yes	NA	NA
Task Organization ID	Internal identifier of task owning organization	No	Yes	Yes	NA	NA
Task ID	Internal identifier of the task	No	Yes	Yes	NA	NA
Task Number	User-defined number of the task	No	Yes	Yes	NA	NA
Resource List Member ID	Internal identifier of the resource list member	NA	NA	NA	Yes	Yes
Person ID	Internal identifier of budgeted for person	NA	NA	NA	No	Employee
Employee Number	Employee number of budgeted person	NA	NA	NA	No	Employee
Expenditure/ Revenue Category	Category of budgeted cost or revenue amount	NA	NA	NA	Expenditure /Revenue Category	Expenditure /Revenue Category
Expenditure/ Event Type	Type of budget cost amount or revenue event	NA	NA	NA	No	Expenditure /Event Type
Job ID	Internal identifier of job	NA	NA	NA	No	Job

Parameter	Description	Budget Entry Level: Project	Budget Entry Level: Top Task	Budget Entry Level: Task	Resource List: Resource Group	Resource List: Resource Member
Job Name	Name of job	NA	NA	NA	No	Job
Job Group ID	Internal identifier of job group specified for the resource list	NA	NA	NA	No	Job
Job Group Name	Name of job group specified for the resource list	NA	NA	NA	No	Job
Job Organization ID	Internal identifier of expenditure, non-labor resource or event organization	NA	NA	NA	Organization	Organization
Organization Name	Name of expenditure, non-labor resource or event organization	NA	NA	NA	Organization	Organization
Organization Type	HRMS type of expenditure, non-labor resource or event organization	NA	NA	NA	Organization	Organization
Supplier ID	Internal identifier of supplier	NA	NA	NA	No	Supplier
Supplier Name	Supplier name	NA	NA	NA	No	Supplier

## Related Topics

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Subledger Accounting for Costs, page 3-41

Subledger Accounting for Revenue and Billing, page 4-55

Implementing Budget Integration, page 6-41, *Oracle Projects Implementation Guide*

## PA: Project Execution Workflow

Task Execution Workflows are user-defined workflow processes that help project managers automate work related to task management and completion. The Project Execution Workflow coordinates the Task Execution Workflow processes that you create to carry out a task. The filename of this workflow is PAPRJEX.wft.

The Project Execution and Task Execution Workflows collectively provide the following basic features:

- **Separate workflows for individual tasks:** Different tasks may require different task execution workflow processes. Project managers can define and associate separate workflows to individual tasks.
- **Automatic task administration:** You can define Task Execution Workflows that can automatically carry out various task functions and associate those workflows with specific tasks. For example, you could design a workflow process that automatically creates a purchase order on the task start date.
- **Default workflows for task types:** You can associate a Task Execution Workflow with a task type, resulting in the default association of that workflow to tasks of that task type.
- **Flexible lead time for task workflow execution:** Project managers can arrange for Task Execution Workflows to begin after task start dates by defining an amount of workflow start lead time. For example, a project manager could arrange for the Task Execution Workflow to begin two days after the start date of the task with which it is associated.

**Important:** This is a system-defined workflow that cannot be modified.

### Implementing the PA: Project Execution Workflow

To use the Project Execution workflow, you must enable Task Execution workflow functionality and progress collection for your workplan structure.

If you enable workplan versioning, the system starts the Project Execution workflow when your workplan is published. The Project Execution workflow process starts the Task Execution workflow processes for your tasks on their scheduled start dates.

If you do not enable workplan versioning, you must manually start the Project Execution workflow by selecting "Start Task Execution Workflow" action on the Update Work Breakdown Structure page.

You can manually start the Project Execution workflow at any time during the project life cycle. The Project Execution workflow stops when the project status is set to *Closed*.

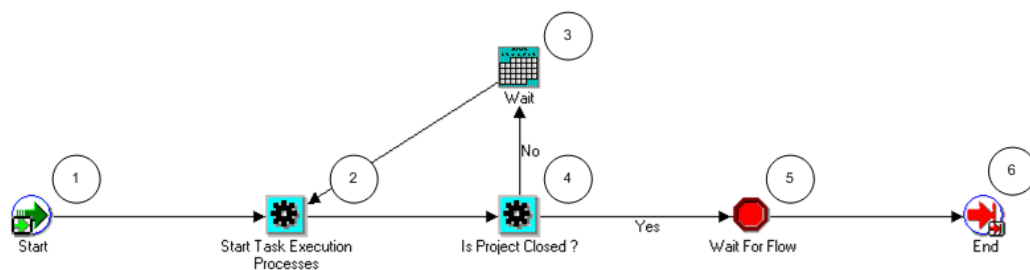
## PA: Project Execution Workflow Processes

The workflow includes the PA: Project Execution process.

### PA: Project Execution Process

Oracle Projects enables you to define Task Execution Workflow processes and assign them to specific tasks or task types. Task Execution Workflow processes can automate various task functions. For more information, see: *Using Task Execution Workflow Processes, Oracle Project Management User Guide, Oracle Project Management User Guide*.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Project Execution Process Activities

The following information describes each activity in the PA: Project Execution process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Start Task Execution Processes (Node 2):** This process starts the task workflow process.

**Wait (Node 3):** This activity pauses for one day before continuing.

**Is Project Closed? (Node 4):** This activity checks to see if the project is closed.

- If the process is closed, the process branches to Node 5.
- If the process is not closed, the process branches to Node 3.

**Wait For Flow (Node 5):** This activity pauses the processes until the Task Execution workflow is complete.

**End (Node 6):** This activity terminates the process.

### Related Topics

*Oracle Workflow User's Guide*

*Oracle Workflow Administrator's Guide*

*Oracle Workflow Developer's Guide*

## PA: Performance Notification Workflow

The PA: Performance Notification workflow sends performance notifications to team members and project stakeholders. The notifications can contain information on exceptions, key performance area statuses, issues, and change documents. You can configure the notification format using the Projects Page Layout model. For more information, see *Configuring Automated Status Report Notifications*, page 6-99, *Oracle Projects Implementation Guide*.

The PA: Performance Notification workflow is triggered from the PRC: Generate Performance Scores and Notifications concurrent program if the Generate Notification parameter is set to Yes. The filename of this workflow is PAEXNOWF.wft.

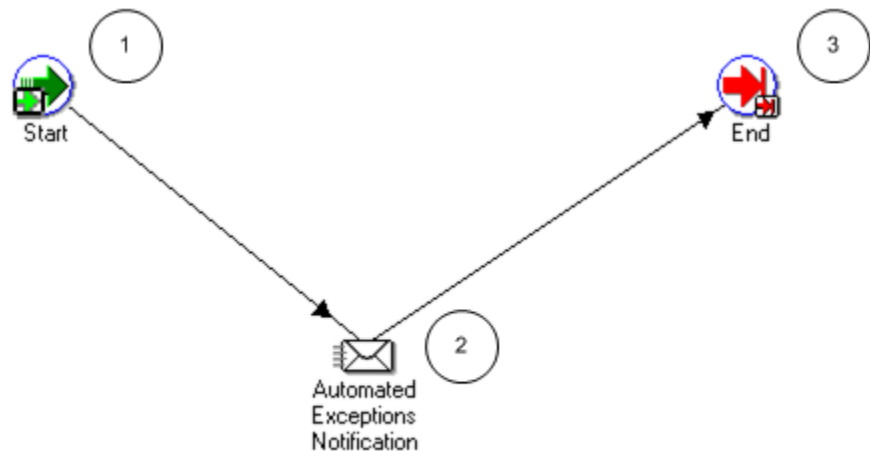
### PA: Performance Notification Workflow Processes

This workflow includes only the Performance Notification process:

#### Performance Notification Process

This process sends an FYI notification containing the automatic status report attached to the project or the project template for exception reporting.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### Performance Notification Activities

The following information describes each activity in the Performance Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Automated Exceptions Notification (Node 2):** This activity sends an FYI notification to team members and non-team members included in the access list for the status report.

**End (Node 3):** This activity terminates the process.

## **PA: Status Report Workflow**

The PA: Status Report workflow is launched when you submit a status report for approval. This workflow enables you to send reminder notifications based on the status report reminder rules. For more information, see Project Status Report Reminder Rules, page 6-107, *Oracle Projects Implementation Guide*.

The filename of this workflow is PAWFPPRA.wft.

### **Implementing the PA: Status Report Workflow**

To make this workflow active, you must do the following:

- Enable this workflow for a status report
- Set the approval options as required at the project level

You can optionally use the Project Status Report Workflow client extension to further customize the PA Status Report workflow. See: Project Status Report Workflow Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

### **PA: Status Report Workflow Processes**

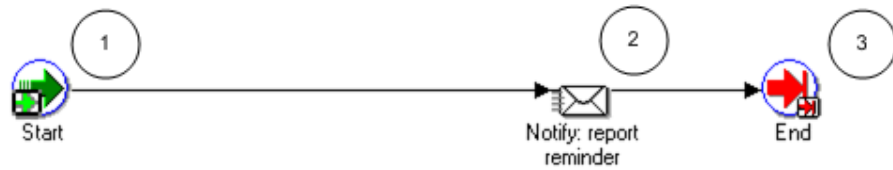
The workflow includes the following processes:

- PA: Status Report Reminder
- PA: Status Report Approval
- Status Report Approval Subprocess
- PA: Status Report Notification
- PA: Missing Status Report Notification

#### **PA: Status Report Reminder**

This process sends a status report reminder notification to the user.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### **PA: Status Report Reminder Activities**

The following information describes each activity in the PA: Status Report Reminder process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Notify: report reminder (Node 2):** This activity sends a notification to the submitter reminding them to submit or publish the report.

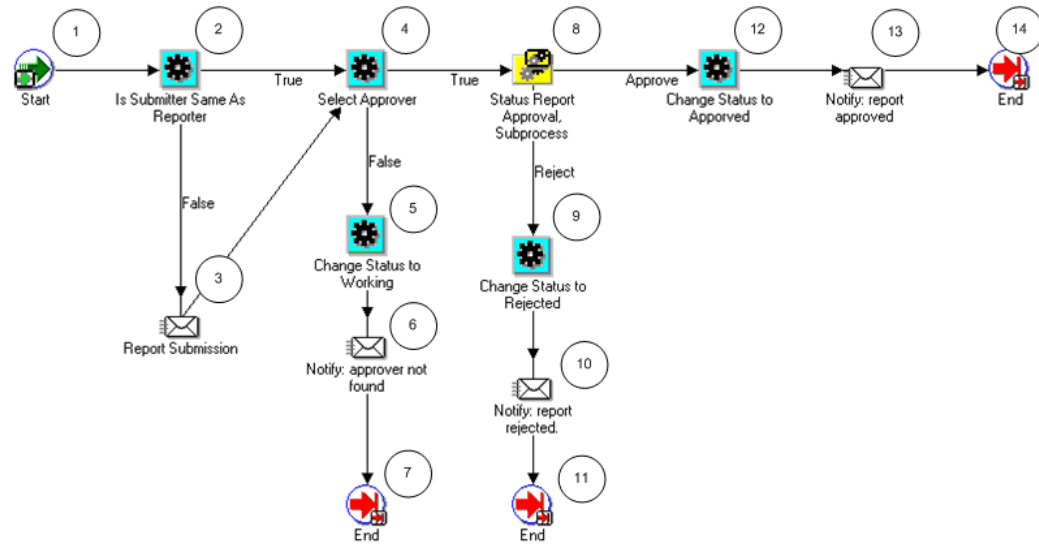
**End (Node 3):** This activity terminates the process.

#### **PA: Status Report Approval**

This process sends a status report submitted notification to the approver. The approver can select one of the following:

- Approve: The status is changed to Approved, and a notification is sent to the submitter that the status report has been approved. Or
- Reject: The status is changed to Rejected, and a notification is sent to the submitter that the status report has been rejected.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Status Report Approval Activities

The following information describes each activity in the PA: Status Report Approval process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Is Submitter Same as Reporter (Node 2):** This activity determines if the submitter of the status report approval process is also the approver.

- If the submitter is the same person as the approver, the process branches to Node 4.
- If the submitter is not the same person as the approver, the process branches to Node 3.

**Report Submission (Node 3):** This activity sends an FYI notification to the submitter that the status report has been submitted.

**Select Approver (Node 4):** This activity calls the Set Report Approver procedure in the Status Report Approval client extension (PA\_REPORT\_WORKFLOW\_CLIENT.SET\_REPORT\_APPROVER) to determine the approver of the status report. The default approver is the person who is entered as the approver in the status report setup details for the project.

- If an approver is found, the process branches to Node 8.
- If no approver is found, the process branches to Node 5.

**Change Status to Working (Node 5):** This activity changes the status of the status report to Working.

**Notify: approver not found (Node 6):** This activity sends a notification to the submitter informing them that the status report approver has not been specified.



**Status Report Approval subprocess (Node 8):** This activity runs the Status Report Approval Subprocess. See: Status Report Approval Subprocess, page 9-65.

- If the approver approves the status report, the process branches to Node 12.
- If the approver rejects the status report, the process branches to Node 9.

**Change Status to Rejected (Node 9):** This activity changes the status of the status report to Rejected.

**Notify: report rejected (Node 10):** This activity sends a notification to the submitter informing them that the status report has been rejected. The submitter then reworks on it and resubmits it for approval.

**Change Status to Approved (Node 12):** This activity changes the status of the status report to Approved.

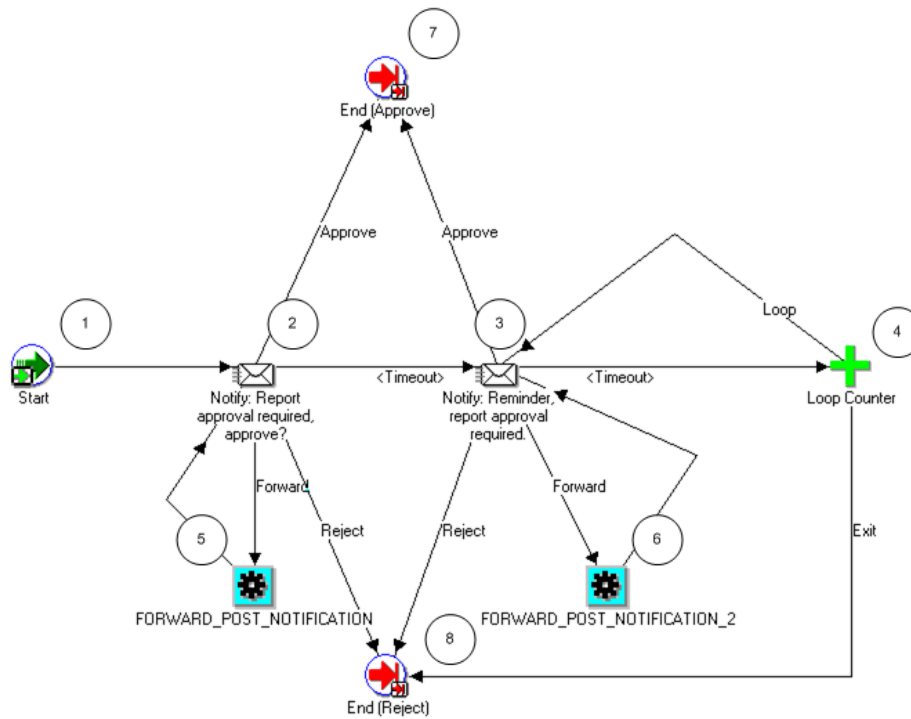
**Notify: report approved (Node 13):** This activity sends a notification to the submitter informing them that the status report has been approved and can be published.

**End (Nodes 7, 11, and 14):** This activity terminates the process.

#### **Status Report Approval Subprocess**

The Status Report Approval subprocess is called by the default PA Status Report Approval Workflow process. This process sends notifications and reminders to status report approvers.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Status Report Approval Subprocess Activities

The following information describes each activity in the PA: Status Report Approval subprocess, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Notify: Report approval required, approve? (Node 2):** This activity approval-required notification to the status report approver.

- If the approver approves the status report, the subprocess branches to Node 7.
- If the approver rejects the status report, the subprocess branches to Node 8.
- If the activity times out, the subprocess branches to Node 3. The default time for the activity to time out is two days. You can use Oracle Workflow Builder to change the time out value to suit your business needs.

**Notify: Reminder, report approval required (Node 3):** This activity sends an approval reminder notification to the status report approver.

- If the approver approves the status report, the subprocess branches to Node 7.
- If the approver rejects the status report, the subprocess branches to Node 8.
- If the activity times out, the subprocess branches to the Loop Counter (Node 4).

**Loop Counter (Node 4):** This activity counts the number of times the subprocess has branched to this node.

- If the count has reached the loop limit (a constant that is set in this node), the subprocess branches to Node 8.
- If the count has not reached the loop limit, the subprocess returns to Node 3.

**Forward Post Notification (Node 5):** This activity is called when an approval notification is forwarded to an approver who is not the submitter. It checks to see if the approver is a valid user. If the approver is a valid user, the notification is sent to the approver. If not, the request is rejected.

**Forward Post Notification 2 (Node 6):** This activity is called when an approval notification is forwarded to an approver who is not the submitter. It checks to see if the approver is a valid user. If the approver is a valid user, the notification is sent to the approver. If not, the request is rejected.

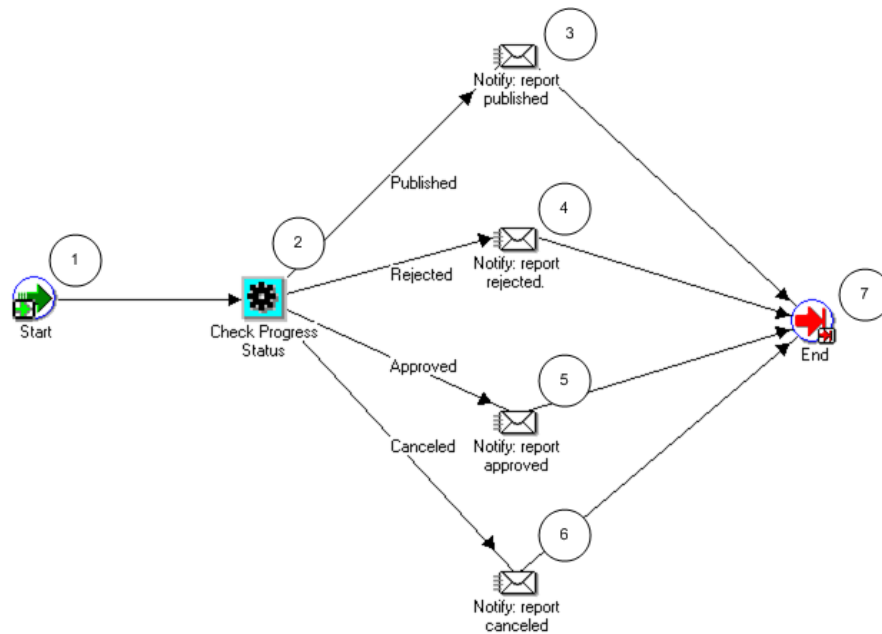
**End (Approve) (Node 7):** This activity terminates the subprocess and returns the result *Approved*.

**End (Reject) (Node 8):** This activity terminates the subprocess and returns the result *Rejected*.

#### **PA: Status Report Notification**

This process sends notifications when the status of a status report is changed.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Status Report Notification Activities

The following information describes each activity in the PA: Status Report Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Check Progress Status (Node 2):** This activity checks the status of the status report.

- If the new status is *Published*, the process branches to Node 3.
- If the new status is *Rejected*, the process branches to Node 4.
- If the new status is *Approved*, the process branches to Node 5.
- If the new status is *Canceled*, the process branches to Node 6.

**Notify: report published (Node 3):** This activity sends a notification to the members of the access list when the status report is published.

**Notify: report rejected (Node 4):** This activity sends a notification to the members of the access list when the status report is rejected.

**Notify: report approved (Node 5):** This activity sends a notification to the members of the access list when the status report is approved.

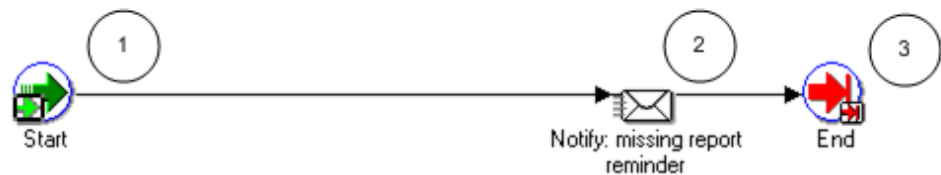
**Notify: report canceled (Node 6):** This activity sends a notification to the members of the access list when the status report is canceled.

**End (Node 7):** This activity terminates the process.

### PA: Missing Status Report Notification

This workflow sends a notification that a status report has not been submitted for the period.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Missing Status Report Notification Activities

The following information describes each activity in the PA: Missing Status Report Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Notify: missing report reminder (Node 2):** This activity sends a notification informing the recipient that the status report has not been submitted for this period.

**End (Node 3):** This activity terminates the process.

#### Related Topics

Overview of Project Status Reporting, *Oracle Project Management User Guide*, *Oracle Project Management User Guide*

### PA: Workplan Workflow

Whenever the status of a workplan changes, the PA: Workplan Workflow is launched. This workflow sends a notification to the program manager when a workplan for a linked project is published. The filename of this workflow is PAWFPPWP.wft.

#### Implementing the PA: Workplan Workflow

To make this workflow active, you must enable the approver-required check box and provide an approver.

You can optionally use the Workplan Workflow client extension to further customize the PA Workplan workflow. See: *Workplan Workflow Extension*, *Oracle Projects APIs*, *Client Extensions*, and *Open Interfaces Reference*.

#### PA: Workplan Workflow Processes

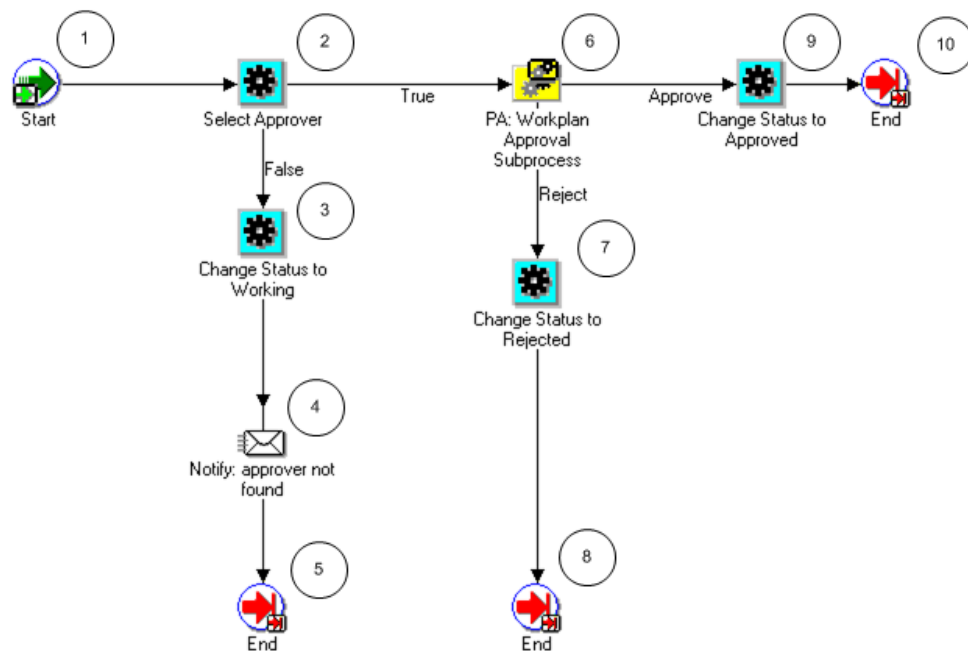
The Workplan workflow includes the following processes:

- PA: Workplan Approval
- PA: Workplan Approval Subprocess
- PA: Workplan Errors
- PA: Workplan Notification

## PA: Workplan Approval

This is the main workplan approval process. This process manages the approvals of a workplan.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Workplan Approval Activities

The following information describes each activity in the PA: Workplan Approval process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Select Approver (Node 2):** This activity determines the approver for the workflow process.

- If an approver is found, the process branches to Node 6.
- If an approver is not found, the process branches to Node 3.

**Change Status to Working (Node 3):** If no approver can be determined by the above activity, the status of the workplan is changed back to Working.

**Notify: approver not found (Node 4):** This activity sends a notification that an approver has not been found for the approval process.

**PA: Workplan Approval Subprocess (Node 6):** This subprocess manages the approval notifications.

- If the approver approves the workplan, the process branches to Node 9.
- If the approver rejects the workplan, the process branches to Node 7.

**Change Status to Approved (Node 7):** After the approver approves the workplan, this activity changes the workplan status to Approved.

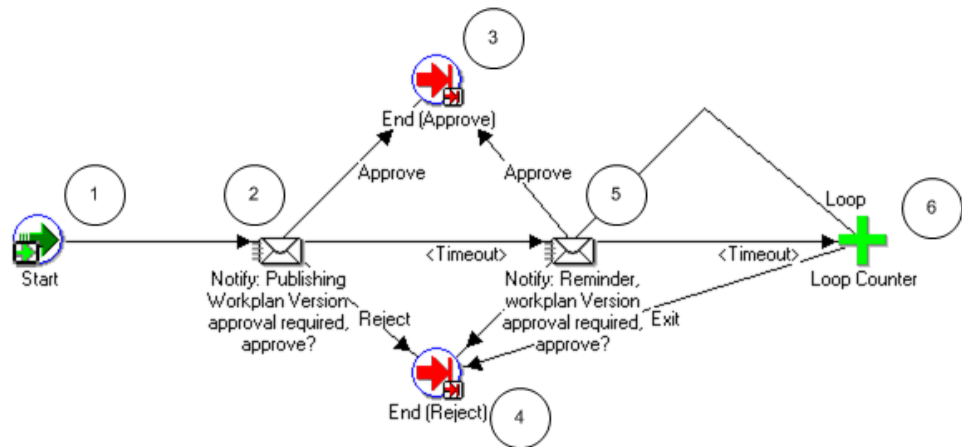
**Change Status to Rejected (Node 9):** After the approver rejects the workplan, this activity changes the workplan status to Rejected.

**End (Nodes 5, 8, and 10):** This activity terminates the process.

#### PA: Workplan Approval Subprocess

This process sends notifications and reminders to workplan approvers.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Workplan Approval Subprocess Activities

The following information describes each activity in the PA: Workplan Approval subprocess, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Notify: Publishing Workplan Version approval required, approve? (Node 2):** This activity sends an approval-required notification to the workplan approver.

- If the approver approves the workplan, the subprocess branches to Node 3.
- If the approver rejects the workplan, the subprocess branches to Node 4.
- If the activity times out, the subprocess branches to Node 5. The default time for the activity to time out is two days. You can use Oracle Workflow Builder to change the time out value to suit your business needs.

**Notify: Reminder Workplan Version approval required, approve? (Node 5):** This activity sends an approval reminder notification to the workplan approver.

- If the approver approves the workplan, the subprocess branches to Node 3.
- If the approver rejects the workplan, the subprocess branches to Node 4
- If the activity times out, the subprocess branches to the Loop Counter (Node 6).

**Loop Counter (Node 6):** This activity counts the number of times the subprocess has branched to this node.

- If the count has reached the loop limit (a constant that is set in this node), the subprocess branches to Node 4.
- If the count has not reached the loop limit, the subprocess returns to Node 5.

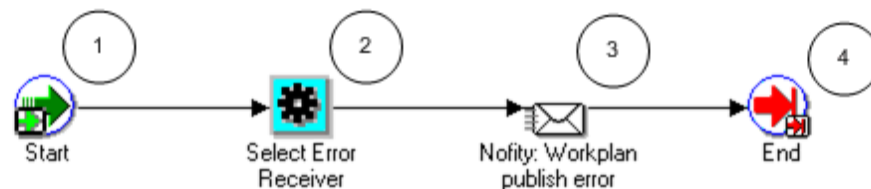
**End (Approve) (Node 3):** This activity terminates the subprocess and returns the result *Approved*.

**End (Reject) (Node 4):** This activity terminates the subprocess and returns the result *Rejected*.

### PA: Workplan Errors

If the workplan publishing fails, this process sends a notification to the receiver that the workplan publishing has failed.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Workplan Errors Process Activities

The following information describes each activity in the PA: Workplan Errors process,



listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Select Error Receiver (Node 2):** This activity determines who should receive the error notifications.

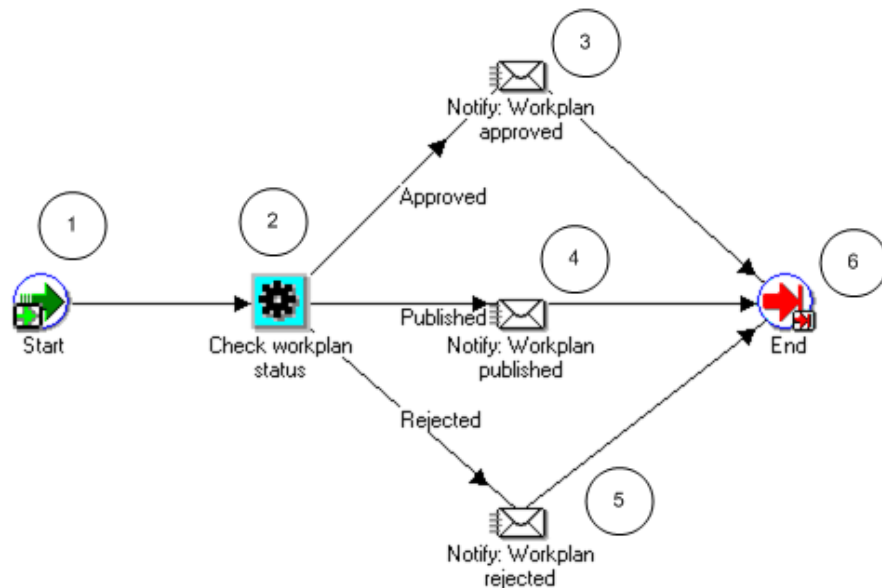
**Notify: Workplan publish error (Node 3):** If workplan publishing fails, this activity sends a notification to the receiver.

**End (Node 4):** This activity terminates the process.

#### PA: Workplan Notification

You use this process to notify users of any change in the workplan status.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Workplan Notification Activities

The following information describes each activity in the PA: Workplan Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Check workplan status (Node 2):** This activity checks for the status of the workplan.

- If the new status is *Approved*, the process branches to Node 3.
- If the new status is *Published*, the process branches to Node 4.
- If the new status is *Rejected*, the process branches to Node 5.

**Notify: Workplan approved (Node 3):** This activity sends a notification that the workplan is approved.

**Notify: Workplan published (Node 4):** This activity sends a notification that the workplan is published.

**Notify: Workplan rejected (Node 5):** This activity sends a notification that the workplan is rejected.

**End (Node 6):** This activity terminates the process.

#### **Related Topics**

Workplan and Progress Management, *Oracle Project Management User Guide*

## **Oracle Project Portfolio Analysis Workflow**

Oracle Project Portfolio Analysis provides a default planning cycle status change workflow process called Project Portfolio Analysis Workflow.

### **Overview of Oracle Project Portfolio Analysis Workflow**

The Project Portfolio Analysis workflow routes actions for a planning cycle to plan participants. Participants who receive notifications include the defined project proposers, portfolio analysts, and portfolio approvers. The filename of this workflow is fpawfpjp.wft.

### **Project Portfolio Analysis Workflow Processes**

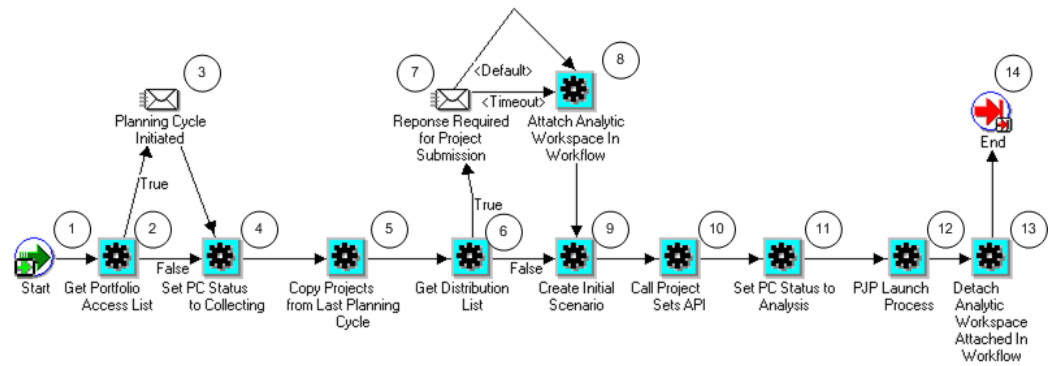
This workflow includes the following process:

- PJP Initiate Planning Cycle Process
- PJP User Force Collection
- PJP Close Planning Cycle
- PJP Main Workflow Process
- PJP Submit Plan
- PJP Approve Plan

#### **PJP Initiate Planning Cycle Process**

When a user initiates the planning cycle, this process sends a notification to the project owners and updates the current planning cycle status is updated to *In Collection*.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PJP Initiate Planning Cycle Activities

The following information describes each activity in the PJP Initiate Planning Cycle process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Get Portfolio Access List (Node 2):** This activity obtains the portfolio access list.

- If the planning cycle has been initiated, the process branches to Node 3.
- If the planning cycle has not been initiated, the process branches to Node 4.

**Planning Cycle Initiated (Node 3):** This activity sends notifications that the planning cycle has been initiated.

**Set PC Status to Collecting (Node 4):** This activity changes the planning cycle status to *In Collection*.

**Copy Projects From Last Planning Cycle (Node 5):** This activity makes the projects from the previous planning cycle as eligible candidates for a new planning cycle.

**Get Distribution List (Node 6):** This activity obtains the list of people who will be asked to submit current or new projects.

- If a distribution list is found, the process branches to Node 7.
- If a distribution list is not found, the process branches to Node 9.

**Response Required for Project Submission (Node 7):** This activity tracks responses from the users who were notified in the above step. After collecting all the responses, workflow proceeds to the next step.

**Attach Analytic Workspace in Workflow (Node 8):** This activity attaches the multidimensional database engine to the workflow. This is PJP's analytical engine and also where all the data resides.

**Create Initial Scenario (Node 9):** This activity creates the planning cycle's initial

scenario. All the projects that need to be analyzed are collected and placed in the initial scenario.

**Call Project Sets API (Node 10):** This activity updates the planning cycle's project set with all the projects submitted for Analysis. This is the same set of projects as in the initial scenario.

**Set PC Status to Analysis (Node 11):** This activity changes the planning cycle status to *In Analysis*.

**PJP Launch Process (Node 12):** This activity launches the next workflow process.

**Detach Analytic Workspace in Workflow (Node 13):** This activity removes the PJP workspace for processing data.

**End (Node 14):** This activity terminates the process.

### PJP User Force Collection Process

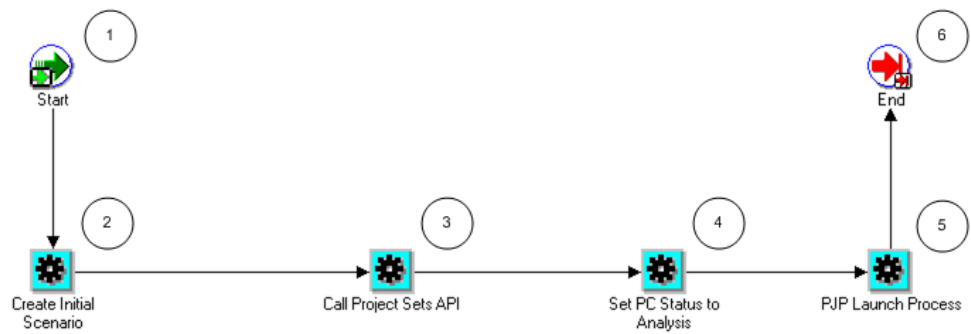
This process collects projects into the initial scenario (starts at node 8 in the previous workflow process). The project collection happens when one of the following events occur:

1. All responses from the project managers (whoever were notified) are received
2. Due date specified is reached
3. User triggers a force collection event

If events 1 or 2 occur, the PJP Initiate Planning Cycle process will run to completion, and the PJP User Force Collection process will not be invoked.

If event 3 occurs, then the PJP Initiate Planning Cycle process will stop at node 7 (in the PJP Initiate Planning Cycle process diagram) and the PJP User Force Collection process is launched.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PJP User Force Collection Activities

The following information describes each activity in the PJP User Force Collection process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Create Initial Scenario (Node 2):** This activity creates the planning cycle's initial scenario. All the projects that need to be analyzed are collected and placed in the initial scenario.

**Call Project Sets API (Node 3):** This activity updates the planning cycle's project set with all the projects submitted for Analysis. This is the same set of projects as in the initial scenario.

**Set PC Status to Analysis (Node 4):** This activity changes the planning cycle status to *In Analysis*.

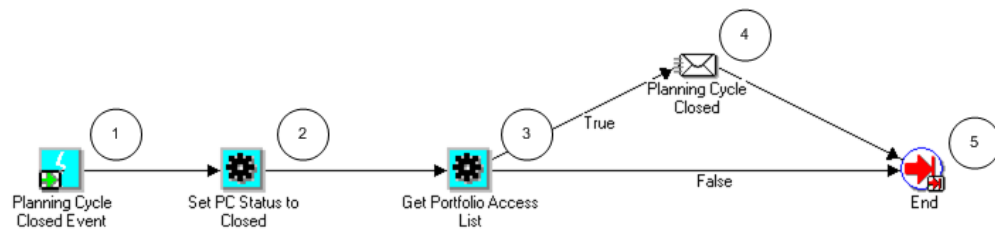
**PJP Launch Process (Node 5):** This activity launches the PJP process.

**End (Node 6):** This activity terminates the process.

### PJP Close Planning Cycle Process

After the close action is performed, this process updates the current planning cycle status to *Closed*.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PJP Close Planning Cycle Activities

The following information describes each activity in the PJP Close Planning Cycle process, listed by function name:

**Planning Cycle Closed Event (Node 1):** This is a standard activity that marks the start of the process.

**Set PC Status to Closed (Node 2):** This activity changes the planning cycle status to *Closed*.

**Get Portfolio Access List (Node 3):** This activity obtains the portfolio access list.

- If a portfolio access list is found, the process branches to Node 4.
- If a portfolio access list is not found, the process branches to Node 5.

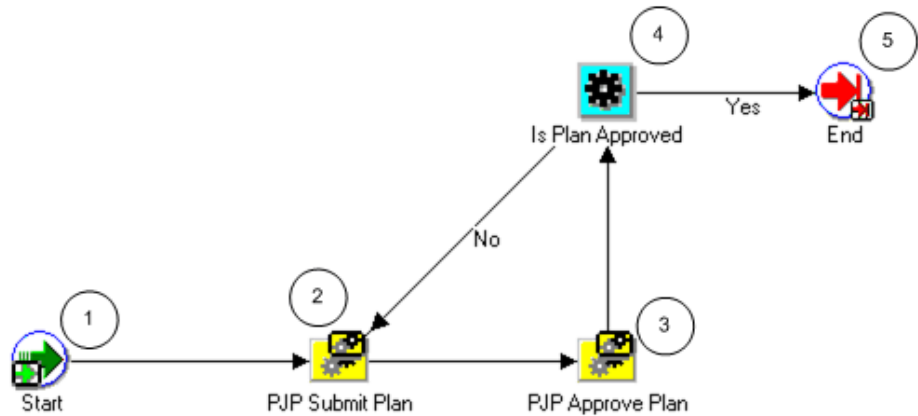
**Planning Cycle Closed (Node 4):** This activity sends notifications to portfolio analysts and portfolio approvers informing them that the planning cycle is closed.

**End (Node 5):** This activity terminates the process.

### PJP Main Workflow Process

This is the main workflow process containing PJP Submit Plan nodes and PJP Approve Plan process as nodes.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PJP Main Workflow Activities

The following information describes each activity in the PJP Main Workflow process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PJP Submit Plan (Node 2):** This activity runs the PJP Submit Plan process, page 9-79.

**PJP Approve Plan (Node 3):** This activity runs the PJP Approve Plan process, page 9-80.

**Is Plan Approved (Node 4):** This activity determines if the plan is approved.

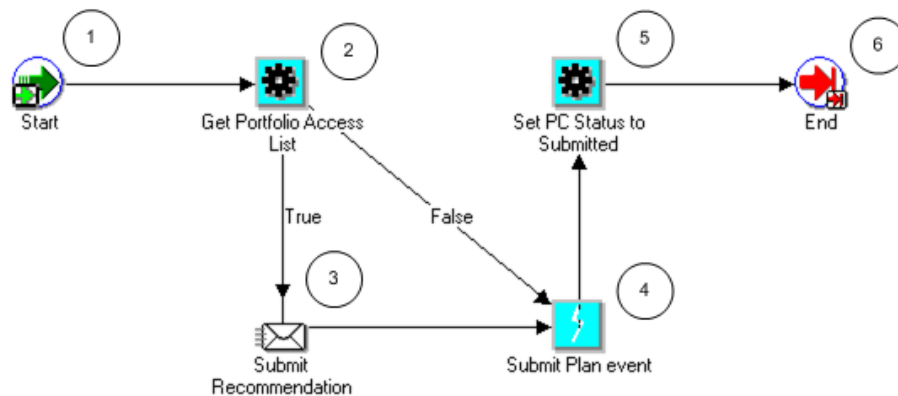
- If the plan is approved, the process branches to Node 5.
- If the plan is not approved, the process returns to Node 2.

**End (Node 5):** This activity terminates the process.

### PJP Submit Plan Process

When the current plan is submitted for approval, the current plan status is updated to *Submitted*.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PJP Submit Plan Activities

The following information describes each activity in the PJP Submit Plan process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Get Portfolio Access List (Node 2):** This activity obtains the portfolio access list.

- If a portfolio access list is found, the process branches to Node 3.
- If a portfolio access list is not found, the process branches to Node 4.

**Submit Recommendation (Node 3):** This activity sends notifications to portfolio analysts and approvers requesting them to submit recommendation.

**Submit Plan Event (Node 4):** This activity submits the plan event.

**Set PC Status to Submitted (Node 5):** This activity changes the planning cycle status to *Submitted*.

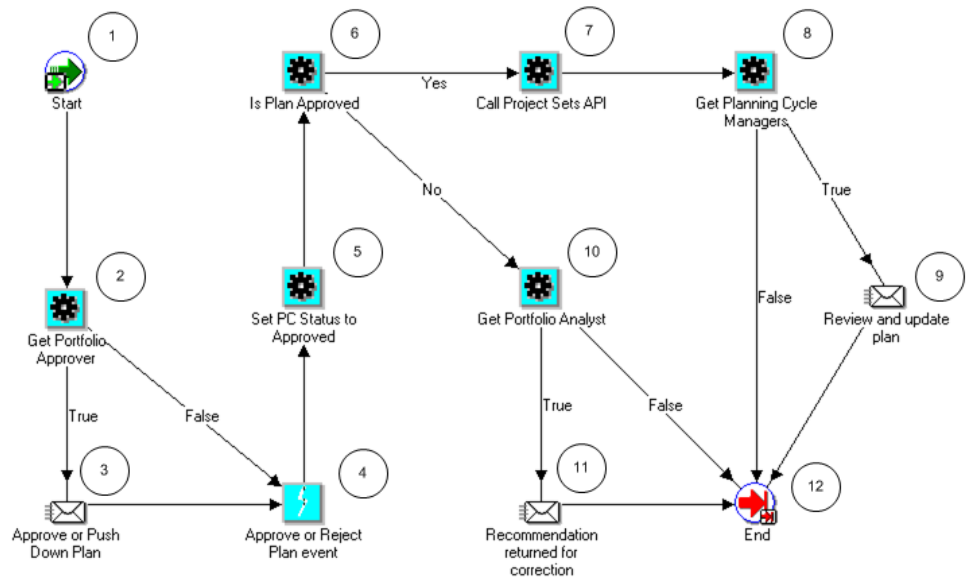
**End (Node 6):** This activity terminates the process.

### PJP Approve Plan Process

After the portfolio plan is approved, the funding approval status of projects in Oracle Project Management is updated according the suggested funding approval status set in the approved scenario. After the plan is approved, project proposers receive planning cycle status *Approved* notifications.

After the portfolio plan is approved, the funding approval status of projects in Oracle Project Management is updated according the suggested funding approval status set in the approved scenario. After the plan is approved, project proposers receive planning cycle status *Approved* notifications.





### PJP Approve Plan Activities

The following information describes each activity in the PJP Approve Plan process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Get Portfolio Approver (Node 2):** This activity checks for the portfolio approvers and analysts for the plan.

- If portfolio approvers or analysts for the plan are found, the process branches to Node 3.
- If portfolio approvers or analysts for the plan are not found, the process branches to Node 4.

**Approve or Push Down Plan (Node 3):** This activity sends notifications to approvers requesting them to either approve or reject the plan.

**Approve or Reject Plan Event (Node 4):** This event either approves or rejects the plan.

**Set PC Status to Approved (Node 5):** This activity changes the planning cycle status to *Approved*.

**Is Plan Approved (Node 6):** This activity determines if the plan is approved.

- If the plan is approved, the process branches to node 7.
- If the plan is not approved, the process branches to node 10.

**Call Project Sets API (Node 7):** This activity updates the planning cycle's project set with all the projects submitted for Analysis. This is the same set of projects as in the initial scenario.

**Get Planning Cycle Managers (Node 8):** This activity obtains a list of the planning cycle managers.

- If planning cycle managers are found, the process branches to node 9.
- If planning cycle managers are not found, the process branches to node 12.

**Review and Update Plan (Node 9):** This activity sends notifications to project managers requesting them to review and update the plan.

**Get Portfolio Analyst (Node 10):** This activity identifies the portfolio analyst.

- If the portfolio analyst is found, the process branches to node 11.
- If the portfolio analyst is not found, the process branches to node 12.

**Recommendation Returned for Correction (Node 11):** This activity sends notifications to the portfolio analyst requesting them to correct and resubmit their recommendation.

**End (Node 12):** This activity terminates the process.

## Oracle Project Resource Management Workflows

Oracle Project Resource Management provides workflows that are used for team templates, advertisements, candidate notifications, single and mass assignments, and HR related updates.

### Overview of Oracle Project Resource Management Workflows

Oracle Project Resource Management provides the following workflows:

Workflow Name	Description
PA: Advertisements Workflow	Sends advertisement notifications
PA: Apply Team Template Workflow	Applies a team template to a project
PA: Candidate Notification Process	Sends notifications of candidate statuses
PA: CRM Workaround Workflow	Brings future dated employees and contingent workers into the CRM Foundation application

<b>Workflow Name</b>	<b>Description</b>
PA: HR Related Updates Workflow	Synchronizes Oracle HRMS data with Oracle Project Resource Management data
PA: Mass Assignment Approval Workflow	Routes approvals for mass assignments
PA: Mass Assignment Transaction Workflow	Creates assignments when a mass assignment request is submitted
PA: Overcommitment Notification Process Workflow	Sends notifications when a resource is overcommitted
PA: Project Assignments Workflow	Routes approvals for single assignments

## **PA: Advertisements Workflow**

The PA: Advertisements workflow sends notifications informing users of either a new requirement or a removed requirement. The filename of this workflow is PARADVWF.wft.

### **PA: Advertisements Workflow Processes**

This workflow includes the following processes:

- PA: Advertisement Notification Process
- PA: Remove Advertisement Notification Process

#### **PA: Advertisement Notification Process**

This process sends notifications that a requirement is available.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Advertisement Notification Process Activities

The following information describes each activity in the PA: Advertisement Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

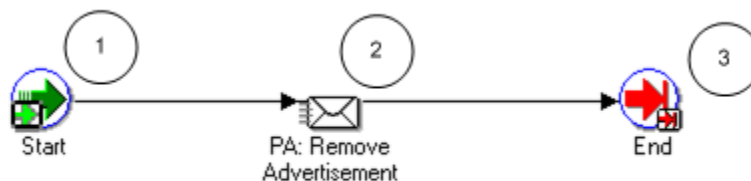
**PA: Advertisement (Node 2):** This activity sends a notification to all the recipients (as determined by the advertisement rule) informing them about a requirement that is available to be staffed. The message contains the requirement details.

**End (Node 3):** This activity terminates the process.

#### PA: Remove Advertisement Notification Process

This process sends notifications that a requirement is no longer available.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Remove Advertisement Notification Process Activities

The following information describes each activity in the PA: Remove Advertisement Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA: Remove Advertisement (Node 2):** This activity sends a notification to all the recipients (as determined by the advertisement rule) informing them that a requirement has been removed.

**End (Node 3):** This activity terminates the process.

## Related Topics

Advertisements and Advertisement Rules, *Oracle Project Resource Management User Guide*, *Oracle Project Resource Management User Guide*

## PA: Apply Team Template Workflow

The Apply Team Template workflow enables you to copy requirements from one or more team templates to a project. The filename of this workflow is PARAPTEM.wft.

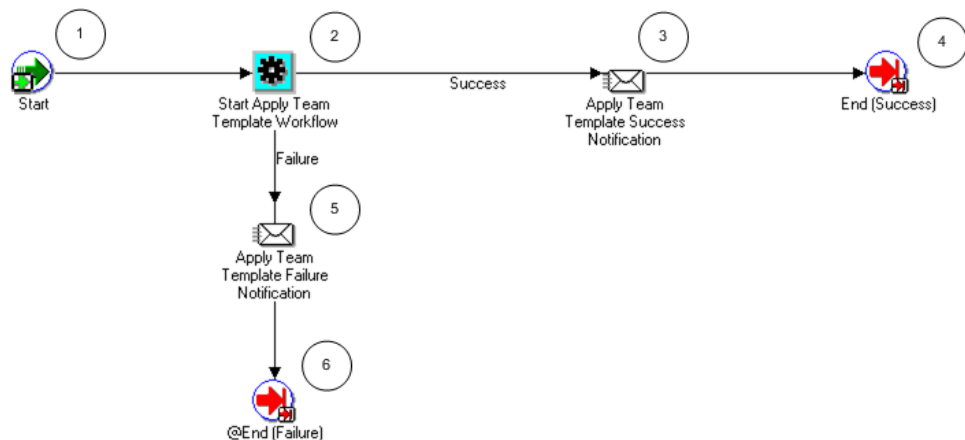
## Apply Team Template Workflow Processes

This workflow includes the PA: Apply Team Template process.

### PA: Apply Team Template Process

This process sends success or failure notifications upon copying requirements from a team template to a project.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Apply Team Template Process Activities

The following information describes each activity in the PA: Apply Team Template process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Start Apply Team Template Workflow (Node 2):** This activity copies requirements from the team template to a project.

- If the application of the team template is successful, the process branches to Node 3.
- If the application of the team template is not successful, the process branches to Node 5.

**Apply Team Template Success Notification (Node 3):** This activity sends a success notification to the users informing them that the roles have been copied. The notification provides details of the team template and the project.

**End (Success) (Node 4):** This activity terminates the process and returns the result *Success*.

**Apply Team Template Failure Notification (Node 5):** This activity sends a failure notification to the users informing them that the roles could not be copied. The notification provides details of the team template, project, and errors encountered.

**End (Failure) (Node 6):** This activity terminates the process and returns the result *Failure*.

#### **Related Topics**

Team Templates, page 5-12, *Oracle Projects Implementation Guide*

## **PA: Candidate Notification Process**

The PA: Candidate Notification Process enables you to send notifications whenever a candidate status changes. You can send notifications to the resource managers, staffing managers, or setup a role to receive specific notifications.

The filename of this workflow is PARCANDD.wft.

When a candidate is nominated for a requirement, the candidate's status is specified in the PA: Default Starting Candidate Status profile option. This status sends a notification to the resource, the resource manager, and their staffing manager informing them of the nomination. The person who nominated the candidate does not receive a notification.

## **Implementing the PA: Candidate Notification Process Workflow**

You can use the Candidate Notification Workflow Extension to customize the PA: Candidate Notification process. For details about the extension, see: *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## **PA: Candidate Notification Workflow Processes**

This workflow includes the following processes:

- Candidate Declined Process
- Candidate FYI Notification Process
- Candidate Nominated Process

### **Candidate Declined Process**

When a resource is declined as a candidate on a project, the status of the candidate is changed to *Declined*. This status initiates a notification process.

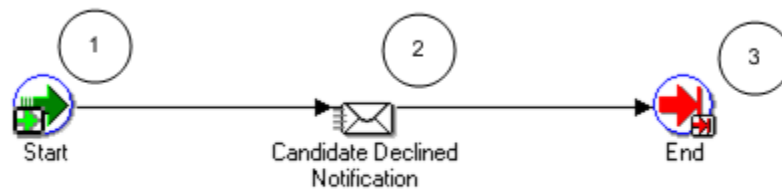
An active candidate nomination on a requirement is automatically declined if one of the

following occurs:

- A requirement is canceled.
- The resource is no longer a valid Oracle Projects resource due to reasons such as HR termination, transfer to a non-expenditure project organization, or the resource's organization is no longer a valid project expenditure organization.

**Note:** If the PA: HR Related Updates Workflow is enabled, a notification is sent to the resource and the resource manager informing them about the declined candidate nomination.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### **Candidate Declined Process Activities**

The following information describes each activity in the Candidate Declined process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

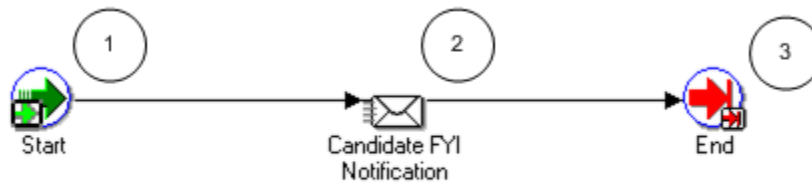
**Candidate Declined Notification (Node 2):** This activity sends a notification that a candidate has been declined.

**End (Node 3):** This activity terminates the process.

#### **Candidate FYI Notification Process**

This process sends an FYI notification to the users whenever a candidate status changes.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### Candidate FYI Notification Process Activities

The following information describes each activity in the Candidate FYI Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

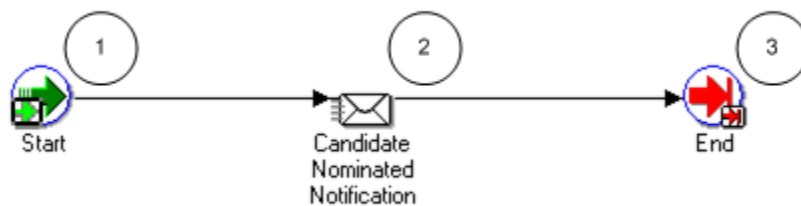
**Candidate FYI Notification (Node 2):** This activity sends an FYI notification that a candidate status has changed.

**End (Node 3):** This activity terminates the process.

#### Candidate Nominated Process

This process sends notification to the users when a candidate is nominated.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### Candidate Nominated Process Activities

The following information describes each activity in the Candidate Nominated process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Candidate Nominated Notification (Node 2):** This activity sends a notification that a candidate is nominated.

**End (Node 3):** This activity terminates the process.



### **Related Topics**

Candidate Nomination and Approval, *Oracle Project Resource Management User Guide* ,  
*Oracle Project Resource Management User Guide*

## **PA: CRM Workaround Workflow**

The PA: CRM Workaround workflow enables you to assign a calendar in the CRM Foundation application to future dated employees (when their start date becomes current) and to contingent workers. The filename for this workflow is PACRMUPD.wft.

### **Implementing the PA: CRM Workaround Workflow**

You need to define the PASYSADMIN user. The PASYSADMIN user will receive notifications sent by the PA: CRM Workaround workflow process. For information on defining users, see System Administration Setup Tasks, *Oracle Applications System Administrator's Guide – Configuration*.

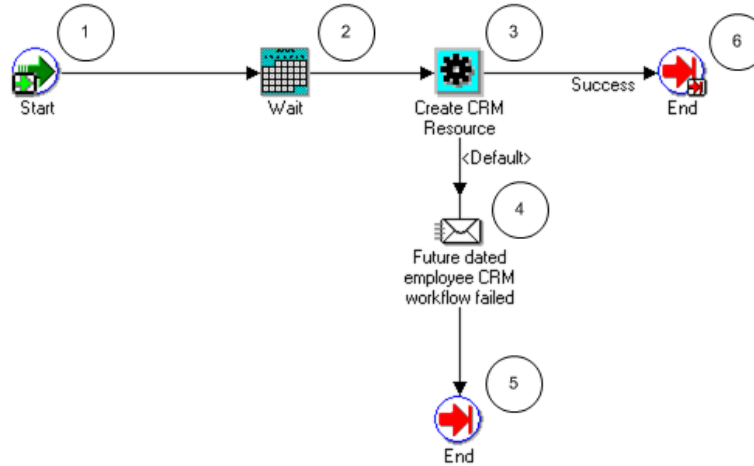
### **PA: CRM Workaround Workflow Processes**

This workflow includes one process: Process to Perform CRM Workaround for Future Dated Resources.

#### **Process to Perform CRM Workaround for Future Dated Resources**

This process enables users to bring future dated employees and contingent workers into the CRM Foundation to assign a calendar to each resource.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform CRM Workaround for Future Dated Resources Activities

The following information describes each activity in the Process to Perform CRM Workaround for Future Dated Resources process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Wait (Node 2):** This activity waits until the assignment start date for a future dated person before the next activity begins.

**Create CRM Resource (Node 3):** This activity creates the resource in the CRM tables.

- If the activity is successful, the process branches to Node 6.
- If the activity is not successful, the process branches to Node 4.

**Future dated employee CRM workflow failed (Node 4):** This activity sends a notification to the PASYSADMIN user that the workflow process has completed with an error. The message gives details of the future dated person who has failed to be created as a resource in CRM.

**End (Nodes 5 and 6):** This activity terminates the process.

### Related Topics

Defining People, page 2-58, *Oracle Projects Implementation Guide*

Integrating with Oracle Human Resources, *Oracle Projects Fundamentals*, *Oracle Projects Fundamentals*

## PA: HR Related Updates Workflow

Oracle Project Resource Management acquires resource information from the Oracle HRMS people tables. The resource information is obtained by using the PA: HR Related Updates workflow processes or by manually running the PRC: Maintain Project

Resources process.

The PA: HR Related Updates workflow enables you to synchronize people data between Oracle HRMS and Oracle Projects to support requirements, assignments, and utilization. The information relates to the following attributes: people, assignments, jobs, and organizations. The workflow ensures that updates made to these attributes in Oracle HRMS are visible in Oracle Projects.

### **Implementing the PA: HR Related Updates Workflow**

You need to define the PASYSADMIN user. The PASYSADMIN user will receive notifications sent by the PA: HR Related Updates workflow processes. For information on defining users, see *System Administration Setup Tasks, Oracle Applications System Administrator's Guide – Configuration*.

### **PA: HR Related Updates Workflow Processes**

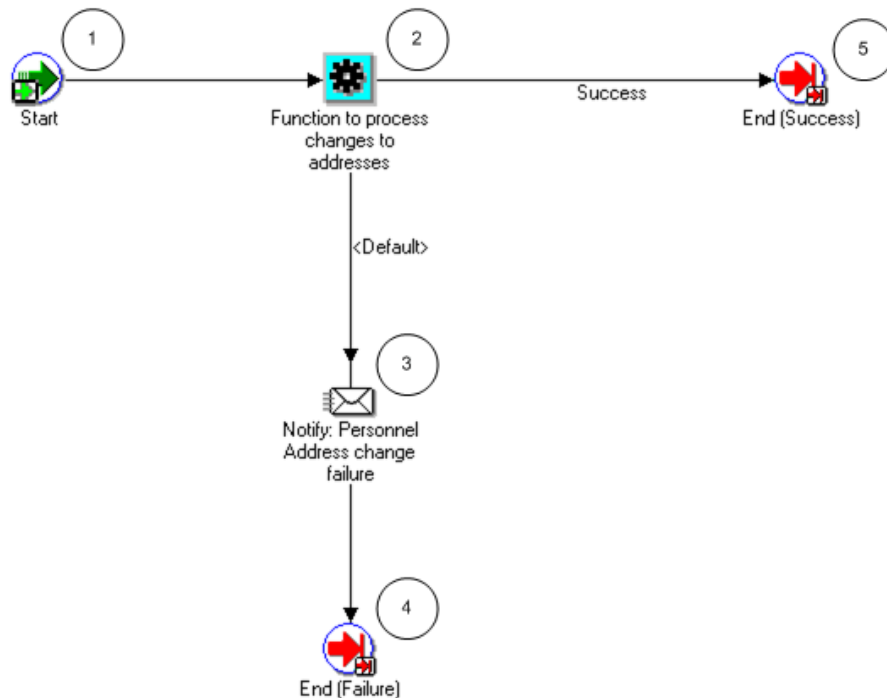
This workflow includes the following processes:

- Process to Perform Changes to Persons' Addresses
- Process to Perform Assignment Changes
- Process to Perform Changes to the Job Level
- Process to Perform Full Name Changes of a Person
- Process to Perform Job Billability Changes
- Process to Perform Operating Unit Changes for an Organization
- Process to Perform Project Organization Changes
- Process to Perform Project Job Relationship Changes

### **Process to Perform Changes to Persons' Addresses**

This process synchronizes changes in a person's address between Oracle HRMS and Oracle Projects.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform Changes to Persons' Addresses Activities

The following information describes each activity in the Process to perform changes to persons' addresses process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process changes to addresses (Node 2):** This activity updates a person's address in Oracle Projects with the latest address entered in Oracle HRMS.

- If the update is successful, the process branches to Node 5.
- If the update is not successful the process branches to Node 3.

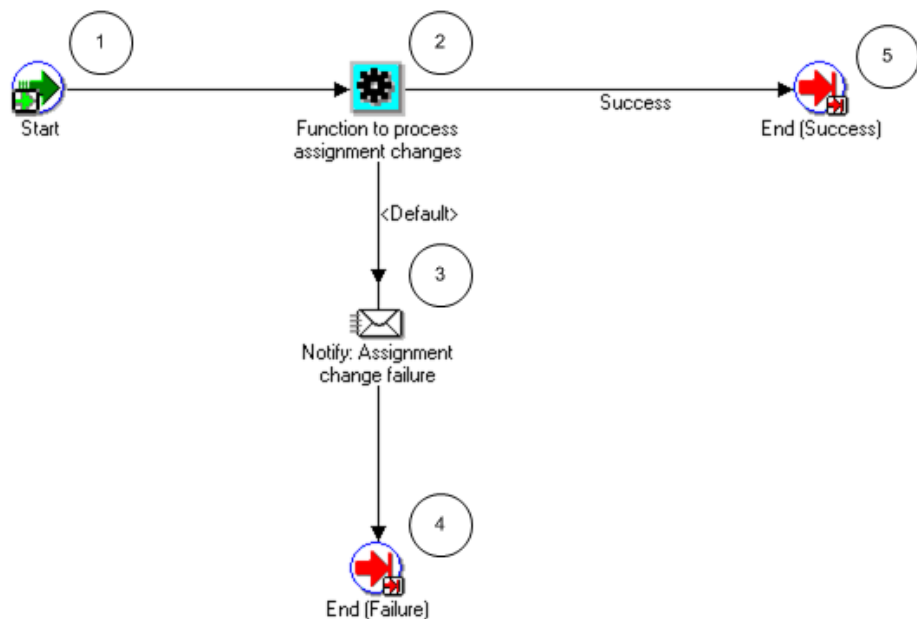
**Notify: Personnel Address change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the address update has failed. The notification contains details of the person's address and the errors encountered.

**End (Node 4 and 5):** This activity terminates the process.

### Process to Perform Assignment Changes

This process synchronizes changes in a person's assignments between Oracle HRMS and Oracle Projects.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform Assignment Changes Activities

The following information describes each activity in the Process to Perform Assignment Changes process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process assignment changes (Node 2):** This activity updates a person's assignment in Oracle Projects with the latest assignment specified in Oracle HRMS.

- If the update is successful, the process branches to Node 5.
- If the update is not successful the process branches to Node 3.

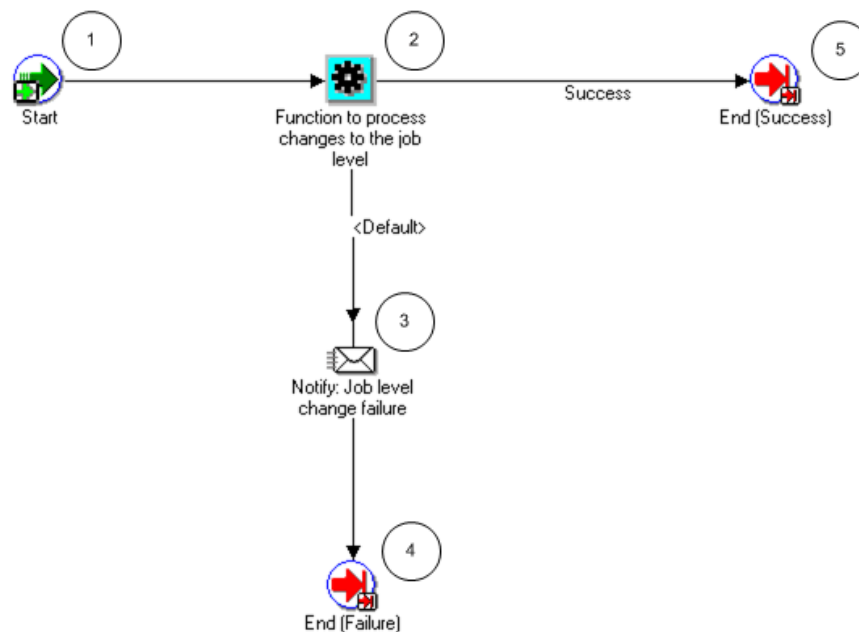
**Notify: Assignment change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the assignment update has failed. The notification contains details of the person whose assignment has failed, the assignment dates, and the errors encountered.

**End (Node 4 and 5):** This activity terminates the process.

### Process to Perform Changes to the Job Level

This process synchronizes changes in job levels between Oracle HRMS and Oracle Projects.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform Changes to the Job Level Activities

The following information describes each activity in the Process to Perform Changes to the Job Level process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process changes to the job level (Node 2):** This activity updates the job levels in Oracle Projects with the latest job levels specified in Oracle HRMS. The jobs of all the persons at this job level are updated.

- If the update is successful, the process branches to Node 5.
- If the update is not successful, the process branches to Node 3.

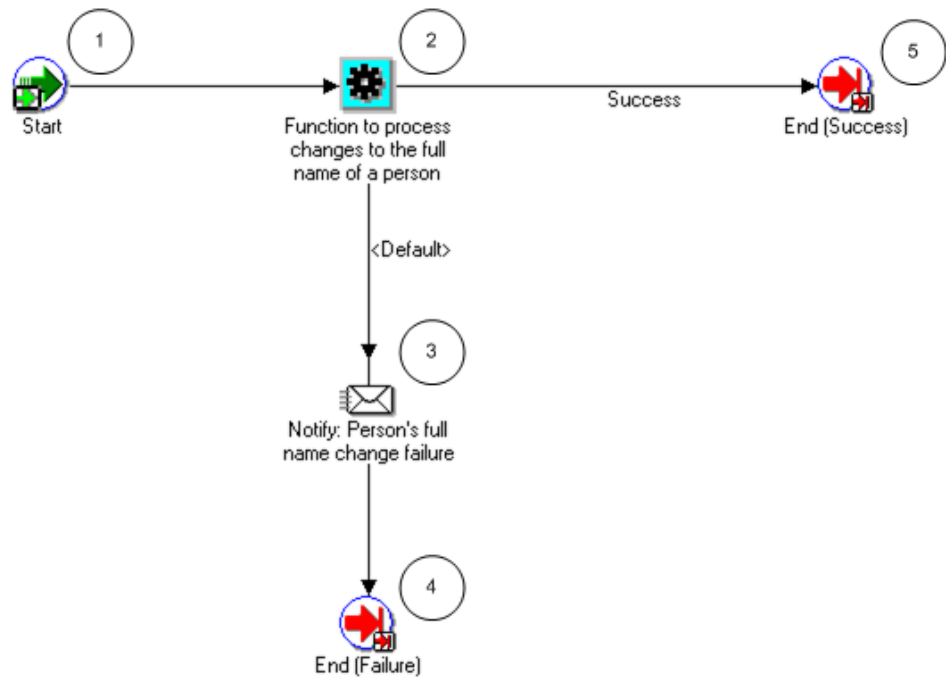
**Notify: Job Level change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the job level update has failed. The notification contains job details and the errors encountered.

**End (Node 4 and 5):** This activity terminates the process.

### Process to Perform Full Name Changes of a Person

This process synchronizes changes in a person's name between Oracle HRMS and Oracle Projects.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform Full Name Changes of a Person Activities

The following information describes each activity in the Process to Perform Full Name Changes of a Person process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process changes to the full name of a person (Node 2):** This activity updates a person's full name in Oracle Projects with the person's latest full name specified in Oracle HRMS.

- If the update is successful, the process branches to Node 5.
- If the update is not successful, the process branches to Node 3.

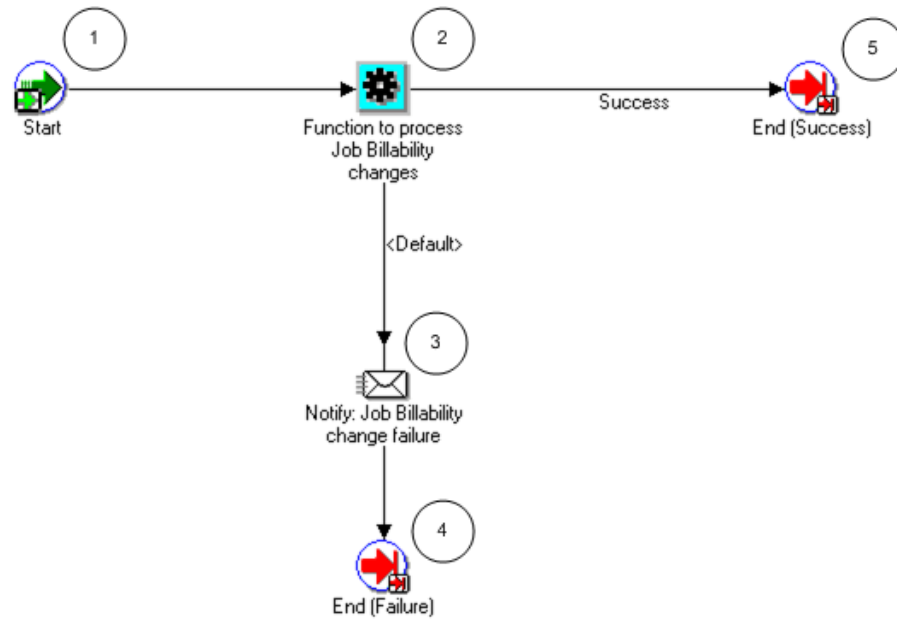
**Notify: Person's full name change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the full name update has failed. The notification contains details of the person and the errors encountered.

**End (Node 4 and 5):** This activity terminates the process.

### Process to Perform Job Billability Changes

This process synchronizes changes in a job's billable flag between Oracle HRMS and Oracle Projects.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform Job Billability Changes Activities

The following information describes each activity in the Process to Perform Job Billability Changes process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process Job Billability changes (Node 2):** This activity updates the job billable flag (for all the people with the specified job) in Oracle Projects with the latest job data for the billable flag in Oracle HRMS.

- If the update is successful, the process branches to Node 5.
- If the update is not successful, the process branches to Node 3.

**Notify: Job Billability change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the job billability update has failed. The notification contains the job details and the errors encountered.

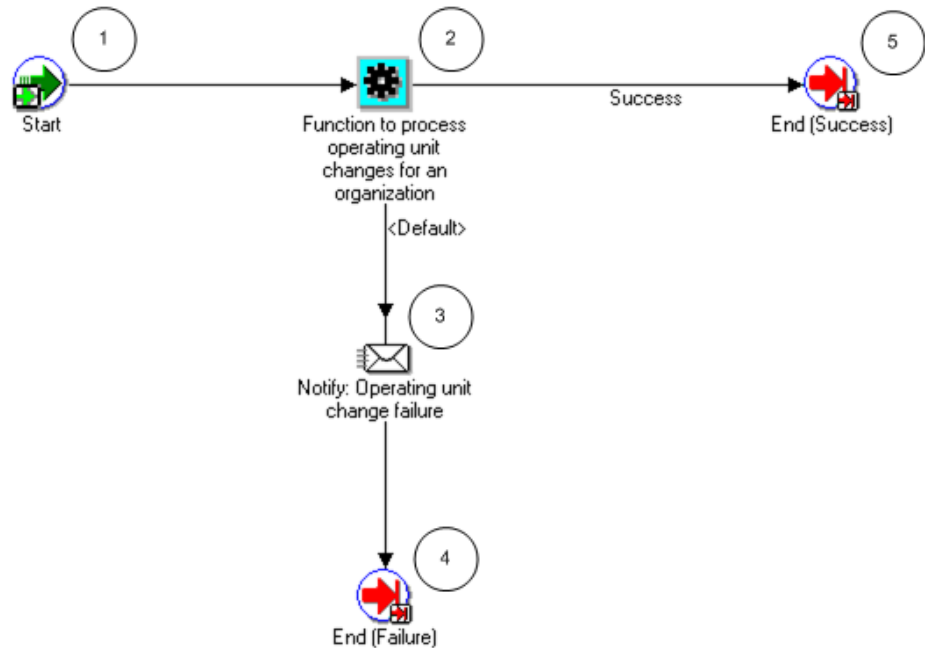
**End (Node 4 and 5):** This activity terminates the process.

### Process to Perform Operating Unit Changes for an Organization

This process synchronizes changes in an organization's default operating unit between Oracle HRMS and Oracle Projects.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.





### Process to Perform Operating Unit Changes for an Organization Activities

The following information describes each activity in the Process to Perform Operating Unit Changes for an Organization process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process operating unit changes for an organization (Node 2):** This activity updates the operating unit for the organization in Oracle Projects with the latest organization data specified in Oracle HRMS.

- If the update is successful, the process branches to Node 5.
- If the update is not successful, the process branches to Node 3.

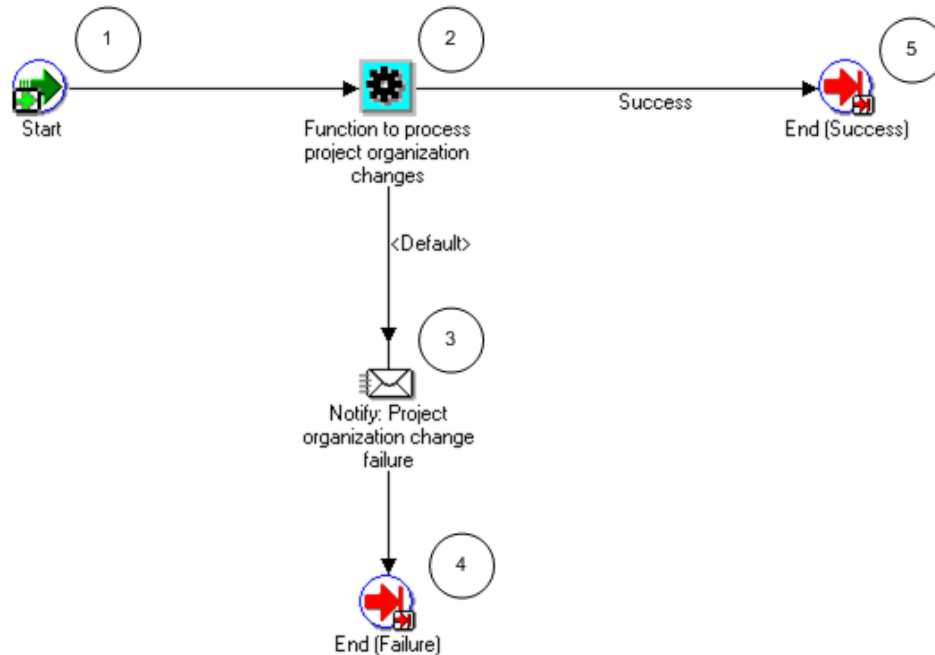
**Notify: Operating Unit change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the operating unit update has failed. The notification contains details of the organization and the errors encountered.

**End (Node 4 and 5):** This activity terminates the process.

### Process to Perform Project Organization Changes

This process maintains organization data in Oracle Projects when an organization is added or removed from an organization hierarchy used in Oracle HRMS projects.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform Project Organization Changes Activities

The following information describes each activity in the Process to Perform Project Organization Changes process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process project organization changes (Node 2):** This activity updates the organization usage and inactive dates for the organization in Oracle Projects.

- If the update is successful, the process branches to Node 5.
- If the update is not successful, the process branches to Node 3.

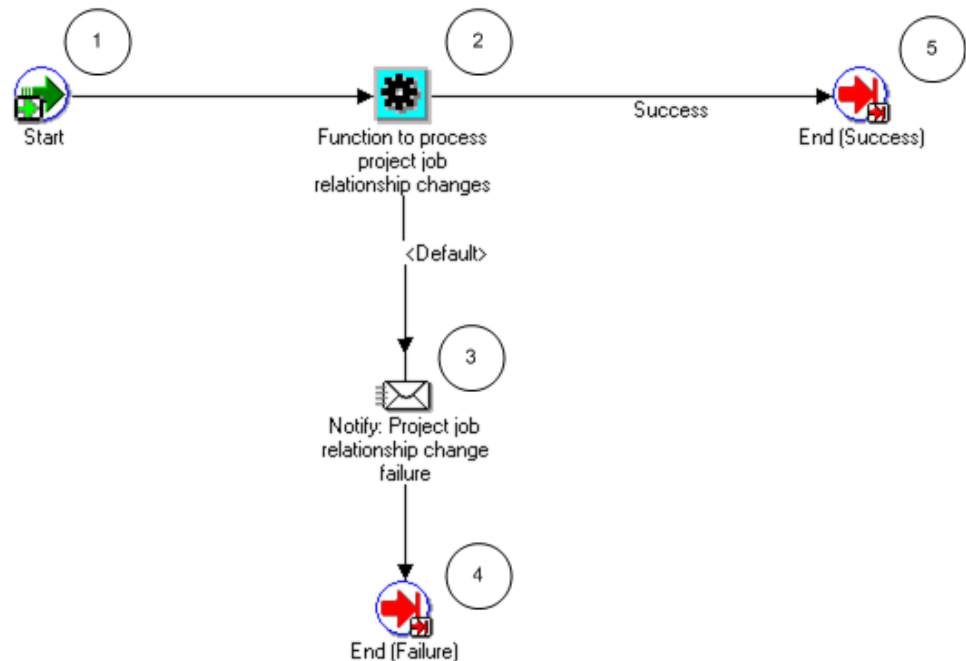
**Notify: Project Organization change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the project organization update has failed. The notification also contains organization details and the errors encountered.

**End (Node 4 and 5):** This activity terminates the process.

### Process to Perform Project Job Relationship Changes

This process maintains job levels when job relationships data changes. The job levels are derived from job mappings. For more information, see: *Jobs and Job Levels*, page 2-51, *Oracle Projects Implementation Guide*.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Process to Perform Project Job Relationship Changes Activities

The following information describes each activity in the Process to Perform Project Job Relationship Changes process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Function to process project job relationship changes (Node 2):** This activity updates the job levels, for all people with that job, with the job level data for the new job mappings.

- If the update is successful, the process branches to Node 5.
- If the update is not successful, the process branches to Node 3.

**Notify: Project job relationship change failure (Node 3):** This activity sends a notification to the PASYSADMIN user that the job relationship update has failed. The notification also contains the *from* and *to* job details and the errors encountered.

**End (Node 4 and 5):** This activity terminates the process.

### Related Topics

Maintain Project Resources, *Oracle Projects Fundamentals*, *Oracle Projects Fundamentals*

## PA: Mass Assignment Approval Workflow

The PA: Mass Assignment Approval workflow enables managers to approve multiple assignments. The workflow sends a success, failure, or overcommitment notification.

The filename of this workflow is PARMAAPW.wft.

The default time for the mass assignment approval notification to time out is 14 days. You can use the Oracle Workflow Builder to modify the time out value or the notification message to suit your business needs.

1. The PA: Project Assignments workflow manages approvals for a single assignment, while the PA: Mass Assignment Approval workflow manages approvals for multiple assignments.
2. The transfer price amount is displayed only on PA: Project Assignment Approval notifications, *not* on PA: Mass Assignment Approval notifications.

### **PA: Mass Assignment Approval Workflow Processes**

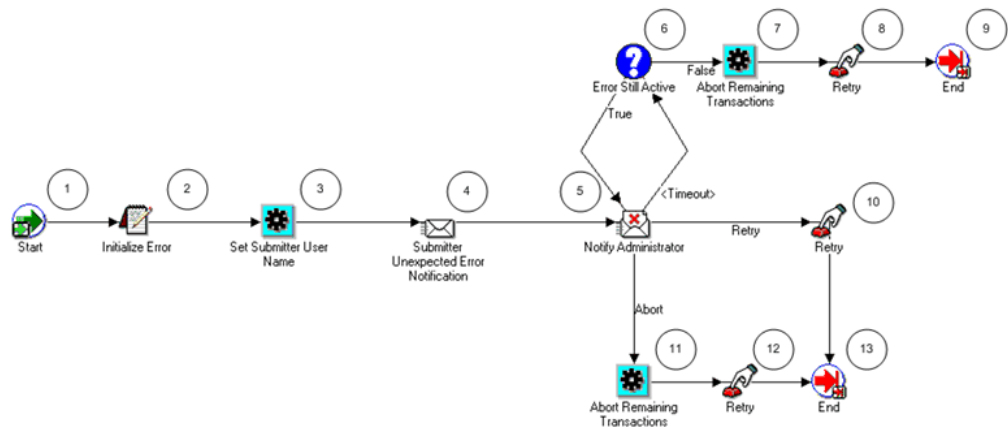
This workflow includes the following processes:

- PA: Mass Transaction Error Process
- PA: Mass Assignment Approval Resource Notification Process
- PA: Mass Assignment Approval Submission Notification Process
- PA: Mass Assignment Approval Submission Submitter Notification Process
- PA: Mass Assignment Creation Approval Notification Process
- PA: Mass Assignment Creation Approval Submitter Notification Process
- PA: Mass Assignment Update Approval Notification Process
- PA: Mass Assignment Update Approval Submitter Notification Process
- PA: Mass Process Approval Result Process

#### **PA: Mass Transaction Error Process**

This process informs users of errors that have occurred while processing the mass assignment transactions.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Mass Transaction Error Process Activities

The following information describes each activity in the PA: Mass Transaction Error process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Initialize Error (Node 2):** This activity initializes the error.

**Set Submitter User Name (Node 3):** This activity determines the assignment submitter.

**Submitter Unexpected Error Notification (Node 4):** This activity notifies the submitter of the unexpected error in the approval process.

**Notify Administrator (Node 5):** This activity notifies administrators about errors in the process. The administrator can perform actions specified in the notification.

- If the activity times out, the process branches to Node 6. The default time for the activity to time out is two days. You can use Oracle Workflow Builder to change the time out value to suit your business needs.
- If the administrator selects Retry in the notification, the process branches to Node 10.
- If the administrator selects Abort in the notification, the process branches to Node 11.

**Error Still Active (Node 6):** This node determines if the error is still active.

- If the error is still active, the process returns to Node 5.
- If the error is not active, the process branches to Node 7.

**Abort Remaining Transactions (Nodes 7 and 11):** This activity aborts the remaining transactions after the process encounters an error.

**Retry (Nodes 8, 10, and 12):** After the process encounters an error, this activity resets and reinitiates the process.

**End (Nodes 9 and 13):** This activity terminates the process.

#### PA: Mass Assignment Approval Resource Notification Process

This process sends notifications that an assignment has been approved.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Mass Assignment Approval Resource Notification Process Activities

The following information describes each activity in the PA: Mass Assignment Approval Resource Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

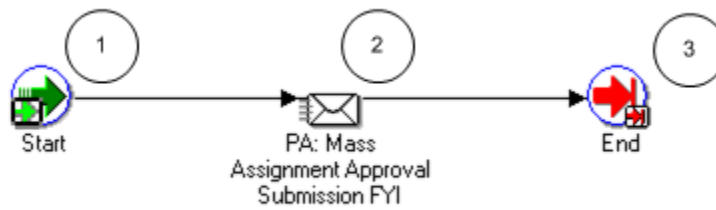
**PA: Mass Assignment Approval Resource FYI (Node 2):** This activity sends an FYI notification to the users whenever an assignment is approved or rejected.

**End (Node 3):** This activity terminates the process.

#### PA: Mass Assignment Approval Submission Notification Process

This process sends notifications when the assignments have been submitted for approval.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Mass Assignment Approval Submission Notification Process Activities

The following information describes each activity in the PA: Mass Assignment Approval Submission Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

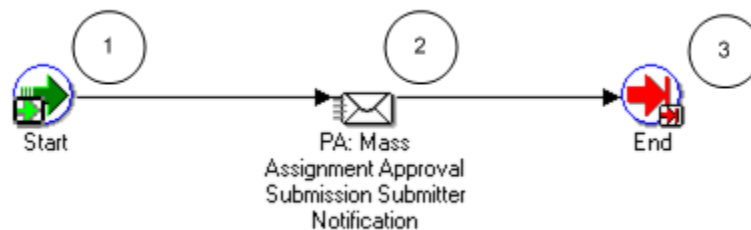
**PA: Mass Assignment Approval Submission FYI (Node 2):** This activity sends FYI notifications to the submitter informing them that the assignments have been submitted for approval.

**End (Node 3):** This activity terminates the process.

#### PA: Mass Assignment Approval Submission Submitter Notification Process

This process sends notifications to the submitter informing them of the number of rejected assignments and their details.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Mass Assignment Approval Submission Submitter Notification Process Activities

The following information describes each activity in the PA: Mass Assignment Approval Submission Submitter Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

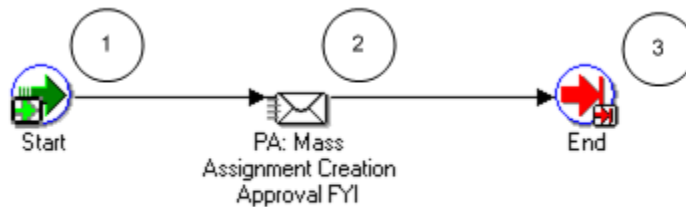
**PA: Mass Assignment Approval Submission Submitter Notification (Node 2):** This activity sends a notification to the submitter with details of the rejected assignments.

**End (Node 3):** This activity terminates the process.

#### **PA: Mass Assignment Creation Approval Notification Process**

This process sends notifications informing users of the total number of approved and rejected assignments and their details.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### **PA: Mass Assignment Creation Approval Notification Process Activities**

The following information describes each activity in the PA: Mass Assignment Creation Approval Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA: Mass Assignment Creation Approval FYI (Node 2):** This activity sends an FYI notification to the users informing them of the assignments that have been approved or rejected.

**End (Node 3):** This activity terminates the process.

#### **PA: Mass Assignment Creation Approval Submitter Notification Process**

This process sends a notification informing the submitter of the number of approved and rejected assignments during the mass assignment creation flow.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.





### **PA: Mass Assignment Creation Approval Submitter Notification Process Activities**

The following information describes each activity in the PA: Mass Assignment Creation Approval Submitter Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

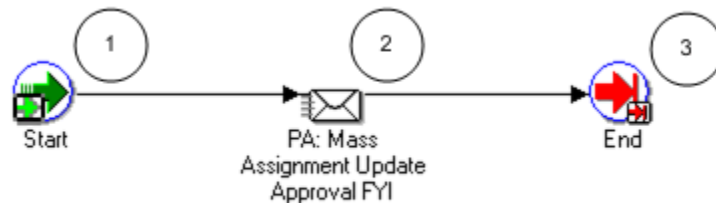
**PA: Mass Assignment Creation Approval Submitter Notification (Node 2):** This activity sends a notification to the submitter of the created mass assignments that have been approved or rejected.

**End (Node 3):** This activity terminates the process.

### **PA: Mass Assignment Update Approval Notification Process**

This process sends notifications when updates to assignments are ready for approval.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### **PA: Mass Assignment Update Approval Notification Process Activities**

The following information describes each activity in the PA: Mass Assignment Update Approval Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA: Mass Assignment Update Approval FYI (Node 2):** This activity sends an FYI notification to the users informing them of the updated assignments that have been approved and rejected.

**End (Node 3):** This activity terminates the process.

### **PA: Mass Assignment Update Approval Submitter Notification Process**

This process sends notifications when updates made to assignments have been approved or rejected.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Mass Assignment Update Approval Submitter Notification Process Activities

The following information describes each activity in the PA: Mass Assignment Update Approval Submitter Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

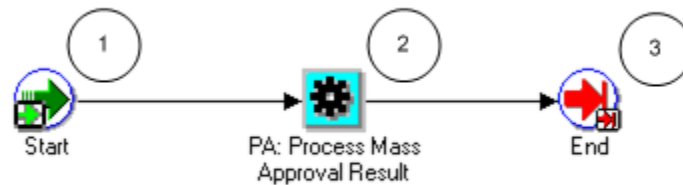
**PA: Mass Assignment Update Approval Submitter Notification (Node 2):** This activity sends a notification to the submitter informing them of the updated assignments that have been approved or rejected.

**End (Node 3):** This activity terminates the process.

#### PA: Mass Process Approval Result Process

This process executes the assignment approval flow.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### PA: Mass Process Approval Result Process Activities

The following information describes each activity in the PA: Mass Process Approval Result process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA: Process Mass Approval Result (Node 2):** This process executes the assignment approval flow.

**End (Node 3):** This activity terminates the process.

**Related Topics**

PA: Project Assignments Workflow, page 9-113, *Oracle Projects Implementation Guide*

## **PA: Mass Assignment Transaction Workflow**

The PA: Mass Assignment Transaction workflow creates and updates multiple assignments. It also sends success, failure, and resource overcommitment notifications. The filename of this workflow is PARMATRX.wft.

### **PA: Mass Assignment Transaction Workflow Processes**

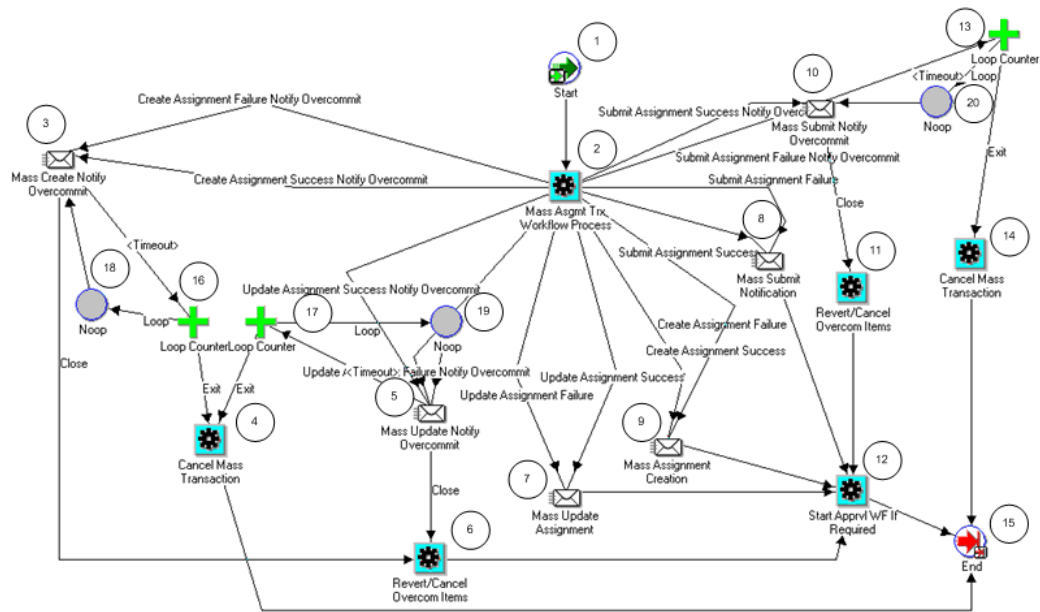
This workflow includes the following processes:

- PA Mass Asgmt Transaction Workflow Process
- PA Mass Transaction Error Process, page 9-100

#### **PA Mass Asgmt Transaction Workflow Process**

The process creates and updates multiple assignments.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA Mass Asgmt Transaction Workflow Process Activities

The following information describes each activity in the PA Mass Asgmt Transaction Workflow process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Mass Assignment Transaction Workflow Process (Node 2):** This activity initiates the mass assignment transaction workflow process.

- If the mass assignments creation succeeds and there are overcommitments, the process branches to Node 3.
- If the mass assignments creation fails and there are overcommitments, the process branches to Node 3.
- If the mass assignments update succeeds and there are overcommitments, the process branches to Node 5.
- If the mass assignments update fails and there are overcommitments, the process branches to Node 5.
- If the mass assignments update succeeds and there are *no* overcommitments, the process branches to Node 7.
- If the mass assignments update fails and there are *no* overcommitments, the process

branches to Node 7.

- If the mass assignments creation succeeds and there are *no* overcommitments, the process branches to Node 9.
- If the mass assignments creation fails and there are *no* overcommitments, the process branches to Node 9.
- If the mass assignments submission succeeds and there are overcommitments, the process branches to Node 10.
- If the mass assignments submission fails and there are overcommitments, the process branches to Node 10.
- If the mass assignments submission succeeds and there are *no* overcommitments, the process branches to Node 8.
- If the mass assignments submission fails and there are *no* overcommitments, the process branches to Node 8.

**Mass Create Notify Overcommit (Node 3):** This activity sends notifications that the mass assignments have been created. The notifications contain details of the number of successful resource assignments, number of assignments resulting in resource overcommitments, and project information.

- If the notifications are sent successfully, the process branches to Node 6.
- If the activity times out, the process branches to the Loop Counter (Node 16).

**Loop Counter (Node 16):** This activity counts the number of times the process has branched to this node.

- If the count has reached the loop limit (a constant that is set in this node), the subprocess branches to Node 4.
- If the count has not reached the loop limit, the subprocess returns to the sending node (Node 3).

**Cancel Mass Transaction (Nodes 4 and 14):** This activity cancels the mass transactions.

**Mass Update Notify Overcommit (Node 5):** This activity sends notifications that mass assignments have been updated. The notification contains details of the number of successful or failed roles for assignments, number of assignments resulting in resource overcommitments, and project information.

- If the notifications are sent successfully, the process branches to Node 6.
- If the activity times out, the process branches to the Loop Counter (Node 17).

**Loop Counter (Node 17):** This activity counts the number of times the process has

branched to this node.

- If the count has reached the loop limit (a constant that is set in this node), the subprocess branches to Node 4.
- If the count has not reached the loop limit, the subprocess returns to the sending node (Node 5).

**Revert/Cancel Overcom Items (Node 6 and 11):** This activity either cancels or reverts an assignment to its previously approved state, depending on what the submitter chooses to do (from the View Conflicts page) for an assignment that is overcommitted.

**Mass Update Assignment (Node 7):** This activity sends notifications that the assignments have been updated.

**Mass Submit Notification (Node 8):** This activity sends notifications that the mass assignments have been submitted. The notifications contain details of assignments that could not be submitted for approval and assignments resulting in resource overcommitments.

**Mass Assignment Creation (Node 9):** This activity sends notifications about the mass assignment creation. The notifications contain details of successful resource assignments, unassigned resources, and assignments resulting in resource overcommitments.

**Mass Submit Notify Overcommit (Node 10):** This activity sends notifications that the mass assignment has been submitted. The notifications contain the number of successful or failed roles for assignments, number of assignments resulting in resource overcommitments, and project information.

The message contains a link to the assignments in conflict, and if the submitter had chosen to be notified of conflicting assignments, then the user has to take an action on the View Conflicts page, before the notification can be closed – this activity ensures that an action is taken or else returns an error.

- If the notifications are sent successfully, the process branches to Node 6.
- If the activity times out, the process branches to the Loop Counter (Node 13).

**Start Apprvl WF If Required (Node 12):** This activity initiates the appropriate PA: Mass Assignment Approval workflow, page 9-99 process.

**Loop Counter (Node 13):** This activity counts the number of times the process has branched to this node.

- If the count has reached the loop limit (a constant that is set in this node), the subprocess branches to Node 14.
- If the count has not reached the loop limit, the subprocess returns to the sending node (Node 10).

**End (Node 15):** This activity terminates the process.

**Noop (Nodes 18, 19, and 20):** This activity acts as a placeholder that performs no action. You can use this activity anywhere you want to place a node without performing an action. You can change the display name of this activity when you include it in a process.

## PA: Overcommitment Notification Process Workflow

The PA: Overcommitment Notification Process workflow notifies project managers and staffing owners of project requirement conflicts and resource capacity overcommitments. The filename of this workflow is PAROVCNT.wft.

### PA: Overcommitment Notification Processes

This workflow includes the following processes:

- Project Manager Missing Process
- Project Manager Warning Process
- Self Overcommitment Warning Process

#### Project Manager Missing Process

This process sends notifications on projects that have conflicting assignments and that have not been assigned a project manager.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### Project Manager Missing Process Activities

The following information describes each activity in the Project Manager Missing process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Project Manager Missing Notification (Node 2):** This activity sends a notification to the project managers and the staffing owners that a project manager has not been assigned

for a specific project, which has conflicting assignments.

**End (Node 3):** This activity terminates the process.

### Project Manager Warning Process

This process sends warnings about projects that have conflicting assignments.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### Project Manager Warning Process Activities

The following information describes each activity in the Project Manager Warning process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Project Manager Warning Notification (Node 2):** This activity notifies the project managers and staffing owners that there are conflicting assignments in certain projects. The notification contains a URL to view the conflicting assignments.

**End (Node 3):** This activity terminates the process.

### Self Overcommitment Warning Process

This process sends notifications when resource capacities are overcommitted.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.





### Self Overcommitment Warning Process Activities

The following information describes each activity in the Self Overcommitment Warning process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Self Overcommitment Warning Notification (Node 2):** This activity notifies the project managers and staffing managers about resources whose working capacities are overcommitted. The notification contains details about the project that has the resource overcommitment.

**End (Node 3):** This activity terminates the process.

### Related Topics

Overcommitments, *Oracle Project Resource Management User Guide*, *Oracle Project Resource Management User Guide*

Staffing Project Requirements, *Oracle Project Resource Management User Guide*, *Oracle Project Resource Management User Guide*

## PA: Project Assignments Workflow

The PA: Project Assignments workflow begins when a resource assignment is created and is submitted for approval. The approvers for this process include the staffing manager and the resource manager. When the assignment is approved or rejected, FYI notifications are sent to the resource, the resource manager, the staffing manager, and the project manager.

Actions invoke changes in the assignment approval status. The following table describes how the default assignment approval workflow changes the status based on actions:

Action	Status Change:
Assignment is created	Working
Assignment is submitted for approval	Submitted
Assignment is approved	Approved
Assignment is canceled	Canceled
Assignment is rejected	Rejected
Assignment is changed	Working

Action	Status Change:
Assignment is resubmitted, and the changes do not require approval	Approved
Assignment is resubmitted, and the changes require approval	Submitted
Rejected assignment is changed	Requires Resubmission

The following table describes the assignment changes that require an approval:

Assignment Changes	Requires Approval because
Change in duration	This change affects the resource schedule and resource availability.
Change in work type	This change affects billability or utilization percentage.
Change in transfer price rate override values	This change affects the following transfer price attributes: rate override, currency override, basis override, and applied percent override.

The filename of this workflow is PARASGMT.wft.

## Implementing the PA: Project Assignments Workflow

You can use the Assignment Approval Changes Extension and the Assignment Approval Notification Extension to customize the PA: Project Assignments workflow. For details about the client extensions, see: *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

## PA: Project Assignments Workflow Processes

This workflow includes the following processes:

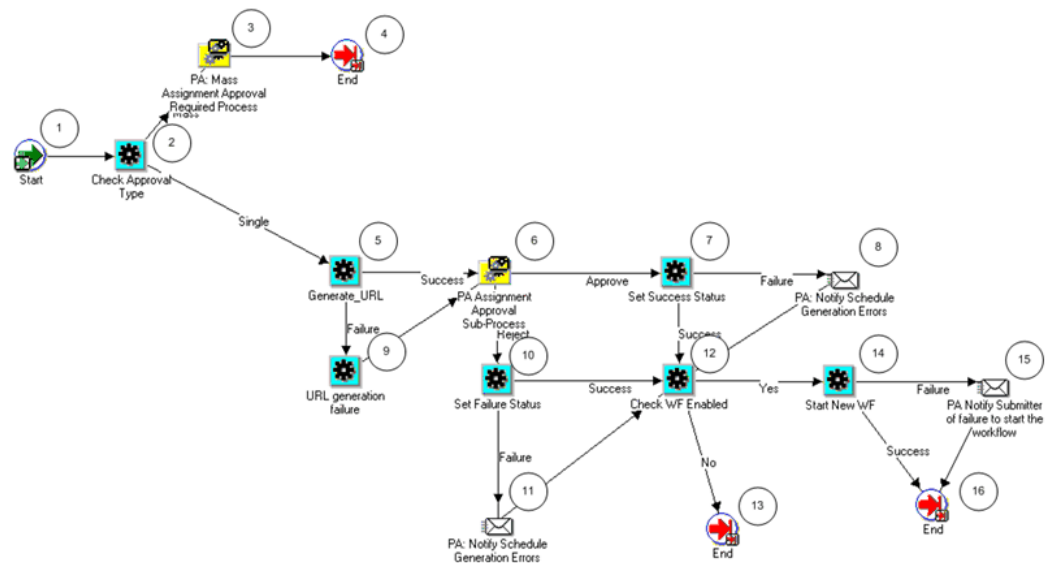
- PA: Project Assignment Approval
- PA Assignment Approval Notification
- PA Assignment Approval Subprocess

- PA Assignment Cancellation Notification
- PA Assignment Rejection Notification
- PA: Mass Assignment Approval Required Process

### PA: Project Assignment Approval

This process starts the approval process for an assignment and sends notifications for errors encountered.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Project Assignment Approval Activities

The following information describes each activity in the PA: Project Assignment Approval process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Check Approval Type (Node 2):** This activity checks if the approval process is for a single assignment or a mass assignment.

- If it is a *mass* assignment approval, the process branches to Node 3.
- If it is a *single* assignment approval, the process branches to Node 5.

**PA: Mass Assignment Approval Required Process (Node 3):** This activity runs the PA: Mass Assignment Approval Required Process, page 9-123.

**Generate URL (Node 5):** This activity creates links for pages, which enable the user to view details of the submitted assignments, details of resources, and details of any assignments in conflict.

- If there are no errors, the process branches to Node 6.
- If there are errors, the process branches to Node 9.

**PA: Assignment Approval Subprocess (Node 6):** This activity runs the PA: Assignment Approval Subprocess, page 9-118.

- If the assignment is approved, the process branches to Node 7.
- If the assignment is not approved, the process branches to Node 10.

**Set Success Status (Node 7):** This activity updates the assignment's approval status to *Approved*.

- If the assignment update succeeds, the process branches to Node 12.
- If the assignment update does not succeed, the process branches to Node 8.

**PA: Notify Schedule Generation Errors (Nodes 8 and 11):** This activity sends a notification that an error has occurred while updating resource schedules during the assignment approval process.

**URL Generation Failure (Node 9):** This activity sets the error message indicating that links could not be generated.

**Set Failure Status (Node 10):** This activity updates the assignment's approval status to *Rejected*.

- If the assignment update succeeds, the process branches to Node 11.
- If the assignment update does not succeed, the process branches to Node 12.

**Check WF Enabled (Node 12):** This activity checks if the workflow is enabled for a given assignment approval status.

- If the workflow is enabled, the process branches to Node 14.
- If the workflow is enabled, the process branches to Node 13.

**Start New WF (Node 14):** This activity launches a new workflow process.

- If the workflow launch succeeds, the process branches to Node 16.
- If the workflow launch does not succeed, the process branches to Node 15.

**PA: Notify Submitter of failure to start the workflow (Node 15):** This activity sends a

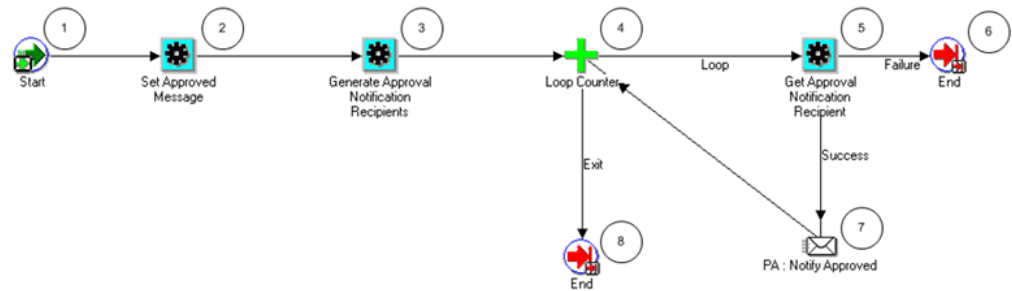
notification to the project manager that the system was unable to complete the assignment approval request.

**End (Nodes 4, 13 and 16):** This activity terminates the process.

### PA Assignment Approval Notification

This process sends notifications that the assignment has been approved.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Assignment Approval Notification Activities

The following information describes each activity in the PA: Assignment Approval Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Set Approved Message (Node 2):** This activity sets subject, description, and attributes for the notification.

**Generate Approval Notification Recipients (Node 3):** This activity creates a list of recipients that will receive the approval notifications.

**Loop Counter (Node 4):** This activity loops through the list of recipients and sends a notification to each one.

- If the count has reached the loop limit (a constant that is set in this node), the

process branches to Node 8.

- If the count has not reached the loop limit, the process branches to Node 5.

**Get Approval Notification Recipient (Node 5):** This activity obtains the next recipient for sending the approval notifications.

- If a next recipient is found, the process branches to Node 7.
- If a next recipient is not found, the process branches to Node 6.

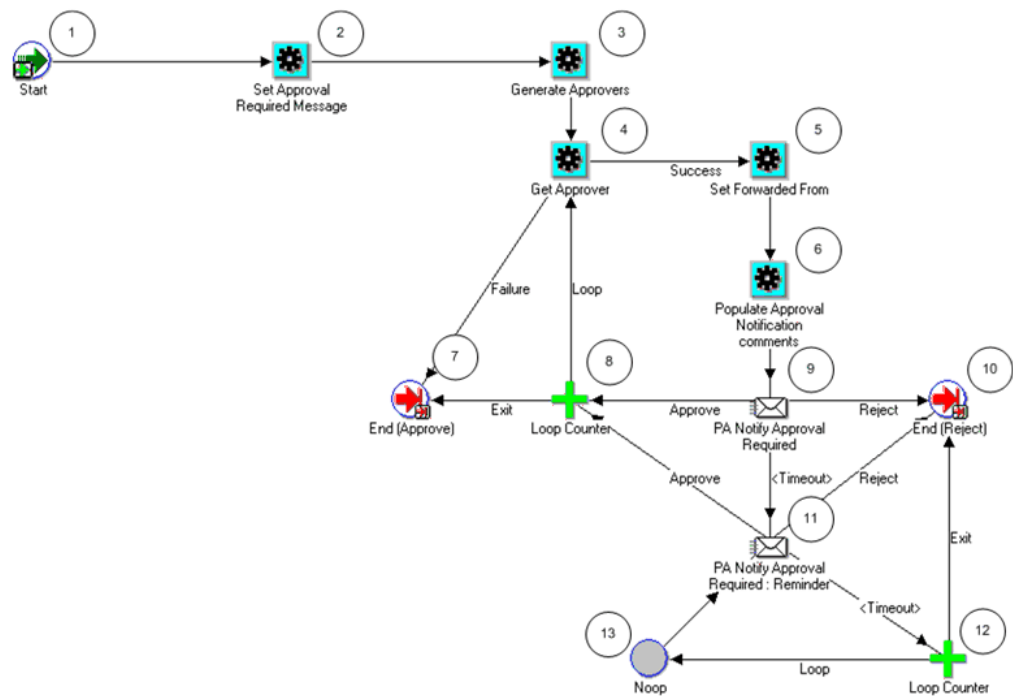
**PA: Notify Approved (Node 7):** This activity sends a notification to the recipient with the assignment details.

**End (Nodes 6 and 8):** This activity terminates the process.

### **PA Assignment Approval Subprocess**

This process is used to process the assignment approval.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Assignment Approval Subprocess Activities

The following information describes each activity in the PA: Assignment Approval Subprocess, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Set Approval Required Message (Node 2):** This activity sets subject and description for the notification.

**Generate Approvers (Node 3):** This activity creates a list of approvers that will receive the approval notifications.

**Get Approver (Node 4):** This activity gets the next approver from the list of approvers.

- If there are no more approvers, the process branches to Node 7.
- If there is another approver, the process branches to Node 5.

**Set Forwarded Form (Node 5):** This activity determines from whom the notification has been forwarded.

**Populate Approval Notification comments (Node 6):** This activity sets the approval notification comments.

**End (Approve) (Node 7):** This activity terminates the subprocess and returns the result *Approved*.

**Loop Counter (Node 8):** This activity is used to loop through the list of approvers and

send an approval notification to each one.

- If the count has reached the loop limit (a constant that is set in this node), the process branches to Node 7.
- If the count has not reached the loop limit, the process returns to Node 4.

**PA: Notify Approval Required (Node 9):** This activity sends notification to the current approver that a response is required. This notifies the recipient to approve the approval request, with links to the assignment details and resource schedule. It also handles the case where the approver has reassigned the notification.

- If the notification is not acted upon in a certain timeframe, the process branches to Node 11.
- If the notification is approved, the process branches to Node 8 for the next approver.
- If the notification is rejected, the process branches to Node 10.

**End (Reject) (Node 10):** This activity terminates the subprocess and returns the result *Rejected*.

**PA: Notify Approval Required: Reminder (Node 11):** This activity sends approval-required reminder notifications.

- If the request is approved, the subprocess branches to Node 8.
- If the request is rejected, the subprocess branches to Node 10.
- If the request times out, the subprocess branches to Node 12.

**Loop Counter (Node 12):** This activity is used to send multiple approval-required reminder notifications to an approver.

- If the count has reached the loop limit (a constant that is set in this node), the process branches to Node 10.
- If the count has not reached the loop limit, the process returns to Node 13.

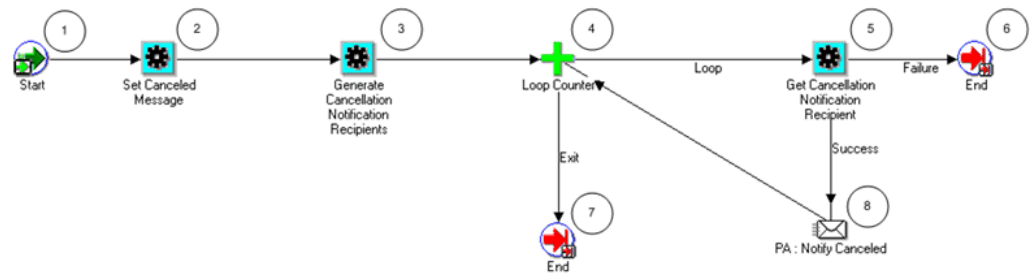
**Noop (Node 13):** This activity acts as a placeholder that performs no action. You can use this activity anywhere you want to place a node without performing an action. You can change the display name of this activity when you include it in a process.

### PA Assignment Cancellation Notification

This process sends notifications that the assignment has been canceled.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.





#### PA: Assignment Cancellation Notification Activities

The following information describes each activity in the PA: Assignment Cancellation Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Set Canceled Message (Node 2):** This activity sets subject and description for the notifications.

**Generate Cancellation Notification Recipients (Node 3):** This activity creates a recipients list that will receive the cancellation notifications.

**Loop Counter (Node 4):** This activity is used to loop through the list of recipients and send a notification to each one.

- If the count has reached the loop limit (a constant that is set in this node), the process branches to Node 7.
- If the count has not reached the loop limit, the process branches to Node 5.

**Get Cancellation Notification Recipient (Node 5):** This activity obtains the next recipient for sending the cancellation notifications.

- If a recipient is found, the process branches to Node 8.
- If a recipient is not found, the process returns to Node 6.

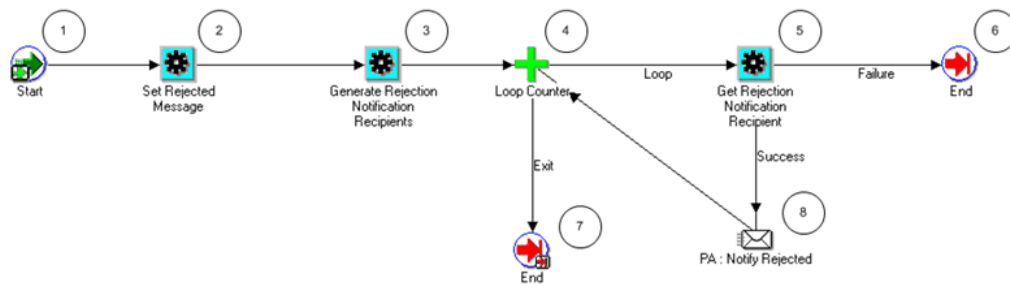
**PA: Notify Canceled (Node 8):** This activity sends a notification to the recipient that the assignment is canceled.

**End (Nodes 5 and 7):** This activity terminates the process.

### PA Assignment Rejection Notification

This process sends notifications that the assignment has been rejected.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



### PA: Assignment Rejection Notification Activities

The following information describes each activity in the PA: Assignment Rejection Notification process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Set Rejected Message (Node 2):** This activity sets subject and description for the notifications.

**Generate Rejection Notification Recipients (Node 3):** This activity creates a recipients list that will receive the assignment rejection notifications.

**Loop Counter (Node 4):** This activity is used to loop through the list of recipients and send a notification to each one.

- If the count has reached the loop limit (a constant that is set in this node), the

process branches to Node 7.

- If the count has not reached the loop limit, the process branches to Node 5.

**Get Rejection Notification Recipient (Node 5):** This activity obtains the next recipient for sending the rejection notifications.

- If a recipient is found, the process branches to Node 8.
- If a recipient is not found, the process returns to Node 6.

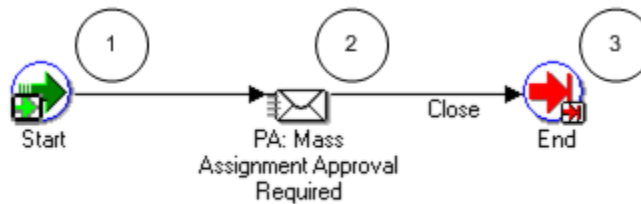
**PA: Notify Rejected (Node 8):** This activity sends a notification to the recipient that the assignment has been rejected.

**End (Node 6 and 7):** This activity terminates the process.

#### **PA: Mass Assignment Approval Required Process**

This process sends notifications that approval is required for mass assignments.

In the diagram shown below, the process activity nodes are numbered for reference in the descriptions that follow. The numbered circles are not part of the process diagram.



#### **PA: Mass Assignment Approval Required Activities**

The following information describes each activity in the PA: Mass Assignment Approval Required process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**PA: Mass Assignment Approval Required (Node 2):** This activity sends notifications to approvers asking them to approve the mass assignment.

**End (Node 3):** This activity terminates the process.

#### **Related Topics**

Assignment Approval, *Oracle Project Resource Management User Guide*



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## Function Security

This appendix describes which Oracle Projects transactions and features are controlled by security functions.

This appendix covers the following topics:

- Function Security in Oracle Projects

### Function Security in Oracle Projects

Use function security to control user access to Oracle Projects functions. By default, access to Oracle Projects functionality is *not* restricted. You must ask your system administrator to customize your responsibilities to restrict access. Your system administrator customizes each responsibility at your site by including or excluding registered functions and menus of functions in the Responsibilities window.

For example, your system administrator creates a Budget Entry Clerk responsibility that allows entry and submission of budgets in the Budget Lines window, but does not allow the clerk to baseline a budget. The clerk signs on and selects the Budget Entry Clerk responsibility. When the clerk enters and submits a budget, the Baseline button is hidden.

The following examples are common results that you can produce by using function security:

- The window or menu does not appear in the Navigator window
- The button is hidden
- The field cannot be updated

### Functions in Oracle Projects

This section lists the Oracle Projects functions that you can control using function security. The security functions are organized by functional area.

## Agreements and Funding Functions

The following table shows the security functions for agreements and funding:

Function Name	Restrictions
Agreements	Enter agreements and funding
Agreements: Advance Required	Control whether advance payment is required for an agreement
Agreement Templates	Define agreement and funding templates
Funding: Baseline	Create baseline funding
Funding Revaluation includes Gains and Losses	Include or exclude gains and losses in funding revaluation
Funding Inquiry: Baseline Funding	Designate baseline funding
Revaluate Funding	Control whether funding on a project is revaluated before revenue and invoices are generated

## Allocation Functions

The following table shows the security functions for allocations:

Function Name	Restrictions
Review Allocation Run	Review allocation runs

## Applications Data Warehouse Functions

The following table shows the security functions for applications data warehouse:

Function Name	Restrictions
Dimensions	Define dimensions

## Application Programming Interface (API) Functions

The following table shows the security functions for application programming interfaces:

Function Name	Restrictions
Activity Management Gateway:Add Asset Assignment	Add asset assignments
Activity Management Gateway:Add Budget Line	Add a budget line
Activity Management Gateway:Add Funding	Add funding
Activity Management Gateway:Add Project Asset	Add project assets
Activity Management Gateway:Add Resource List Member	Add a resource list member
Activity Management Gateway:Add Task	Add a task
Activity Management Gateway:Add Task Assignments	Add tasks to a project
Activity Management Gateway:Baseline Budgets	Baseline budgets
Activity Management Gateway:Create Agreement	Create agreements
Activity Management Gateway:Create Draft Budget	Create a draft budget
Activity Management Gateway:Create Event	Create events
Activity Management Gateway:Create Project	Create a project
Activity Management Gateway:Create Resource List	Create a resource list
Activity Management Gateway>Delete Agreement	Delete agreements
Activity Management Gateway>Delete Asset Assignment	Delete asset assignments
Activity Management Gateway>Delete Budget Line	Delete a budget line
Activity Management Gateway>Delete Draft Budget	Delete a draft budget
Activity Management Gateway>Delete Event	Delete events

Function Name	Restrictions
Activity Management Gateway:Delete Funding	Delete Funding
Activity Management Gateway:Delete Project	Delete a project
Activity Management Gateway:Delete Project Asset	Delete project assets
Activity Management Gateway:Delete Resource	Delete a resource
Activity Management Gateway:Delete Resource List	Delete a resource list
Activity Management Gateway:Delete Resource List Member	Delete a resource list member
Activity Management Gateway:Delete Task	Delete a task
Activity Management Gateway:Modify Top Task	Modify a top task
Activity Management Gateway:Update Agreement	Update agreements
Activity Management Gateway:Update Budget	Update a budget
Activity Management Gateway:Update Budget Line	Update a budget line
Activity Management Gateway:Update Earned Value	Update earned value
Activity Management Gateway:Update Event	Update events
Activity Management Gateway:Update Funding	Update funding
Activity Management Gateway:Update Project	Update a project
Activity Management Gateway:Update Project Asset	Update project assets
Activity Management Gateway:Update Resource List	Update a resource list
Activity Management Gateway:Update Resource List Member	Update a resource list member
Activity Management Gateway:Update Task	Update a task
Activity Management Gateway:Update Task Assignments	Update task assignments



Function Name	Restrictions
Define Control Actions	Define API controls
Source Products	Define API source products

## Archive and Purge Functions

The following table shows the security functions for archive and purge:

Function Name	Restrictions
Purge Batch Entry	Create purge batches
Purge Batches: Purge the batch	Purge batches
Purge Batches: Release the batch	Release purge batches for purging
Purge Batches: Rework the batch	Rework purge batches
Purge Batches: Validate the batch	Validate purge batches

## AutoAccounting Functions

The following table shows the security functions for AutoAccounting:

Function Name	Restrictions
Assign AutoAccounting Rules	Assign AutoAccounting rules to AutoAccounting transactions
AutoAccounting Lookup Sets	Define AutoAccounting lookup sets
AutoAccounting Rules	Define AutoAccounting rules

## Billing Functions

The following table shows the security functions for project billing:

<b>Function Name</b>	<b>Restrictions</b>
Control Billing by Top Task	Control revenue accrual and invoicing by top task
Invoice: Approve	Approve invoices from the Invoice Review window
Invoice: AR Invoice	Drill down to Accounts Receivable to view an invoice
Invoice: Cancel	Cancel invoices from the Invoice Review window
Invoice: Expense Adjustments: Bill Hold: Indefinite	Place an indefinite bill hold using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Bill Hold: One Time	Place a one-time bill hold using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Bill Hold: Release	Release a bill hold using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Billable Reclass	Perform billable reclassifications using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Edit Comment	Edit expenditure item comments using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Non-Billable Reclass	Perform non-billable reclassifications using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Recalculate Burden Cost	Mark expenditure items for burden cost recalculation using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Recalculate Cost	Mark expenditure items for cost recalculation via the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Recalculate Cost and Revenue	Mark expenditure items for cost and revenue recalculation using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Recalculate Revenue	Mark expenditure items for revenue recalculation using the Tools menu in the Invoice Line Details window
Invoice: Expense Adjustments: Split	Perform splits using the Tools menu in the Invoice Line Details window

Function Name	Restrictions
Invoice: Expense Adjustments: Transfer	Perform transfers using the Tools menu in the Invoice Line Details window
Invoice Method at Top Task	Update Invoice Method at Top Task flag in the Project Billing Setup window
Invoice: Recalculate	Recalculate invoices
Invoice: Regenerate	Regenerate an invoice from the Invoice Review window
Invoice: Release	Release an invoice from the Invoice Review window
Invoice Review	Review information about project invoices
Invoice Review: Link Supplier Invoices	Access and update the Linked Supplier Invoices page from the Invoices Review window
Invoice: Write-Off	Perform an invoice write-off from the Invoice Review window

## Budget Functions

The following table shows the security functions for project budgets:

Function Name	Restrictions
Budgets	Enter budgets
Budgetary Controls	Review or update control level settings for each budget level
Budgets: Cost Budgets: Baseline	Designate a cost budget as the baseline cost budget
Budgets: Cost Budgets: Create Revised Original	Create a revised original cost budget
Budgets: Cost Budgets: Submit	Submit a cost budget
Budgets: Cost Budgetary Control: Entry	Enter and update the budgetary control account for cost budgets (if the Allow Override of Budget Accounts profile option is set to Yes at the site level)

<b>Function Name</b>	<b>Restrictions</b>
Budget Funds Check Results	Review budget, actuals, commitments, and available fund balances for each budget level
Budgets: Line Source: Burdened Cost Extn	Update burdened cost amounts that were calculated by a budget calculation extension
Budgets: Line Source: Copy Actual	Update or delete budget lines copied from actuals
Budgets: Line Source: Copy Version	Update or delete budget lines copied from budget versions
Budgets: Line Source: Raw Cost Extn	Update raw cost amounts that were calculated by a budget calculation extension.
Budgets: Line Source: Revenue Extn	Update revenue amounts that were calculated by a revenue extension.
Budgets: Revenue Budgets: Baseline	Designate a revenue budget as the revenue baseline budget
Budgets: Revenue Budgets: Create Revised Original	Create a revised original revenue budget
Budgets: Revenue Budgets: Submit	Submit a revenue budget
Budgets: Revenue Budgetary Control: Entry	Enter and update the budgetary control account for revenue budgets (if the Allow Override of Budget Accounts profile option is set to Yes at the site level)

## Budgeting and Forecasting Functions

The following table shows the security functions for project budgeting and forecasting:

<b>Function Name</b>	<b>Restrictions</b>
Financials: Financial Plan Security	Access the setup options on the Financial Setup page
Financials: Project: Budgets and Forecasts	Access the budgets and forecasts summary page in edit mode
Financials: Project: Budgets and Forecasts View	Access the budgets and forecasts summary page in view-only mode

<b>Function Name</b>	<b>Restrictions</b>
Financials: Project: Edit Planning Options	Update planning options at all levels
Financials: Project: Edit Planning Options View	Access budget and forecast planning options in view-only mode
Financials: Project: Implement Financial Impact	Implement the financial impact of a change document
Financials: Project: Maintain Cost Financial Impact	Update cost financial impact of a change document
Financials: Project: Maintain Period Profile	Update a period profile
Financials: Project: Maintain Period Profile View	View period profiles for financial plans
Financials: Project: Maintain Plan Types	Add a financial plan type to a project and delete a financial plan type from a project
Financials: Project: Maintain Revenue Financial Impact	Update revenue financial impact of a change document
Financials: Project: View Plan Versions	View all plan versions
Projects: Unlock Workplan and Financial Plan Version	Unlock a budget or forecast version that has been locked by another user
Financials: Project: Approved Budget: Baseline Cost	For an approved budget plan type: designate a baseline cost plan version, and designate a baseline cost plan version as the original baseline version
Financials: Project: Approved Budget: Baseline Revenue	For an approved budget plan type: baseline a revenue plan version, and designate a baseline revenue plan version as the original baseline version
Financials: Project: Approved Budget: Delete Baseline Version	Delete the baseline version of the approved budget plan type for a project
Financials: Project: Approved Budget: Edit Generated Lines	For an approved budget plan type: edit a plan line that is copied from another plan version, copied from actual transactions, or calculated by a client extension

Function Name	Restrictions
Financials: Project: Approved Budget: Maintain Cost	For an approved budget plan type: create, edit, and view a cost plan version, and include and view change documents in a cost plan version
Financials: Project: Approved Budget: Maintain Revenue	For an approved budget plan type: create, edit, and view a revenue plan version, and include and view change documents in a revenue plan version
Financials: Project: Approved Budget: Submit Cost	Submit a cost plan version for an approved budget plan type
Financials: Project: Approved Budget: Submit Revenue	Submit a revenue plan version for an approved budget plan type
Financials: Project: Budget: Baseline Cost	For a budget plan type that is other than an approved budget plan type: designate a baseline cost plan version, and designate a baseline cost plan version as the original baseline version
Financials: Project: Budget: Baseline Revenue	For a budget plan type that is other than an approved budget plan type: designate a baseline revenue plan version, and designate a baseline revenue plan version as the original baseline version
Financials: Project: Budget: Delete Baseline Version	Delete the baseline version of a budget plan type other than the approved budget plan type for a project
Financials: Project: Budget: Edit Generated Lines	For a budget plan type that is other than an approved budget plan type: edit a plan line that is copied from another plan version, copied from actual transactions, or calculated by a client extension
Financials: Project: Budget: Maintain Cost	For a budget plan type that is other than an approved budget plan type: create, edit, and view a cost plan version, and include and view change documents in a cost plan version
Financials: Project: Budget: Maintain Revenue	For a budget plan type that is other than an approved budget plan type: create, edit, and view a revenue plan version, and include and view change documents in a revenue plan version
Financials: Project: Budget: Submit Cost	Submit a cost plan version for a budget plan type that is other than an approved budget plan type
Financials: Project: Budget: Submit Revenue	Submit a revenue plan version for a budget plan type that is other than an approved budget plan type

Function Name	Restrictions
Financials: Project: Forecast: Baseline Cost	For a forecast plan type: designate a baseline cost plan version, and designate a baseline cost plan version as the original baseline version
Financials: Project: Forecast: Baseline Revenue	For a forecast plan type: baseline a revenue plan version, and designate a baseline revenue plan version as the original baseline version
Financials: Project: Forecast: Delete Approved Version	Delete the baseline version of the forecast plan type for a project
Financials: Project: Forecast: Edit Generated Lines	For a forecast plan type: edit a plan line that is copied from another plan version, copied from actual transactions, or calculated by a client extension
Financials: Project: Forecast: Maintain Cost	For a forecast plan type: create, edit, and view a cost plan version, and include and view change documents in a cost plan version
Financials: Project: Forecast: Maintain Revenue	For a forecast plan type: create, edit, and view a revenue plan version, and include and view change documents in a revenue plan version
Financials: Project: Forecast: Submit Cost	Submit a cost plan version for a forecast plan type
Financials: Project: Forecast: Submit Revenue	Submit a revenue plan version for a forecast plan type
Define Period Profiles	Define period profiles for financial plans

## Capital Projects Functions

The following table shows the security functions for capital projects:

Function Name	Restrictions
Capital Projects	Manage asset capitalization
Capital Projects: Edit Events	Define capital event processing

Function Name	Restrictions
Capital Projects: Generate Asset Lines	Submit the Generate Asset Lines process from the Capital Projects window
Capital Projects: Reverse	Reverse capitalization of an asset from the Capital Projects window
Capital Projects: Split Asset Line	Split an asset line from the Asset Lines window
Capitalized Interest Rate Names	Define rate names for generating capitalized interest
Capitalized Interest Rate Schedules	Define rate schedules to create and maintain rates when generating capitalized interest
Capitalized Interest Runs	Review interest runs

## Costing Functions

The following table shows the security functions for costing:

Function Name	Restrictions
Allocation Rules	Define allocation rules
Organization Labor Costing Rules	Define organization labor costing rules
Override Expenditure Organization	Override the expenditure organization in pre-approved batches for time cards
PA: Accounted Transactions	Use Oracle Web Applications Desktop Integrator to import accounted transactions
PA: Costed Transactions	Use Oracle Web Applications Desktop Integrator to import costed transactions
Project Asset Line Details	View project asset line details
Project Burden Schedule Copy	Copy burden schedules
Projects: Supplier	Use the Supplier tab to access the Supplier Workbench



Function Name	Restrictions
Projects: Supplier: Link and Unlink Supplier Invoices	Use the available Apply and Unlink Supplier Invoices buttons to link supplier invoices to draft customer invoices and unlink them as required
Projects: Supplier: Release Hold	Use the available Release Hold button to release payment holds on supplier invoices
Provider/Receiver controls	Define providers and receivers
Rate Schedules	Define rate schedules
Standard Asset Unit Costs	Define standard unit cost
Transaction Funds Check Results	View results of budgetary control funds validations
Transfer Price Rules	Define transfer price rules
Transfer Price Schedules	Define transfer price schedules
View Burdened Costs	View burdened costs
Work Types	Define work types
PA: Uncosted Labor Transactions	Use Oracle Web Applications Desktop Integrator to import uncosted labor transactions
PA: Uncosted Non-Labor Transactions	Use Oracle Web Applications Desktop Integrator to import uncosted non-labor transactions
View Projects Adjustments from Payables	Query and view adjustments of Oracle Projects expenditure items related to an Oracle Payables invoice

## Customer Functions

The following table shows the security functions for project customers:

Function Name	Restrictions
Customers: Address Contacts	Enter and update customer contact addresses

Function Name	Restrictions
Customers: Contacts	Enter and update customer contacts
Customers: Telephones	Enter and update customer telephone numbers
Customer at Top Task	Enable or disable Customer at Top Task in the Project Billing Setup window
Customer Quick: PA	Access quick customer entry with expanded business purposes

## Deliverable Functions

The following table shows the security functions for project deliverables:

Function Name	Restrictions
Projects: Deliverable Actions	Define actions for a deliverable
Projects: Deliverable List	Display deliverables list
Projects Deliverable Types	Define deliverable types
Projects: Deliverables: View	View all deliverables
Projects: Deliverables: Update	Update all deliverables
Projects: Deliverables: Update Details	Update deliverable definition attributes (applicable to deliverable owners)
Projects: Deliverables: Update Actions	Update action definition attributes (applicable to action owners)

## Events Functions

The following table shows the security functions for events:

Function Name	Restrictions
Events maintenance across projects	Define, update, and delete events across projects

Function Name	Restrictions
Events maintenance for single project	Define, update, and delete events for a single project
Invoice Events Maintenance	Enter and update invoice events
Revenue Events Maintenance	Enter and update revenue events
Adjusting Revenue	Enter adjusting revenue events

## Expenditure Adjustments Functions

The following table shows the security functions for project expenditure adjustments:

Function Name	Restrictions
Expenditure Inquiry: Adjustments: Bill Hold: Indefinite	Place an indefinite bill hold using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Bill Hold: One Time	Place a one-time bill hold using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Bill Hold: Release	Release a bill hold using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Billable Reclass	Perform billable reclassifications using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Capitalizable Reclass	Perform a capitalizable reclassification using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Change Functional Rate Attributes	Update functional currency attributes of multi-currency expenditure items
Expenditure Inquiry: Adjustments: Change Project Rate Attributes	Update project currency attributes of multi-currency expenditure items
Expenditure Inquiry: Adjustments: Change Work Type Attributes	Update the work type of expenditure items
Expenditure Inquiry: Adjustments: Change Transfer Price Currency Attributes	Update transfer price currency attributes of expenditure items

Function Name	Restrictions
Expenditure Inquiry: Adjustments: Edit Comment	Edit expenditure item comments using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Mark for no Cross Charge Processing	Disable cross charge processing for expenditure items
Expenditure Inquiry: Adjustments: Non-Billable Reclass	Perform non-billable reclassifications using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Non-Capitalizable Reclass	Perform a non-capitalizable reclassification using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Burden Cost	Mark expenditure items for burden cost recalculation using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Cost	Mark expenditure items for cost recalculation using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Cost and Revenue	Mark expenditure items for cost and revenue recalculation using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Recalculate Revenue	Mark expenditure items for revenue recalculation using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Reprocess Cross Charge	Enable cross charge processing for expenditure items
Expenditure Inquiry: Adjustments: Split	Perform splits using the Tools menu in the Expenditure Inquiry window
Expenditure Inquiry: Adjustments: Transfer	Perform transfers using the Tools menu in the Expenditure Inquiry window

## Expenditure Inquiry Functions

The following table shows the security functions for expenditure inquiry:

Function Name	Restrictions
Expenditure Inquiry	Query and adjust expenditures

Function Name	Restrictions
Expenditure Inquiry Across Projects	Perform cross-project queries in the Expenditure Inquiry window
Expenditure Inquiry: Run Project Streamline	Access the Run Project Streamline window available in the Expenditure Inquiry window

## Expenditure Inquiry Options Functions

The following table shows the security functions for expenditure inquiry options:

Function Name	Restrictions
Expenditure Inquiry Option: AP Invoice	View the Oracle Payables invoice for an expenditure item from the Expenditure Items window
Expenditure Inquiry Option: Cost Distribution Lines	View cost distribution lines for an expenditure item from the Expenditure Items window
Expenditure Inquiry Option: PO Details	View Oracle Purchasing purchase order details for an expenditure item from the Expenditure Items window
Expenditure Inquiry Option: PO Receipt	View Oracle Purchasing receipt for an expenditure item from the Expenditure Items window
Expenditure Inquiry Option: Revenue Distribution Lines	View revenue distribution lines for an expenditure item from the Expenditure Items window
Expenditure Inquiry: Options: View Accounting Lines	View subledger accounting journal entries

## Financial Structure Functions

The following table shows the security functions for financial structure operations:

Function Name	Restrictions
Projects: Options: Tasks	Update financial task information (on the Tasks subtab under the Financial tab)

Function Name	Restrictions
Project: View Financial Tasks	View financial task information (on the Tasks subtab under the Financial tab)
Financial Percent Complete	Update information on the Financial Percent Complete page
Projects: Options: Financial Structure Information View	View financial structure information from the Project Options window
Projects: Options: Financial Structure Information	Update information on the Financial Structure Options page
Projects: Options: Financial Breakdown Structure	Update information on the Financial Breakdown Structures page

## Issue and Change Management Functions

The following table shows the security functions for issue and change management:

Function Name	Restrictions
Projects: Action List	View the control item actions list
Projects: Change Document List	View a list of change document items
Projects: Control Item Types	Define control item types
Projects: Control Item Types: Edit	Edit project control item types
Projects: Control Items: Change Orders: View	View change orders for a project
Projects: Control Items: Change Requests: View	View change requests for a project
Projects: Control Items: Edit	Edit project control items
Projects: Control Items: Issues: View	View issues for a project
Projects: Issue List	View the issues list
Projects: Status Lists	View the statuses list

## Ledger Functions

The following table shows the security functions for ledger:

Function Name	Restrictions
PA: Application Accounting Definitions History	View the history of application accounting definitions
PA: Assign Analytical Criteria	Assign analytical criteria
PA: Assign Analytical Criteria Detail Sources	Assign analytical criteria detail sources
PA: Create Analytical Criterion	Define analytical criteria
PA: Create Open Account Balances Listing Definition	Define the open account balances listing
PA: Create Subledger Journal Entry	Create subledger journal entries
PA: Ledgers	Access the subledger accounting options
PA: Merge Analysis	View application accounting definition merge analysis
PA: Multiperiod Journal Entry Lines Pages	View journal entry lines for multiple periods
PA: Open Account Balances Listing Definitions	Review open account balances listing definitions
PA: Reorder Analytical Criteria	Change the sort order of analytical criteria
PA: Review Analytical Criteria Order	Review the sort order of analytical criteria
PA: Review Analytical Criteria Source Assignments	Review analytical criteria source assignments
PA: Search Analytical Criteria	Query analytical criteria
PA: View Accounting - Lines Inquiries	Query subledger accounting journal entry lines
PA: View Analytical Criteria	Review analytical criteria

Function Name	Restrictions
PA: View Analytical Criteria Standalone	Review analytical criteria standalone
PA: View Subledger Journal Entry Lines from a GL Journal Line	Drill down from a GL journal entry line to the subledger accounting journal entry lines

## Page Layout Functions

The following table shows the security functions for page layouts:

Function Name	Restrictions
Projects: Page Layout: Edit Report Layout	Create and edit report layouts
Projects: Page Layout: View Report Layout	View report layouts

## PA Period Functions

The following table shows the security functions for PA periods:

Function Name	Restrictions
PA Periods: Copy	Copy PA Periods from a GL calendar
PA Periods: Set Reporting Period	Set the reporting period

## Pre-Approved Expenditure Entry Functions

The following table shows the security functions for pre-approved expenditure entry:

Function Name	Restrictions
Pre-Approved Expenditure Batch Review	Review and release pre-approved expenditure batches
Pre-Approved Expenditure Entry	Enter and release pre-approved expenditures



<b>Function Name</b>	<b>Restrictions</b>
Pre-Approved Expenditure Entry: Allow Accrual Batches	Enter period-end cost accrual expenditure batches
Pre-Approved Expenditure Entry: Enter Burden Transactions	Enter or view burden transactions in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Inventory Transactions	Enter or view inventory transactions in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Miscellaneous Txns	Enter or view miscellaneous transactions in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Unmatched Negative Transactions	Enter unmatched negative transactions in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Timecards	Enter or view timecards in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Usage Logs	Enter or view usage logs in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Enter Work in Process	Enter or view work in progress in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Period-End Accrual Transactions Allowed	Enter reversing expenditure batches
Pre-Approved Expenditure Entry: Release	Release expenditure batches in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Reverse Batch	Reverse Expenditure Batches in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Rework	Rework expenditure batches in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Submit	Submit expenditure batches in the Pre-Approved Expenditure Entry window
Pre-Approved Expenditure Entry: Work Type Override Allowed.	Override default work types for expenditure items

## Progress Functions

The following table shows the security functions for progress:

Function Name	Restrictions
Projects: Progress Multiple Flow Personalization	Personalize progress entry for multiple tasks
Project Percent Complete	Update project percent complete

## Project Assignments Functions

The following table shows the security functions for project assignments:

Function Name	Restrictions
Projects: Administrative Assignment: Confirm	Approve administrative assignments
Projects: Administrative Assignment: Create and Delete	Define and delete administrative assignments
Projects: Administrative Assignment: Edit Basic Information	Update basic information for administrative assignments
Projects: Administrative Assignment: Edit Forecasting Information	Update forecasting information for administrative assignments
Projects: Administrative Assignment: Edit Rates	Update rates for administrative assignments
Projects: Administrative Assignment: Edit Schedule	Update schedules for administrative assignments
Projects: Administrative Assignment: View Basic Information	View basic information for administrative assignments
Projects: Administrative Assignment: View Forecasting Information	View forecasting information for administrative assignments
Projects: Administrative Assignment: View Rates	View rates for administrative assignments

## Project Collaboration Functions

The following table shows the security functions for project collaboration:

Function Name	Restrictions
Default Team Home Personalization	Access the Team Home personalization page
Default Project Home Personalization	Access the Project Home personalization page

## Projects Functions

The following table shows the security functions for projects:

Function Name	Restrictions
Mass Update Batches	Update project and task attributes in batches
Project Creation	Define projects
Project: Financial: Billing	View the Billing subtab in the Project Workbench
Project: Financial: Billing: Approve Invoice	Approve invoices
Projects	Enter and maintain projects
Projects: Edit Attachments	Navigate to the Project Attachments page, add attachments, remove attachments, and view attachments
Projects: Add Attachments	Navigate to the Project Attachments page, add attachments, and view attachments
Projects: View Attachments	Navigate to the Project Attachments page and view attachments
Project Funding Inquiry	Query project funding and billing activity
Project Retention Inquiry	Query the total amount of withheld retention for a project or top task
Project Home Tab	View the Project Home subtab in the Project Workbench
Project List Button	Access the shortcut to Project List
Project List: View Summarization Columns	View summarization columns on the Project List

Function Name	Restrictions
Projects: Page Layout List	Define page layouts
Projects: Project Overview Function	View the Project Overview subtab in the Project Workbench
Projects: Project Request List	View project request list
Projects: Project Search	Search projects
Projects: Relationships	View the Relationship subtab in the Project Workbench
Project Sets: Create and Delete	Create and update project sets
Projects: Project Sets: Update All	Update all attributes for all project sets even if the user is not the project set owner
Projects: Project Sets: Set as Shared	Designate the project set as Shared
Projects: Set Project Access Levels	Update the access level for a project that they have a role on or have authority over the project
Project Setup Subtab	View the Project Setup subtab in the Project Workbench
Project Team Member Button	Access the shortcut to Team Member Home
Self Service Project Templates	Define and update project templates

## Project Lifecycle Functions

The following table shows the security functions for project lifecycle:

Function Name	Restrictions
PA: Lifecycles: Update	Define and update lifecycles
PA: Lifecycles: View	View defined lifecycles

## Project Options Functions

The following table shows the security functions for project options:

<b>Function Name</b>	<b>Restrictions</b>
Projects: Options: Asset Assignments	View and select the asset assignments option from the Project Options window
Projects: Options: Assets	View and select the assets option from the Project Options window
Projects: Options: Billing Assignments	View and select the billing assignments option from the Project Options window
Projects: Options: Billing Setup	View and select the billing setup option from the Project Options window
Projects: Options: Billing Setup: Funding Revaluation Includes Gains and Losses	View and select the Funding Revaluation Includes Gains and Losses option
Projects: Options: Billing Setup: Revalue Funding	View and select the Revalue Funding option
Projects: Options: Budgetary Control	View and select the budgetary control option from the Project Options window
Projects: Options: Burden Schedule Overrides	View and select the burden schedule overrides option from the Project Options window
Projects: Options: Capital Information	View and select the capital information option from the Project Options window
Projects: Options: Copy a Project	Copy a project to another project.
Projects: Options: Costing Burden Schedules	View and select the costing burden schedules option from the Project Options window
Projects: Options: Credit Receivers	View and select the credit receivers option from the Project Options window
Projects: Options: Cross Charge	View and select the cross charge option from the Project Options window
Projects: Options: Currency	View and select the currency option from the Project Options window
Projects: Options: Customers and Contacts	View and select the customers and contacts option from the Project Options window

<b>Function Name</b>	<b>Restrictions</b>
Projects: Options: Deliverables	View and update deliverables from the Project Options window
Projects: Options: Employee Bill Rate Overrides	View and select the employee bill rate overrides option from the Project Options window
Projects: Options: Events	View and update events from the Project Options window
Projects: Options: General Information	View and update general information from the Project Options window
Projects: Options: Items	View and update items from the Project Options window
Projects: Options: Items View	View items from the Project Options window
Projects: Options: Job Assignment Overrides	View and select the job assignment overrides option from the Project Options window
Projects: Options: Job Bill Rate Overrides	View and select the job bill rate and discount overrides option from the Project Options window
Projects: Options: Job Billing Title Overrides	View and select the job billing title overrides option from the Project Options window
Projects: Options: Key Members	View and select the key members option from the Project Options window
Projects: Options: Labor Multipliers	View and select the labor multipliers option from the Project Options window
Projects: Options: Non-Labor Bill Rate Overrides	View and select the non-labor bill rate and discount overrides option from the Project Options window
Projects: Options: Organization Overrides	View and select the organization overrides option from the Project Options window
Projects: Options: Planning Resource List	View planning resource lists from the Project Options window
Projects: Options: Project	View the Project subtab in the Project Workbench
Projects: Options: Project Access Setup	View and update project access setup

Function Name	Restrictions
Projects: Options: Project: Additional Information	View and select the additional information option from the Project Options window
Projects: Options: Project: Additional Information View	View the additional information option from the Project Options window
Projects: Options: Project: Basic Info	View and update basic information from the Project Options window
Projects: Options: Project: Basic Info View	View basic information from the Project Options window
Projects: Options: Project: Classifications	View and select the classifications option from the Project Options window
Projects: Options: Project: Classifications View	View classifications from the Project Options window
Projects: Options: Project: Customers and Contacts View	View and select the customers and contacts option from the Project Options window
Projects: Options: Project: Key Members View	View key members from the Project Options window
Projects: Options: Project: Organization	View and select the organization option from the Project Options window
Projects: Options: Project: Organization View	View the organization option from the Project Options window
Projects: Options: Project: Page Layouts	View and select the page layouts and tabs option from the Project Options window
Projects: Options: Project: Page Layouts View	View the page layouts and tabs option from the Project Options window
Projects: Options: Project: Pipeline	View and update the pipeline option from the Project Options window
Projects: Options: Project: Pipeline View	View the pipeline option from the Project Options window
Projects: Options: Project: Project Attributes	View and select the project attributes option from the Project Options window

Function Name	Restrictions
Projects: Options: Project: Resource Breakdown Structures	View and select the resource breakdown structure from the Project Options window
Projects: Options: Project: Resource Breakdown Structure View	View the resource breakdown structure from the Project Options window
Projects: Options: Project: Team Member List	View and update the team member list from the Project Options window
Projects: Options: Project: Team Member List View	View the team member list from the Project Options window
Projects: Options: Project: Team Members View	View the team members option from the Project Options window
Projects: Options: Reporting	View the Reporting subtab in the Project Workbench
Projects: Options: Resource	View the Resource subtab in the Project Workbench
Projects: Options: Resource: Additional Staffing Info View	View additional staffing information from resources setup window
Projects: Options: Resource: Additional Staffing Information	View and select additional staffing information from resources setup window
Projects: Options: Resource: Cand. Score and Search Setting V	View the candidate score and search setting option from the Project Options window
Projects: Options: Resource: Cand. Score and Search Settings	View and update the candidate score and search settings option from the Project Options window
Projects: Options: Resource: Subteams	View and update subteams from the Project Options window
Projects: Options: Resource: Subteams View	View subteams from the Project Options window
Projects: Options: Resource List Assignments	View and select the resource list assignments option from the Project Options window
Projects: Options: Retention	View and select the retention option from the Project Options window



Function Name	Restrictions
Projects: Options: Standard Billing Schedules	View and select the standard billing schedules option from the Project Options window
Projects: Options: Subprojects Association	View and select the subprojects association option from the Project Options window (available when Project Contracts is installed)
Projects: Options: Task Detail	View and select the task detail option from the Project Options window
Projects: Options: Tasks	View and select the tasks option from the Project Options window
Projects: Options: Transaction Controls	View and select the transaction controls option from the Project Options window
Projects: Options: Update Performance Rules Set up	View and update the performance rules setup from the Reporting Setup window
Projects: Options: Workbench Tab Structure	Update tab structure in the Project Workbench
Projects: Options: Workplan Task Details	View and update workplan task details
Projects: Options: Workplan Task Details View	View workplan task details
Projects: Tasks: Attachments Update	Update task attachments

## Project Organization Update Functions

The following table shows the security functions for project organization update:

Function Name	Restrictions
Projects: Org Update: Override Standard Checks	Override default checks for changing a project or task owning organization. Unlike other functions, this function is <i>not</i> automatically assigned to a responsibility.

## Project Portfolio Analysis Functions

Function Name	Restrictions
Portfolio: View Portfolio	View portfolio setup, planning cycle history, and portfolio access information
Portfolio: Update Portfolio	Update portfolio setup, planning cycle history, and portfolio access information
Portfolio: Maintain PC	Create, initiate, and close planning cycles
Portfolio: Collect Project	Collect projects for portfolios manually. If this capability is removed, projects can be collected only by the system.
Portfolio: Develop Scenario	View and update scenarios, create new scenarios, and recommend scenarios
Portfolio: Approve PC	View submitted scenarios, and approve scenarios and plans

## Project Performance Reporting Functions

The following table shows the security functions for project performance reporting:

Function Name	Restrictions
Projects: Options: Performance Page Layouts	Select, preview, and associate a page layout with a performance page of a project
Projects: Options: Performance Page Layouts View	Preview default layouts for performance pages listed in the Performance Page Layouts page
Projects: Reporting: View Performance	View performance metrics for a project
Projects: Reporting: View Project Performance Regions	View performance metric regions in the Project Home and Status Report pages

## Performance Exceptions Reporting Functions

The following table shows the security functions for performance exceptions reporting:

Function Name	Restrictions
Define Key Performance Area Scoring Rules	Define key performance area scoring rules
Define Performance Rules	Define performance rules
Projects: Options: Update Scoring Rules and Notification	Update key performance area scoring rules and notifications for a project
Projects: Options: View Performance Rules Setup	View performance rule setup for a project
Projects: Options: View Scoring Rules and Notification	View key performance area scoring rules and notifications for a project
Projects: Performance/Scoring Rules: Edit	Update performance rules and scoring rules
Projects: Performance/Scoring Rules: View	View performance rules and scoring rules
Projects: Refresh Exceptions	Refresh key performance areas
Projects: Update Performance Rules Setup	Update performance rule setup for a project
Projects: View Exceptions	View the exception list for a project

## Project Resource Functions

The following table shows the security functions for project resource:

Function Name	Restrictions
Projects: Resource Candidacy: View Own	View the user's candidacies
Projects: Resource Pool: View Work Information	View work information for a resource

## Project Setup Functions

The following table shows the security functions for project setup:

Function Name	Restrictions
Projects: Setup: Gantt Sections	Define and update Gantt sections for use in configurable page layouts

## Project Status Functions

The following table shows the security functions for project statuses:

Function Name	Restrictions
Projects: Status: Approved Statuses	Change the status of a project to a status that maps to the Approved system status
Projects: Status: Change Project Status	Change the status of a project. To enable a responsibility to change the status of a project, the responsibility must include the Project Status Function Security submenu.
Projects: Status: Closed Statuses	Change the status of a project to a status that maps to the Closed system status
Projects: Status: Pending Close Statuses	Change the status of a project to a status that maps to the Pending Close system status
Projects: Status: Submitted Statuses	Change the status of the project to a status that maps to the Submitted system status
Projects: Status: Unapproved Status	Change the status of a project to a status that maps to the Unapproved system status

## Project Status Inquiry Functions

The following table shows the security functions for project status inquiry:

Function Name	Restrictions
Project Status Display Columns	Define project status display columns
Project Status Inquiry	Query project status

## Project Status Reporting Functions

The following table shows the security functions for project status reporting:

Function Name	Restrictions
Project Progress Reporting	View project progress reports
Project Status Reports Tab	Access the progress reports page for a project
Projects : Project Progress Report : Edit	Create and update progress reports for a project
Projects: Options: Reporting: Report Types	Edit status reports setup
Projects: Options: Reporting: Report Types View	View status reports setup
Projects: Project Progress Report: View	View progress reports for a project
Projects: Project Status Report: Update Shortcut	Update status reports using the shortcut link on the Project Home page
Projects: Report Types: Edit	Create and edit report types
Projects: Report Types: View	View report types
Projects: Rules: Project Status Report Reminder Rule Edit	Define, update, and delete project status report reminder rule templates
Projects: Status Report: User Section Setup	Define and update the user-definable section for status reports

## Reporting Pack Functions

The following table shows the security functions for reporting pack:

Function Name	Restrictions
Projects, Manager's Reporting Pack: Reporting Pack List	Search, update, or delete reporting packs
Projects, Manager's Reporting Pack: Create Reporting Pack	Create or update reporting packs

## Resource Management Functions

The following table shows the security functions for resource management:

Function Name	Restrictions
All Members Subtab	View the Directory subtab in the Project Workbench
Define Job Relationships	Define job relationships
Define Utilization	Define utilization categories
Organization Authority	Set organization authority
Organization Competence Summary	Access the Organization Competence Summary workbook
Overcommitted Resources Timeline	Access the Overcommitted Resources Timeline Portlet
Person Role Mapping	Define and update mappings for person roles
PRM Workflow Notifications	View Project Resource Management workflow notifications
Projects: Assignment: Bill Rate Override Update	Update bill rate overrides for assignments
Projects: Assignment: Confirm	Confirm project assignments
Projects: Assignment: Create and Delete	Define and delete project assignments
Projects: Assignment: Edit Advertisement	Update advertisements for assignments
Projects: Assignment: Edit Basic Information	Update basic information for assignments
Projects: Assignment: Edit Forecasting Information	Update forecasting information for assignments
Projects: Assignment: Edit Schedule	Update schedule for an assignment
Projects: Assignment: Remove Conflicts	Remove conflicts on a project assignment
Projects: Assignment: Transfer Price Rate Override Update	Update transfer price override for an assignment

<b>Function Name</b>	<b>Restrictions</b>
Projects: Assignment: View Basic Information	View basic information for assignments
Projects: Assignment: View Forecasting Information	View forecasting information for assignments
Projects: Candidates: Create	Create candidates on a requirement
Projects: Candidates: Review Log	View the review log for a candidate
Projects: Candidates: View	View candidates on a requirement
Projects: Identification: Adhoc Resource Search	Access resource search
Projects: Identification: Requirement Search	Access requirement search
Projects: Identification: Resource Search	Access resource search in the context of a requirement
Projects: Requirement Search: Nominate	Nominate a resource as a candidate
Projects: Requirement Search: Nominate Self Only	Nominate yourself (the user) as a candidate
Projects: Requirements: View as Staffing Owner	View project requirements as a staffing owner
Projects: Resource Candidacy: Withdraw	Withdraw a resource as a candidate
Projects: Resource Candidacy: Withdraw Self Only	Withdraw yourself (the user) as a candidate
Projects: Resource Pool: View Competencies	View competencies for a resource
Projects: Resource Pool: View Resume	View resource resumes
Projects: Resource Pool: View Schedule	View resource schedules
Projects: Resource Utilization	Access Resource Utilization
Projects: Setup: Define Team Template	Define team templates

Function Name	Restrictions
Required Project Hours	Access the Required Project Hours Workbook
Resource Competencies	Access the Resource Competencies workbook
Resources: Planning Resources View	Define and update planning resource lists
Team Role Details	Access the Team Role Details workbook
Utilization by Resources	Access the Utilization by Resources workbook

### Revenue Review Functions

The following table shows the security functions for revenue review:

Function Name	Restrictions
Revenue: Options: Drilldown from SLA to Revenue	Drill down to revenue transactions from subledger journal entries
Revenue: Options: GL Drilldown	Open the View Revenue Accounting window
Revenue: Options: View Accounting Lines	View revenue accounting lines
Review Revenue	Review information about project revenue
Revenue: Regenerate	Regenerate draft revenue
Revenue: Release	Release revenue
Revenue: Unrelease	Reverse the Release Revenue process

### Scheduling Tool Integration Functions

The following table shows the security functions for scheduling tool integration:



Function Name	Restrictions
Projects: Install Project Connect	Install Microsoft Project Integration

## Subledger Functions

The following table shows the security functions for subledger:

Function Name	Restrictions
PA: Subledger Event Drilldown from Txn	Drill down to subledger event information for transactions
PA: Subledger Event Inquiry	Query subledger accounting event information
PA: Subledger Journal Entries	Query subledger accounting journal entries
PA: Subledger Journal Entry Lines Inquiries	Query subledger accounting journal entry lines

## Task Functions

The following table shows the security functions for tasks:

Function Name	Restrictions
Task: Invoice Method	View and update the invoice method for the top task
Task: Customer	View and update the customer name or customer number for the top task
Task List Function	View the task list

## Team Member Home Functions

The following table shows the security functions for team member home:

Function Name	Restrictions
Projects: Team Home: Assigned Actions	View assigned actions on the Team Home page

Function Name	Restrictions
Projects: Team Home: Owned Work	View owned work on the Team Home page

## Transaction Import Functions

The following table shows the security functions for transaction import:

Function Name	Restrictions
Import Transactions	Import transactions from an external system
Transaction Import: Pending Transactions	Review pending transactions for import
Transaction Import: Rejected Transactions	Enter or review transactions to be imported
Transaction Import: Review Transactions	Review transactions rejected by the Transaction Import process

## Utilization Reporting Functions

The following table shows the security functions for resource utilization and availability reporting:

Function Name	Restrictions
Utilization by Organization Workbook	View utilization details of resources by organization and resource manager
Utilization by Resources Workbook	View utilization details of an individual resource using the Utilization by Resources Discoverer workbook
Utilization by Resource Managers Workbook	View utilization details for resources that report directly or indirectly to the resource manager
Projects: Resource Pool: View Personal Utilization	View individual utilization details, trends, and expected future utilization on the Resource Details page
Project Intelligence Setup	View and update implementation options for Oracle Daily Business Intelligence for Projects

## Workplan Functions

The following table shows the security functions for workplans and workplan structures:

Function Name	Restrictions
Maintain Workplan Versions	View the Workplan Versions page
Projects: Options: Workplan	Access the Workplan Setup Options subtab
Projects: Tasks: Update Task Details	Access the Task Details page (for task owners)
Projects: Options: Workplan: Workplan Options	Update Workplan Options information
Projects: Options: Workplan: Workplan Options View	View Workplan Options information
Projects: Options: Workplan: Workplan Structure	Update workplan structures
Projects: Options: Workplan: Workplan Structure View	View workplan structures
Projects: Options: Structures	Update Structures Setup page information
Projects: Options: Structures View	View Structures Setup page information
Projects: Tasks: Attachments Update	View and update task attachment information
PA: Workplan: Change Current Phase	View and update Task Phase information
Projects: Task Type: Edit	View and update task type information
Projects: View Labor Cost Rates	View workplan cost for resources on tasks
Projects: Workplan: View Workplan Costs	View and compare workplan costs for all versions in the project
Projects: Workplan: Link Subprojects	Create, update, and delete program links
Projects: Workplan: Link Subprojects View	View program links

Function Name	Restrictions
Projects: Workplan Progress: Edit	Edit workplan progress
Projects: Workplan Progress: Task Progress Details	Edit task progress details
Projects: Workplan Progress: View	View workplan progress
Projects: Workplan: View Resource Usage	View workplan resource usage
Projects: Unlock Workplan and Financial Plan Version	Unlock any workplan version that has been locked by another user
View Workplan	View the Workplan Tasks page
Review Workplan Notification	Review workplan notification

## Workplan Progress Functions

The following table shows the security functions for workplan progress tracking:

Function Name	Restrictions
Projects: Options: Workplan: Task Progress	Update Progress Options page information
Projects: Options: Workplan: Task Progress View	View Progress Options page information

## Oracle Projects Implementation Functions

The following table shows the security functions for Oracle Projects implementation:

Function Name	Restrictions
Agreement Types	Define agreement types
Bill Rate Schedules	Define bill rate schedules
Billing Cycles Maintenance	Maintain billing cycles

<b>Function Name</b>	<b>Restrictions</b>
Billing Extensions	Define billing extensions
Budget Change Reasons	Define budget change reasons
Budget Entry Methods	Define budget entry methods
Budget Types	Define budget types
Burden Cost Codes	Define burden cost codes
Burden Schedules	Define burden schedules
Burden Structures	Define burden structures
Calendars	Define accounting calendars
Cost Bases	Define cost bases
Define Financial Plan Types	Define financial plan types
Define Spread Curves	Define spread curves for financial plans
Event Types	Define event types
Expenditure Categories	Define expenditure categories
Expenditure Types	Define expenditure types
Forecasting Implementation Options	Define forecasting implementation options
GL Periods	Define GL periods
Implementation Options	Define implementation options
Invoice Formats	Define invoice formats
Labor Cost Multipliers	Define labor cost multipliers
Labor Costing Overrides	Define labor costing overrides

<b>Function Name</b>	<b>Restrictions</b>
Labor Costing Rules	Define labor costing rules
Manage Project Organization Roles	Create and update project organization roles
Non-Labor Resources	Define non-labor resources
Organization Role Mapping	Define organization role mapping for Oracle Sales Integration
PA Periods	Define PA periods
PA: Setup: Attribute Functions	Define user-defined attribute functions
PA: Setup: Planning Resource Lists	Define planning resource lists
Project Classifications	Define project classifications
Project Probabilities	Define project probabilities
Project Roles	Define project roles
Project Role Lists	Define project role lists
Project Statuses	Define project statuses
Project Templates	Define project templates
Project Types	Define project types
Resource Lists	Define resource lists
Revenue Categories	Define revenue categories
Roles	Define project roles
Service Types	Define service types
Transaction Sources	Define transaction sources
Units	Define units of measure

Function Name	Restrictions
Projects: Reporting: Current Reporting Period	Define current reporting period for performance pages
Projects: Reporting: Custom Measures	Define custom measure metrics displayed in performance pages
Projects: Reporting: Setup Performance	Define performance setup
Projects: Reporting: Row Sets	Define row sets

## Related Topics

Project and Organization Security, page 2-71

Security in Oracle Projects, *Oracle Projects Fundamentals*

Overview of Function Security, *Oracle Applications System Administrator's Guide*

How Function Security Works, *Oracle Applications System Administrator's Guide*

Implementing Function Security, *Oracle Applications System Administrator's Guide*

Defining a New Menu Structure, *Oracle Applications System Administrator's Guide*





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## Profile Options

This appendix describes profile options that affect the operation of your Oracle Projects application.

This appendix covers the following topics:

- Profile Options and Profile Option Categories Overview
- Descriptions of Profile Option Categories and Profile Options
- Shared Profile Options
- Profile Options for Integration With Other Products
- Fremont Corporation: Setting Up Profile Options

### Profile Options and Profile Option Categories Overview

During implementation, users specify a value for each Oracle Projects user profile option to control access to Oracle Projects data and to determine how data is processed.

Each profile option is assigned to one or more of the profile option categories. Users can view only the profile options that pertain to their application or function.

### List of Profile Option Categories

This appendix describes the following profile option categories:

- Accessibility Interaction, page B-10
- Account Generation, page B-14
- Batch Processing Size, page B-15
- Costing Transactions – Processing , page B-19
- Date Defaults, page B-22

- Debug, page B-24
- Deployment - Licensing and Implementation, page B-26
- Forms Interaction, page B-33
- Organization Defaults, page B-34
- Other Defaults, page B-35
- Other Product Integration, page B-37
- Processing Threshold, page B-46
- Reporting Pack Processing, page B-49
- Revenue Generation, page B-50
- Security, page B-51
- Self-Service Interaction, page B-53
- Staffing Defaults, page B-55
- Utilization Defaults, page B-59

## List of Profile Options

A *required* profile option requires a value. An *optional* profile option provides a default value, so you need to provide a value only if you want to change the value. In the List of Profile Options table, the following abbreviations are used in the *Required or Optional* column to show which products require each profile option.

- **PJF:** Oracle Project Foundation
- **PJC:** Oracle Project Costing
- **PJB::** Oracle Project Billing
- **PJP::** Oracle Project Portfolio Analysis
- **PJR::** Oracle Project Resource Management
- **PJT::** Oracle Project Management
- **PJL:** Oracle Project Collaboration

The following table lists the profile options that are used in Oracle Projects.

**List of Profile Options**

<b>Profile Option</b>	<b>Required or Optional</b>
Account Generator: Purge Runtime Data, page B-61	Optional
AR: Transaction Flexfield QuickPick Attribute, page B-62	Required for PJB
AR: Use Invoice Accounting For Credit Memos, page B-63	Required for PJB
eBTax: Allow Ad Hoc Tax Changes, page B-61	Optional
eBTax: Allow Override of Customer Exemptions, page B-62	Optional
eBTax: Allow Override of Tax Classification Code, page B-62	Optional
GL: Ledger Name, page B-63	Required
HR: Cross Business Group	Required
HR: Enable Security Groups	Required
HR: Security Profile	Required
MO: Default Operating Unit, page B-65	Optional
MO: Operating Unit, page B-65	Required
MO: Security Profile, page B-66	Optional
PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance, page B-39	Optional
PA: Allow Future-Dated People as Project Members, page B-11	Optional
PA: Allow Override of Budget Accounts, page B-1	Optional
PA: Allow Override of PA Distributions in AP/PO, page B-15	Optional
PA: Allow Project-Related Entry in Oracle Internet Expenses, page B-40	Optional
PA: Allow Time Entry of Negative Hours, page B-40	Optional

<b>Profile Option</b>	<b>Required or Optional</b>
PA: AP Discounts Interface Start Date (mm/dd/yyyy), page B-41	Optional
PA: AutoApprove Expense Reports, page B-40	Optional
PA: AutoApprove Timesheets, page B-41	Optional
PA: Availability Duration, page B-47	Required for PJR
PA: Availability / Overcommitment Calculation Period, page B-57	Required for PJR
PA: Canceled Assignment Status, page B-57	Required for PJR
PA: Canceled Requirement Status, page B-57	Required for PJR
PA: Canceled Requirement's Candidate Status, page B-58	Required for PJR
PA: Commit Size for Archive and Purge, page B-16	Optional
PA: Cost Distribution Lines Per Set, page B-16	Optional
PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation, page B-19	Optional
PA: Cross-Project User - Update, page B-50	Optional
PA: Cross-Project User - View, page B-52	Optional
PA: Days to Maintain BC Packets, page B-20	Optional
PA: Debug Log Directory, page B-24	Required for Allocations
PA: Debug Mode, page B-25	Optional
PA: Default Burden Schedule Type, page B-36	Optional
PA: Default Calendar, page B-58	Optional
PA: Default Expenditure Item Date for Supplier Cost, page B-41	Optional
PA: Default Expenditure Organization in AP/PO, page B-35	Optional

<b>Profile Option</b>	<b>Required or Optional</b>
PA: Default Public Sector, page B-36	Optional
PA: Default Starting Candidate Status, page B-58	Required for PJR
PA: Display Find Tasks, page B-11	Optional
PA: Display Terminated Employees: Number of Days, page B-23	Optional
PA: Enable Budget Integration and Budgetary Control Feature, page B-28	Optional
PA: Enable Business Messages on Time Entry, page B-44	Optional
PA: Enable Enhanced Period Processing, page B-20	Required
PA: Enable Long List of Resource LOVs, page B-33	Optional
PA: Enable Microsoft Excel Integration for Budgeting and Forecasting, page B-28	Optional
PA: Expenditure Items Per Set, page B-17	Optional
PA: Expense Report Invoices Per Set, page B-18	Optional
PA: Filled Requirement Status, page B-58	Required for PJR
PA: Global Week Start Day, page B-1	Optional
PA: Highlight Starting Tasks: Number of Days, page B-54	Optional
PA: Home Page Highlights: Number of Weeks, page B-54	Optional
PA: Interface Unreleased Revenue to GL, page B-50	Optional
PA: Invalid Resource Candidate Status, page B-58	Required for PJR
PA: Licensed to Use Project Billing, page B-29	Required for PJB
PA: Licensed to Use Project Collaboration, page B-29	Required for PJJ
PA: Licensed to Use Project Costing, page B-29	Required for PJC

<b>Profile Option</b>	<b>Required or Optional</b>
PA: Licensed to Use Project Management, page B-30	Required for PJT
PA: Licensed to Use Project Resource Management, page B-30	Required for PJR
PA: Log Summarization Statistics, page B-25	Optional
PA: Maintain Unbilled Receivables and Unearned Revenue Balances, page B-51	Optional
PA: No of Instances for Auto Invoice Master Program, page B-44	Optional
PA: Over- commitment Percentage, page B-47	Required for PJR
PA: Override Approver, page B-34	Optional
PA: Pay When Paid, page B-44	Optional for PJC
PA: Percentage of Resource Capacity, page B-47	Required for PJR
PA: Process MS Excel Data, page B-12	Optional
PA: Process MS Excel Data Threshold, page B-48	Optional
PA: Process Structure Updates, page B-12	Required for PJT
PA: Process Structure Updates Threshold, page B-48	Required for PJT
PA: Project Costing Installed, page B-31	Required for PJC
PA: Project Resource Job Group, page B-58	Optional
PA: Projects Per Set, page B-18	Optional
PA: Receivables Invoice Line UOM, page B-45	Required for PJB
PA: Report Separate Burden Transactions with Source Resources, page B-21	Required for PJC (allocations) and PJT
PA: Reporting Pack E-mail Sender Address, page B-49	Required
PA: Reporting Pack SMTP Server Address, page B-50	Required

<b>Profile Option</b>	<b>Required or Optional</b>
PA: Reporting Pack Worker Quantity, page B-50	Optional
PA: Require Assignment and Project Date Validation, page B-23	Optional
PA: Require Work Type Entry for Expenditures, page B-13	Optional
PA: Resource Utilization Calculation Method, page B-60	Optional
PA: Resource Utilization Period Type, page B-60	Optional
PA: Retain Existing Period Spread Values for Plan Duration Changes, page B-55	Optional
PA: Retirement Cost Processing Enabled, page B-21	Optional
PA: Selective Flexfield Segment for AutoAccounting, page B-15	Required
PA: Staffing Home Default Organization, page B-59	Optional
PA: Starting Assignment Status, page B-59	Required for PJR
PA: Starting Requirement Status, page B-59	Required for PJR
PA: Streamline Process Sleep Interval, page B-49	Optional
PA: Tab to Budget Matrix Comments Fields, page B-13	Optional
PA: Task Managers Must Be Project Members, page B-53	Optional
PA: Tasks to Display for Expenditure Entry, page B-34	Optional
PA: Team Home Page Layout, page B-55	Optional
PA: Transaction Billability Derived from Work Type, page B-22	Optional
PA: Transfer DFF with AP, page B-36	Optional
PA: Transfer DFF with PO, page B-45	Optional
PA: Upgrade Budget Types and Budget Versions, page B-31	Optional

<b>Profile Option</b>	<b>Required or Optional</b>
PA: Use Auto Invoice Master Program, page B-46	Optional
PA: Utilization Calculation Begin Date, page B-24	Optional
PA: Utilization Manager Default Calculation Method, page B-61	Optional
PA: Utilization Manager Default Period Type, page B-61	Optional
PA: View All Project Resources, page B-53	Optional
PA: Workplan Tasks Default View, page B-55	Optional
PJI: Debug Level, page B-66	Optional
PJI: Default Reporting Calendar Type, page B-37	Optional
PJI: Default Reporting Currency Type, page B-37	Optional
PJI: Global Start Date Override, page B-66	Optional
PJI: Number of Parallel Extraction Programs, page B-66	Optional
PJI: Organization Security Profile, page B-66	Required
PJI: Output Destination, page B-67	Required
PJI: Truncate PJI Summary Tables, page B-67	Optional
PJI: Use DBI Request Set Generator, page B-67	Optional
PJP: Default Discount Rate, page B-31	Optional
PJP: Financial Plan Type for Project Benefit, page B-32	Required for PJP
PJP: Financial Plan Type for Project Cost, page B-32	Required for PJP
PJP: Licensed to Use Project Portfolio Analysis, page B-32	Required for PJP
PJP: Nominate Risk from Investment Criteria, page B-32	Required for PJP



Profile Option	Required or Optional
PJP: Portfolio Organization Hierarchy, page B-32	Optional
PJP: Portfolio Selection Class Category, page B-33	Required
PSA: Budgetary Control Report Template, page B-67	Optional

See: Setting User Profile Options, *Oracle Applications System Administrator's Guide - Maintenance*.

\*Either the MO: Operating Unit profile option or the MO: Security Profile profile option is required. If the latter is defined, then the former will be ignored.

## Specify Profile Options

You use profile options to specify default values that affect system processes, system controls, and data entry. Your System Administrator needs to set up Oracle Projects profile options in the System Profile Values Window.

We recommend that you set up the Oracle Projects application level profile options that affect system processing.

You may want to review the default values for all Oracle Projects profile options and modify them according to your site's needs. This appendix contains detailed information about each profile option in Oracle Projects.

## Multi-Organization Considerations for Profile Options Values

In a multi-organization environment, you can confine a profile option value to a specific operating unit by defining the profile options at the responsibility level. You should review the following Oracle Projects system profile options to determine if you want to define responsibility-level profile option values:

- PA: Cross-Project User - Update
- PA: Cross-Project User - View
- PA: Debug Mode
- PA: Default Expenditure Organization in AP/PO
- PA: Default Public Sector

You can also set the profile option MO: Operating Unit to specify which operating unit a particular responsibility corresponds to. With the Multiple Organization Access Control feature, a responsibility can have access to data from two or more operating

units by defining a security profile with multiple operating units and assigning it to the MO: Security Profile profile option. You can set the MO: Default Operating Unit profile option to designate one of the operating units of the MO: Security Profile profile option as the default operating unit to ease transaction entry. For more details about implementing multiple organization support, see: *Multiple Organizations in Oracle Applications*.

## Related Topics

Updating Profile Options for Integration With Other Products, page B-67

Personal Profile Values Window, *Oracle Applications User's Guide*

Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

Common User Profile Option, *Oracle Applications User's Guide*

## Descriptions of Profile Option Categories and Profile Options

This section describes the profile options by category.

The tables in this section provide profile option information as follows:

- The Default column displays the default profile option value in italics or No Default if no default value is provided.
- The User Access column indicates if users can view or update the profile option.
- The System Administration: User, Responsibility, Application, and Site columns indicate at which levels the system administrator can update these profile options.

The key for these tables is:

- Update: Users can update the profile option.
- View Only: Users can view the profile option but cannot change it.
- No Access: Users cannot view or change the profile option value.

Use the Personal Profile Options window to view or set your profile options at the user level. You can consult the *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

## Accessibility Interaction Category

Profile options in the Accessibility Interaction category control user access to data. (Sys Admin = System Administration)

**Accessibility Interaction Generation Category**

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Allow Future-Dated People as Project Members	Yes	View Only	View Only	View Only	View Only	Update
PA: Display Find Tasks	No	Update	Update	Update	Update	Update
PA: Process MS Excel Data	Standard	Update	Update	No Access	No Access	Update
PA: Process Structure Updates	Standard	Update	Update	No Access	No Access	Update
PA: Require Work Type Entry for Expenditures	No	No Access	View Only	View Only	View Only	Update
PA: Tab to Budget Matrix Comments Fields	No	Update	Update	Update	Update	Update

**PA: Allow Future-Dated People as Project Members**

Specifies whether users can include future-dated employees as key members.

This profile option is optional. Available values are listed below:

**Yes** Default value is Yes. Users can include future-dated employees as key members.

**No** Users cannot include future-dated employees as key members.

**Internal name:** PA\_ALLOW\_FDE\_AS\_PM

**PA: Display Find Tasks**

Indicates whether to display the Find Tasks window when a user chooses Tasks in the Projects, Templates window.

This profile option is optional. Available values are listed below:

<b>Yes</b>	Tasks displays the Find Tasks window, and Oracle Projects automatically queries the top tasks (WBS Level = 1)
<b>No</b>	Tasks does not display the Find Tasks window
<b>(No value)</b>	Equivalent to No

**Internal name:** PA\_DISPLAY\_FIND\_TASKS

## PA: Process MS Excel Data

This profile option specifies whether Oracle Projects always performs the upload of financial plan lines from Microsoft Excel spreadsheets as an online step, or if uploads are performed online based on the row threshold setting specified by the profile option PA: Process MS Excel Data Threshold. The available values are:

<b>Standard</b>	Spreadsheet uploads are processed either online or as a concurrent program based on the row threshold value specified in the profile option PA: Process MS Excel Data Threshold.
<b>Online</b>	Spreadsheet uploads are always processed online.

You can set this profile option at the site level and at the user level. The default value is *Standard*.

**Internal name:** PA\_FP\_WEBADI\_DATA\_PRC\_MODE

## PA: Process Structure Updates

When you make a change to a project structure by adding tasks, deleting tasks, or rearranging the task hierarchy, you invoke the Process Updates action to synchronize the update of plan and actual data against the latest structure as displayed in the View Budget or View Forecast pages.

This profile option specifies whether Oracle Projects always performs project structure updates online, or if it can process project structure updates using a concurrent program when the total number of tasks exceeds a limit set in the PA: Process Structure Updates Threshold profile option.

**Note:** When you invoke the Process Updates action for a program structure, the updates are always performed concurrently.

This profile option is required if you are using Oracle Project Management. The available values are:

<b>Standard</b>	Structure updates are processed online based on the task
-----------------	--

threshold value specified in the profile option PA: Process Structure Updates Threshold. If the total number of tasks in the structure is less than or equal to the task threshold setting specified by the profile option PA: Process Structure Updates Threshold, the system processes the tasks online. If the number of tasks exceeds that task threshold, the system processes the tasks concurrently with the PRC: Process Structure Updates process.

**Online** Structure updates are always processed online.

You can set this profile option at the site level, and, optionally, at the user level. The default value is *Standard*.

**Internal name:** PA\_PROCESS\_WBS\_UPDATES

### PA: Require Work Type Entry for Expenditures

Determines whether work types are required for all expenditure items.

This profile option is optional. Available values for this profile option are:

**Yes** Work types are required for all expenditure items

**No** Work types are not required for all expenditure items

The default value for this option is No. If you change the profile option to Yes, you must perform the following to update the work type attribute for existing transactions:

1. Enter an amount type for all existing work types.
2. Define a work type for all existing project types.
3. Run the UPG: Upgrade Transaction Attributes concurrent request program. Using the work types define for project types, this program updates the work type attribute on the following entities:
  - Projects
  - Tasks
  - Expenditure Items

**Internal name:** PA\_EN\_NEW\_WORK\_TYPE\_PROCESS

### PA: Tab to Budget Matrix Comments Fields

Indicates how users navigate to the overflow (Change Reason / Comments / Descriptive Flexfield) region of the budget matrix window.

This profile option is optional. Available values are listed below:

<b>Yes</b>	User can tab to the overflow region.
<b>No</b>	User cannot tab to the overflow region. User may navigate to the overflow region by clicking on any of the fields there.
<b>(No value)</b>	Equivalent to No

**Internal name:** PA\_BUDGET\_MATRIX\_TAB\_ALLOWED

## Account Generation Category

Profile options in the Account Generation category enable you to override accounting FlexField values generated by Flexbuilder for project-related distributions in Oracle Payables and Oracle Purchasing. (Sys Admin = System Administration)

### *Account Generation Category*

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Allow Override of Budget Accounts	No	View Only	View Only	View Only	View Only	Update
PA: Allow Override of PA Distributions in AP/PO	Yes	No Access	Update	Update	Update	Update
PA: Selective Flexfield Segment for AutoAccounting	No Default	No Access	No Access	No Access	Update	No Access

### **PA: Allow Override of Budget Accounts**

Specifies whether users can manually override accounts generated by the Project Budget Account workflow process.

This profile option is optional. Available values are listed below:

<b>Yes</b>	Users can manually override accounts.
<b>No</b>	Users cannot override accounts.

**Internal name:** PA\_OVERRIDE\_BUDGET\_ACCOUNT

## PA: Allow Override of PA Distributions in AP/PO

Determines whether Oracle Purchasing and Oracle Payables pass user-entered account segment values to the Account Generator workflow. If you want to enable users to override generated accounts, then you must set this profile option to *Yes* and also set the *Replace Existing Value* attribute in the Account Generator workflow to *False*. The default value for the *Replace Existing Value* attribute is *False*.

This profile option is optional. Available values are listed below:

<b>Yes</b>	The user-entered values are passed to the workflow. The workflow may override these values if the <i>Replace Existing Value</i> attribute for the workflow is <i>True</i> .
<b>No</b>	The user-entered values are ignored and are not passed to the workflow.
<b>(No value)</b>	Equivalent to Yes

**Internal name:** PA\_ALLOW\_FLEXBUILDER\_OVERRIDES

## PA: Selective Flexfield Segment for AutoAccounting

Represents the segment number to be picked when building the flexfield select segment that queries the combination table. This is the most selective accounting flexfield segment to be used in AutoAccounting validation.

This profile option is required.

Set this profile option to the segment number to use. The segment number must start with 0.

For optimum performance, it is recommended that you set this value. The speed of the distribution processes can be dramatically affected by the setting of this profile option. You can achieve good results by choosing the most selective accounting flexfield segment to be used in AutoAccounting validation. This is the segment that has the least number of rows with the same value. If you change this profile setting, test it carefully before applying it.

**Internal name:** PA\_SELECTIVE\_FLEX\_SEG

## Batch Processing Size Category

Profile options in the Batch Processing Size category enable you to specify the size of batches used in processing data. (Sys Admin = System Administration)

### **Batch Processing Size Category**

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Commit Size for Archive and Purge	1000	No Access	Update			Update
PA: Cost Distribution Lines Per Set	No Default	No Access	No Access	No Access	Update	No Access
PA: Expenditure Items Per Set	No Default	No Access	No Access	No Access	Update	No Access
PA: Expense Report Invoices Per Set	No Default	No Access	Update	Update	Update	Update
PA: Projects Per Set	No Default	No Access	No Access	No Access	Update	No Access

#### **PA: Commit Size for Archive and Purge**

Use the profile option PA: Commit Size for Archive and Purge to control the batch size for archive and purge processes.

Indicates the number of records the system processes before it issues a commit while purging a project.

The default value is 1000 records. The system administrator can view and update the profile option at the site level or user level.

This profile option is optional.

**Internal name:** PA\_ARPUR\_COMMIT\_SIZE

See also: Commit Size in the Purge Project Data, *Oracle Projects Fundamentals*

#### **PA: Cost Distribution Lines Per Set**

Indicates the number of cost distribution lines to process in each set. This profile option affects the process PRC: Generate Cost Accounting Events.

A logical unit of work is performed on a set of cost distribution lines before the work is committed. For example, the PRC: Generate Cost Accounting Events process performs



the following tasks on a set of cost distribution lines before committing the set to the database:

- Processes the set through AutoAccounting
- Generates cost accounting events

You can choose any numeric value to set this profile option, as long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database accesses.

If you do not set this profile value, most of the processes use a default of 2000 cost distribution lines per set, but this value is operating system dependent.

This profile option is optional.

**Internal name:** PA\_NUM\_CDL\_PER\_SET

### **PA: Expenditure Items Per Set**

Indicates the number of expenditure items to process in each set. This profile option affects the following processes:

- PRC: Distribute Labor Costs
- PRC: Distribute Usage Costs
- PRC: Distribute Expense Report Adjustments
- PRC: Distribute Supplier Cost Adjustments
- PRC: Distribute Total Burdened Costs
- PRC: Generate Draft Revenue
- PRC: Compute Forecast Labor Revenue

A logical unit of work is performed on a set of expenditure items before the work is committed. For example, the PRC: Distribute Labor Costs process performs the following tasks on a set of expenditure items before committing the set to the database:

- Cost distributes the set
- Processes the set through AutoAccounting
- Creates cost distribution lines

You can choose any numeric value to set this profile option, as long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database accesses.

If you do not set this profile value, most of the processes use a default value of 500

expenditure items, but this value is operating system dependent. This default value is defined in the header file of each distribution process.

This profile option is optional.

**Internal name:** PA\_NUM\_EXP\_ITEMS\_PER\_SET

### **PA: Expense Report Invoices Per Set**

Indicates the number of expense report invoices (entered in Oracle Internet Expenses or Oracle Payables) for the process PRC: Interface Expense Reports from Payables to process in each set.

The set of expenditures is processed before the work is committed. For example, the PRC: Interface Expense Reports from Payables process does the following before committing the set to the database:

- Selects the invoices and invoice distribution lines
- Interfaces from Payables

**Values:** You can use any numeric value to set the profile option, as long as the value does not cause your system to exceed memory and database rollback segment sizes, and is large enough to avoid unnecessary database access. If you do not set a value, most processes use a default of 500, but the actual default value depends on the operating system.

This profile option is optional.

**Internal name:** PA\_NUM\_WEB\_EXP\_PER\_SET

### **PA: Projects Per Set**

Indicates the number of projects to process in each call to AutoAccounting. This profile option affects the following processes:

- PRC: Generate Revenue Accounting Events
- PRC: Interface Invoices to Receivables

This profile option affects the amount of memory allocated for processing the specified number of projects through AutoAccounting. A single logical unit of work is performed independently of this profile variable.

You can choose any numeric value to set this profile option, so long as it does not cause your system to exceed memory and database rollback segment sizes, and it is large enough to avoid unnecessary database accesses.

If you do not set this profile value, most of the processes use a default of 100 projects, but this value is operating system dependent.

This profile option is optional.

**Internal name:** PA\_NUM\_PROJECTS\_PER\_SET

## Costing Transactions - Processing Category

Profile options in this category enable you to specify the behavior of the costing processes. (Sys Admin = System Administration)

### *Cost Transactions - Processing Category*

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation	No	No Access	No Access	No Access	No Access	Update
PA: Days to Maintain BC Packets	3	View Only	View Only	View Only	View Only	Update
PA: Enable Enhanced Period Processing	No	View Only	View Only	View Only	View Only	Update
PA: Retirement Cost Processing Enabled	No	No Access	View Only	View Only	View Only	Update
PA: Report Separate Burden Transactions with Source Resources	No Default	View Only	View Only	No Access	View Only	Update
PA: Transaction Billability Derived from Work Type	No	No Access	View Only	View Only	View Only	Update

### **PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation**

When you modify burden schedules and recompile burden multipliers, Oracle Projects

identifies the existing transactions impacted by the changes and marks the items for reprocessing. You must reprocess the items by running the appropriate cost, revenue, and invoice processes.

When accounting for the adjusted cost, you can choose to reverse the original accounting entries and generate new ones for the adjusted cost, or you can choose to generate new accounting lines for the difference between the original and new burden cost amounts.

Use this profile option to select the accounting method that best fits your business needs.

This profile option is optional. Available values are listed below.

<b>Yes</b>	Oracle Projects creates incremental accounting lines to post the difference between the original and new burden cost amounts.
<b>No</b>	Oracle Projects reverses the original accounting lines and generates new lines to post the adjusted burden cost amounts. <i>No</i> is the default value.

You can update this profile option at the site level only.

**Internal name:** PA\_ENHANCED\_BURDENING

### PA: Days to Maintain BC Packets

Use this profile option to specify the number of days that the system maintains the results of transaction funds checks. The default value is 3.

This profile option is optional.

**Internal name:** PA\_MAINTAIN\_FC\_PACKETS

For more information, see: Setting Up Budgetary Controls, page 6-35.

### PA: Enable Enhanced Period Processing

Indicates whether enhanced period processing is enabled.

This profile option is defined at the site level, and a value is required.

Available values are listed below.

<b>Yes</b>	Enhanced period processing features are enabled in Oracle Projects.
<b>No</b>	Enhanced period processing features are not enabled.

Enhanced period processing is recommended.

**Internal name:** PA\_EN\_NEW\_GLDATE\_DERIVATION

**Important:** After you enable enhanced period processing, do not reset the profile option value to No. Enabling and disabling enhanced period processing features can result in accounting errors.

## PA: Report Separate Burden Transactions with Source Resources

You can use the PA: Report Separate Burden Transactions with Source Resources profile option to have Oracle Projects assign summary burden transaction expenditure items to the same resource class as their source raw cost expenditure items. This option enables you to assign both burden costs and their source raw costs to the same resource class for reporting purposes.

For example, for timecards, if you set the profile option to *Yes*, then Oracle Projects assigns both the labor raw cost expenditure items and the related summarized burden transaction expenditure items to the *People* resource class. Alternatively, if you set this profile option to *No*, then Oracle Projects assigns the raw cost expenditure items to the *People* resource class and the related summarized burden transaction expenditure items to the Financial Elements resource class. These assignments takes place because labor raw cost expenditure items have an expenditure type class of *Straight Time* and burden transaction expenditure items have an expenditure type class of *Burden Transaction*.

This profile option only affects transactions charged to projects where the *Burden Cost as Separate Expenditure Item* option is enabled for the project type.

**Note:** If you set this profile option to *Yes*, then you must modify the Burden Resource Extension to specify the attributes that Oracle Projects uses when it groups summary burden transactions. For additional information about this extension, see *Burden Resource Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

<b>Yes</b>	Oracle Projects maps summary burden transactions to the same resource class as their source raw cost transactions.
<b>No</b>	Oracle Project maps summary burden transactions to the Financial Elements resource class.
<b>(No value)</b>	Equivalent to No.

**Internal Name:** PA\_RPT\_BTC\_SRC\_RESRC

## PA: Retirement Cost Processing Enabled

This site-level profile option determines whether retirement cost processing windows and features are enabled in Oracle Projects.

This profile option is optional. The available values are listed below:

- Yes** You can access retirement cost processing windows and features.
- No** You cannot access retirement cost processing windows and features. This is the default value for this profile option.

If you enable retirement cost processing and you also use Oracle Assets *group asset* processing features, you can access all retirement cost processing features in Oracle Projects. However, if you do not use Oracle Assets group asset processing features, you can only use the retirement requests processing feature.

**Internal name:** PA\_RET\_COST\_PRC\_ENABLED

### PA: Transaction Billability Derived from Work Type

Determines whether a transaction is billable based on the assigned work type.

This profile option is optional. Available values are listed below:

- Yes** Transaction is billable based on the assigned work type
- No** Transaction is not billable based on the assigned work type

The default value for this option is No.

**Internal name:** PA\_TRXN\_BILLABLE\_WORK\_TYPE

## Date Defaults Category

Profile options in this category specify default dates. (Sys Admin = System Administration)

### Date Defaults Category

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Display Terminated Employees: Number of Days	No Default	Update	Update	Update	Update	Update
PA: Global Week Start Day	No Default	No Access	No Access	No Access	No Access	Update

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Require Assignment and Project Date Validation	Yes	Update	Update	No Access	No Access	Update
PA: Utilization Calculation Begin Date	No	No Access	No Access	No Access	No Access	Update

### PA: Display Terminated Employees: Number of Days

This profile option controls how many days after their termination employees continue to be included on a selection list of employees in the Transaction Control and Employee Bill Rate and Discount Overrides windows.

This profile option is optional.

**Internal name:** PA\_TERMINATED\_EMPLOYEE\_DAYS

### PA: Global Week Start Day

This profile option specifies the weekday that is recognized as the beginning of the week. Set this profile option at the site level. You can select any day of the week as the value for this profile option.

**Note:** Global weeks use the date of the first day of the defined week as the name of the period. For example, the name of the global week for the week of April 1st through the 7th or the year 2001 is 01-APR-2001.

This profile option is optional.

**Internal name:** PA\_GLOBAL\_WEEK\_START\_DATE

**Note:** Do not change the profile option definition after you have generated utilization. Also, do not change this profile option after you have run PRC: Maintain Project Resources, or created requirements and assignments.

### PA: Require Assignment and Project Date Validation

This profile option determines the start date and end date of a project requirement or assignment. You can set this profile option at the site level and at the user level.

This profile option is Optional. The available values are:

<b>Yes</b>	The project requirement or assignment start and end dates must be within the project transaction date range. This is the default value at the site level.
<b>No</b>	No validation is done
<b>Warning</b>	User is allowed to enter a date outside the project transaction date range, with a warning.

**Internal Name:** PA\_VALIDATE\_ASSIGN\_DATES

### PA: Utilization Calculation Begin Date

This profile option determines the calendar start date for a resource when you create a resource in Oracle Project Resource Management. Set the value of this profile option in the following format DD/MM/YYYY.

**Internal name:** PA\_UTL\_START\_DATE

## Debug Category

Profile options in this category control debug processing. (Sys Admin = System Administration)

### *Debug Category*

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Debug Log Directory	No	No Access	No Access	No Access	Update	Update
PA: Debug Mode	No	No Access	Update	Update	Update	No Access
PA: Log Summarization Statistics	No	Update	Update	Update	Update	Update

### PA: Debug Log Directory

The PA Step Down Allocations workflow (paauto.wft) uses this profile option. For more information, see: AutoAllocations, *Oracle Project Costing User Guide* and Setting Up Workflow for AutoAllocations, page 9-5.



When Oracle Projects carries out the PA Step Down Allocations workflow, Oracle Workflow writes debugging information to a directory. Use this profile option to specify the directory. The default directory is:

`/sqlcom/log`

**Important:** The `utl_file_dir` parameter in the `init.ora` file must be set to the same directory that is specified in the profile option. If the two do not match, the PA Step Down Allocation workflow will fail (return an exception).

This profile option is required if you are using the Allocations feature in Oracle Project Costing.

**Internal name:** `PA_DEBUG_LOG_DIRECTORY`

### PA: Debug Mode

Indicates if Oracle Projects reports and processes are run in debug mode. The debug mode enables a tracing feature and causes additional messages to be printed to the log file.

This profile option is optional. Available values are listed below:

<b>Yes</b>	System is operating in debug mode
<b>No</b>	System is operating in normal mode
<b>(No value)</b>	Equivalent to No

Oracle Projects predefines a value of *No* for this profile upon installation.

**Internal name:** `PA_DEBUG_MODE`

### PA: Log Summarization Statistics

Controls whether the system records the time required for the summarization processes to complete. The processes for which time is recorded are the Update Project Summary Amounts process (either for a single project or a range of projects) and the Refresh Project Summary Amounts process.

This profile option is optional. The available values are:

<b>Yes</b>	The system records time taken by the summarization processes.
<b>No</b>	The system does not record time taken by the summarization processes.
<b>(No Value)</b>	Equivalent to No

Oracle Projects predefines a value of *No* for this profile option upon installation.

If you are attempting to track performance of the summarization processes, set this profile option to *Yes*.

The system writes the performance statistics to the table PA\_ACCUM\_TXN\_TIME. You can use the scripts listed in the following table to query the table PA\_ACCUM\_TXN\_TIME for statistics. You need the concurrent request ID of the process to query the table.

The following table shows the script that you use to query each summarization process:

Summarization Process	Script
Update Project Summary Amounts	\$PA_TOP/admin/sql/paxacmpt.sql
Refresh Project Summary Amounts	\$PA_TOP/admin/sql/paxacrpt.sql

**Internal name:** PA\_LOG\_SUMM\_MODE

## Deployment - Licensing and Implementation Category

This category includes profile options that control access to products based on licensing or implementation options. (Sys Admin = System Administration)

### *Deployment - Licensing and Implementation Category*

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Enable Budget Integration and Budgetary Control Feature	No	Update	Update	View Only	View Only	Update
PA: Enable Microsoft Excel Integration for Budgeting and Forecasting	No	No Access	No Access	No Access	No Access	Update
PA: Licensed to Use Project Billing	No	View Only	View Only	View Only	View Only	Update

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Licensed to Use Project Collaboration	No	View Only	View Only	View Only	View Only	Update
PA: Licensed to Use Project Costing	No	View Only	View Only	View Only	View Only	Update
PA: Licensed to Use Project Management	No	View Only	View Only	View Only	View Only	Update
PA: Licensed to Use Project Resource Management	No	View Only	View Only	View Only	View Only	Update
PA: Project Costing Installed	No	No Access	No Access	No Access	No Access	View Only
PA: Upgrade Budget Types and Budget Versions	No	View Only	No Access	No Access	No Access	Update
PJP: Default Discount Rate	No Default	View Only	View Only	View Only	View Only	Update
PJP: Financial Plan Type for Project Benefit	No Default	View Only	View Only	View Only	View Only	Update
PJP: Financial Plan Type for Project Cost	No Default	View Only	View Only	View Only	View Only	Update
PJP: Licensed to Use Project Portfolio Analysis	No	View Only	View Only	View Only	View Only	Update

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PJP: Nominate Risk from Investment Criteria	No Default	View Only	View Only	View Only	View Only	Update
PJP: Portfolio Organization Hierarchy	No Default	View Only	View Only	View Only	View Only	Update
PJP: Portfolio Selection Class Category	No Default	View Only	View Only	View Only	View Only	Update

### PA: Enable Budget Integration and Budgetary Control Feature

This profile option controls whether the budgetary controls windows and processes are displayed and run. The default value is *No*.

**Note:** You must set the value to *Yes* to enable budgetary controls and budget integration in Oracle Projects.

This profile option is optional. Available values are listed below:

<b>Yes</b>	The budgetary control windows and processes are displayed.
<b>No</b>	The budgetary control windows and processes are <i>not</i> displayed.

**Internal name:** PA\_BC\_ENABLED

For more information, see: Setting Up Budgetary Controls, page 6-35.

### PA: Enable Microsoft Excel Integration for Budgeting and Forecasting

Indicates whether the WebADI product has been fully installed. If WebADI is installed, you can use Microsoft Excel to import and export budgets and forecasts.

No action is required to enable this profile. It is automatically delivered and enabled by the WebADI patch.

This profile option is optional. Available values are listed below:

<b>Yes</b>	Microsoft Excel is integrated with Projects for budgeting and forecasting.
------------	--

<b>No</b>	Microsoft Excel is not integrated with Projects for budgeting and forecasting.
-----------	--

<b>(No value)</b>	Equivalent to No
-------------------	------------------

**Internal name:** PA\_FP\_WEBADI\_ENABLE

### **PA: Licensed to Use Project Billing**

Indicates if Oracle Project Billing is licensed. This profile option is required in order to use Oracle Project Billing.

This profile option is required in order to use Oracle Project Billing. Available values are listed below:

<b>Yes</b>	In addition to Project Costing functions, Oracle Projects allows you to set up contract projects and perform all Project Billing functions.
------------	---

<b>No</b>	Only Oracle Project Costing functions are allowed. Oracle Project Billing functions cannot be used. This is the default value for this profile option.
-----------	--

<b>(No value)</b>	Equivalent to No
-------------------	------------------

**Internal name:** PA\_PROJECT\_BILLING\_INSTALLED

### **PA: Licensed to Use Project Collaboration**

Indicates if Oracle Project Collaboration is licensed. This profile option is required in order to use Oracle Project Collaboration. Available values are listed below:

<b>Yes</b>	Oracle Projects allows you to perform all Project Collaboration functions.
------------	--

<b>No</b>	Oracle Project Collaboration functions cannot be used. This is the default value for this profile option.
-----------	---

<b>(No value)</b>	Equivalent to No
-------------------	------------------

**Internal name:** PA\_PROJECT\_COLLABORATION\_INSTALLED

### **PA: Licensed to Use Project Costing**

Indicates if Oracle Project Costing is licensed. This profile option is required in order to use Oracle Project Costing. Available values are listed below:

<b>Yes</b>	Oracle Projects allows you to perform all Project Collaboration functions.
<b>No</b>	Oracle Project Collaboration functions cannot be used. This is the default value for this profile option.
<b>(No value)</b>	Equivalent to No

**Internal name:** PA\_PROJECT\_COLLABORATION\_INSTALLED

### **PA: Licensed to Use Project Management**

Indicates if Oracle Project Management is licensed. This profile option is required in order to use Oracle Project Management. Available values are listed below:

<b>Yes</b>	Oracle Projects allows you to perform all Project Management functions.
<b>No</b>	You cannot use Oracle Project Management functions. This is the default value for this profile option.
<b>(No value)</b>	Equivalent to No

**Internal name:** PA\_PROJECT\_MANAGEMENT\_INSTALLED

### **PA: Licensed to Use Project Resource Management**

Indicates if Oracle Project Resource Management is licensed. This profile option is required in order to use Oracle Project Resource Management. Available values are listed below:

<b>Yes</b>	Oracle Projects allows you to perform all Project Resource Management functions.
<b>No</b>	<p>You cannot use Oracle Project Resource Management functions. This is the default value for this profile option. If you change the profile option to Yes, you must perform the following to update the work type attribute for existing transactions:</p> <ol style="list-style-type: none"> <li>1. Enter an amount type for all existing work types.</li> <li>2. Define a work type for all existing project types.</li> <li>3. Run the UPG: Upgrade Transaction Attributes concurrent request program. Using the work types define for project types, this program updates the work type attribute on the following entities:</li> </ol>

- Projects
- Tasks
- Expenditure Items

(No value)

Equivalent to No

**Internal name:** PA\_PRM\_LICENSED

### PA: Project Costing Installed

Indicates whether or not Oracle Project Costing is installed. Oracle Projects sets this profile automatically and uses it internally to determine access to features and functions specific to Oracle Project Costing.

This profile option is view only. Available values are listed below:

**Yes** Oracle Project Costing is installed.

**No** Oracle Project Costing is not installed.

**Internal name:** PA\_PROJECT\_COSTING\_INSTALLED

### PA: Upgrade Budget Types and Budget Versions

This profile option determines whether Oracle Projects displays an *Upgrade* check box next to each budget type in the Budget Types window. The Upgrade check box enables you to select the budget types and corresponding budget versions that you want to upgrade to plan types and plan versions when you submit the UPG: Upgrade Budget Types and Budget Versions process.

This profile option is optional. The available values are listed below:

**Yes** The Upgrade check box is displayed.

**No** The Upgrade check box is not displayed.

This profile option is defined at the Site level only. The default value is *No*.

**Internal name:** PA\_FP\_UPGRADE\_BUDGETS

### PJP: Default Discount Rate

The discount rate for a project portfolio is the minimum acceptable rate of return on an investment. You can use this profile option to enter a default discount rate for project portfolios.

This profile option is required if you are using Oracle Project Portfolio Analysis.

**Internal name:** PJP\_DISCOUNT\_RATE

### **PJP: Financial Plan Type for Project Benefit**

This profile option identifies the financial plan type that is used by the system to calculate project benefits in Oracle Project Portfolio Analysis.

This profile option is required if you are using Oracle Project Portfolio Analysis.

**Internal name:** PJP\_FINANCIAL\_PLAN\_TYPE\_BENEFIT

### **PJP: Financial Plan Type for Project Cost**

This profile option identifies the financial plan type that the system uses to calculate project costs in Oracle Project Portfolio Analysis.

This profile option is required if you are using Oracle Project Portfolio Analysis.

**Internal name:** PJP\_FINANCIAL\_PLAN\_TYPE\_COST

### **PJP: Licensed to Use Project Portfolio Analysis**

Specifies if Oracle Project Portfolio Analysis is licensed.

This profile option is required if you are using Oracle Project Portfolio Analysis.

Available values are listed below:

<b>Yes</b>	Oracle Projects allows you to perform all Project Portfolio Analysis functions.
<b>No</b>	You cannot use Oracle Project Portfolio Analysis functions. This is the default value for this profile option.
<b>(No value)</b>	Equivalent to No

**Internal name:** PJP\_PRODUCT\_LICENSED

### **PJP: Nominate Risk from Investment Criteria**

Use this profile option to specify which strategic objective group is used by the system to evaluate risk.

This profile option is required if you are using Oracle Project Portfolio Analysis.

**Internal name:** PJP\_CRITERIA\_RISK\_CATEGORY

### **PJP: Portfolio Organization Hierarchy**

This profile option specifies the organization hierarchy that the system uses for your project portfolios.

**Note:** If you want to include projects in portfolios that are owned by child organizations, you must define a separate organization hierarchy



for project portfolios. See: Define Portfolio Organization Hierarchy, page 7-3.

This profile option is optional.

**Internal name: PJP\_ORGANIZATION\_HIERARCHY**

### **PJP: Portfolio Selection Class Category**

This profile option specifies the class category that makes projects eligible to be included in a project portfolio. You must select a class category that allows entry of only one class code for a project (or, in other words, which has the Allow 1 Code Only box selected for its definition in the Class Categories and Codes window)..

This profile option is required if you are using Oracle Project Portfolio Analysis. Available values are listed below:

**Internal name: PJP\_PORTFOLIO\_CLASS\_CATEGORY**

### **Forms Interaction Category**

Each of these profile options enables you to specify a default value or select a processing option in a user interface. (Sys Admin = System Administration)

#### ***Deployment - Forms Interaction Category***

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>System Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Enable Long List of Resource LOVs	No	Update	Update	Update	Update	Update
PA: Override Approver	No Default	No Access	Update	Update	Update	Update
PA: Tasks to Display for Expenditure Entry	All Tasks	Update	Update	Update	Update	Update

### **PA: Enable Long List of Resource LOVs**

Indicates whether you can enter reduction criteria when you query the Resource Name field in the Budget Lines window.

This profile option is optional. Available values are listed below:

<b>Yes</b>	Users can enter reduction criteria when they query the Resource Name field in the Budget Lines window.
<b>No</b>	All the resource names are displayed when users query the Resource Name field in the Budget Lines window.
<b>(No value)</b>	Equivalent to No
<b>Internal name:</b> PA_RL_LONG_LIST	

### PA: Override Approver

Indicates whether you can enter an overriding approver for timecards in Oracle Time and Labor. This profile option is optional.

This profile option is optional. Available values are listed below:

<b>Yes</b>	You can enter an overriding approver for timecards in Oracle Time and Labor.
<b>No</b>	You cannot enter an overriding approver for timecards in Oracle Time and labor.
<b>(No value)</b>	Equivalent to No

**Internal name:** PA\_ONLINE\_OVERRIDE\_APPROVER

### PA: Tasks to Display for Expenditure Entry

Indicates which tasks to display in the Task Number list of values when entering pre-approved expenditures in Oracle Projects, supplier invoices in Oracle Payables, and requisitions and purchase orders in Oracle Purchasing.

This profile option is optional. Available values are listed below:

<b>All Tasks</b>	Displays the entire WBS of the selected project
<b>Chargeable Tasks</b>	Displays only the chargeable tasks of the selected project
<b>Lowest Tasks</b>	Displays only the lowest tasks of the selected project

**Internal name:** PA\_TASKS\_DISPLAYED

### Organization Defaults Category

Each profile option in this category enables you to specify a default value for the organization in a specific processing area. (Sys Admin = System Administration)

### ***Organization Defaults Category***

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Default Expenditure Organization in AP/PO	No Default	Update	Update	Update	Update	Update

### **PA: Default Expenditure Organization in AP/PO**

Indicates the default expenditure organization for project-related information in Oracle Payables and Oracle Purchasing.

This profile option is optional. You can select any organization that has the classification *HR Organization*.

**Internal name:** PA\_DEFAULT\_EXP\_ORG

### **Other Defaults Category**

This category includes profile options that specify default values and that are not included in a function-specific category such as Staffing Defaults. (Sys Admin = System Administration)

### ***Other Defaults Category***

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Default Burden Schedule Type	Firm	No Access	No Access	No Access	No Access	Update
PA: Default Public Sector	No	No Access	No Access	No Access	No Access	Update
PA: Transfer DFF with AP	No	View Only	View Only	View Only	View Only	Update

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PJI: Default Reporting Calendar Type	No Default	No Access	No Access	No Access	No Access	Update
PJI: Default Reporting Currency Type	No Default	No Access	No Access	No Access	No Access	Update

### PA: Default Burden Schedule Type

Indicates the default burden schedule type when entering a standard burden schedule using the Burden Schedules form.

This profile option is optional. Valid values are listed below:

**Firm** Firm schedule type

**Provisional** Provisional schedule type

Oracle Projects predefines a value of *Firm* for this profile upon installation.

**Internal name:** PA\_IND\_RATE\_SCHEDULE\_TYPE

### PA: Default Public Sector

Indicates if a project is public sector when a user enters a project using the Projects form.

This profile option is optional. Available values are listed below:

**Yes** By default, any new project is public sector

**No** By default, any new project is not public sector

**(No value)** Equivalent to No

Oracle Projects predefines a value of *No* for this profile upon installation.

**Internal name:** PA\_DEFAULT\_PUBLIC\_SECTOR

### PA: Transfer DFF with AP

Specifies whether the process PRC: Interface Supplier Costs and the process PRC: Interface Expense Reports from Payables interface descriptive flexfield segments from Oracle Payables to Oracle Projects.

This profile option is optional. Available values are listed below:

<b>Yes</b>	Descriptive flexfield segments are interfaced.
<b>No</b>	Descriptive flexfield segments are not interfaced.
<b>(No value)</b>	Equivalent to No

**Internal name:** PA\_TRANSFER\_DFF\_AP

### **PJI: Default Reporting Calendar Type**

Use this profile option to control the default calendar type used to report financial performance amounts on status reports, Project List, Project Home, and all project performance reporting pages.

Available values are global, GL, and PA calendar types. If you do not select a value, financial amounts displayed use the global calendar type.

**Internal name:** PJI\_DEF\_RPT\_CAL\_TYPE

### **PJI: Default Reporting Currency Type**

Use this profile option to control the default currency type used to report financial performance amounts on status reports, Project List, Project Home, and all project performance reporting pages.

Available values are global, secondary global, project, and project functional currency types. If you do not select a value, financial amounts displayed use the project functional currency type.

**Internal name:** PJI\_DEF\_RPT\_CUR\_TYPE

## **Other Product Integration Category**

These profile options affect processing related to integrating Oracle Projects with other applications. (Sys Admin = System Administration)

### ***Other Product Integration Category***

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance	No	No Access	No Access	No Access	No Access	Update

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Allow Project-Related Entry in Oracle Internet Expenses	No Default	View Only	Update	Update	Update	Update
PA: Allow Time Entry of Negative Hours	No Default	View Only	Update	Update	Update	Update
PA: AutoApprove Expense Reports	No Default	View Only	Update	Update	Update	Update
PA: AutoApprove Timesheets	No Default	View Only	Update	Update	Update	Update
PA: AP Discounts Interface Start Date (mm/dd/yyyy)	01/01/1951	No Access	No Access	No Access	No Access	Update
PA: Default Expenditure Item Date for Supplier Cost	Source Document Exp Item Date	View Only	View Only	View Only	View Only	Update
PA: Enable Business Messages on Time Entry	No Default	View Only	No Access	No Access	Update	Update
PA: No of Instances for Auto Invoice Master Program	No Default	No Access	No Access	No Access	No Access	Update
PA: Pay When Paid	No	View Only	Update	Update	Update	Update
PA: Receivables Invoice Line UOM	No Default	No Access	View Only	View Only	View Only	Update

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Transfer DFF with PO	No	View Only	View Only	View Only	View Only	Update
PA: Use Auto Invoice Master Program	No Default	No Access	No Access	No Access	No Access	Update

### PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance

Determines whether a you can adjust receipt, receipt nonrecoverable tax, and exchange rate variance expenditure items in Oracle Projects when exchange rate variance exists and you convert journals to another currency. Conversion of journals to another currency happens in the following two situations:

- When you assign a reporting currency to a ledger
- When you assign a secondary ledger to a primary ledger, and the secondary ledger uses a different currency from the primary ledger

If you allow users to make adjustments in Oracle Projects to expenditure items that represent receipts, receipt nonrecoverable tax, or exchange rate variances, then Oracle Projects does *not* perform accounting for adjustments in the following ledgers:

- Reporting currency ledgers
- Secondary ledgers if the secondary ledger currency differs from the primary ledger currency

For additional information, see: Restrictions to Supplier Cost Adjustments, *Oracle Project Costing User Guide*.

**Note:** The profile option *PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance* does not affect your ability to adjust exchange rate variance expenditure items for period-end accruals.

This profile option is optional. You can set this profile option at the Site level and at the Organization level. Available values are listed below:

Yes	Adjustments are allowed.
No	Adjustments are not allowed.

(No value) Equivalent to No

**Internal name:** PA\_ALLOW\_RCV\_ERV\_ADJ\_WHEN\_JOURNAL\_CONVERT

### PA: Allow Project-Related Entry in Oracle Internet Expenses

Indicates whether a specified employee can enter project-related expenses (that is, expenses associated with a project and task) in Oracle Internet Expenses. You must also set the profile option OIE: Enable Projects to Yes or Required. For additional information, see: *Oracle Internet Expenses Implementation and Administration Guide*.

This profile option integrates with the project user procedure. See: AutoApproval Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

Available values are listed below:

<b>Yes</b>	The user can enter project-related expenses in Oracle Internet Expenses.
<b>No</b>	Employees can enter only those expenses that are not associated with a project and task. This is the default value.
(No value)	Equivalent to No

**Internal Name:** PA\_TIME\_EXP\_PROJ\_USER

### PA: Allow Time Entry of Negative Hours

Determines whether you can enter negative hours on timecards in Oracle Time & Labor.

This profile option is optional. Available values are listed below.

<b>Yes</b>	You can enter negative hours.
<b>No</b>	You cannot enter negative hours.
(No value)	Equivalent to No.

**Internal name:** PA\_SST\_ALLOW\_NEGATIVE\_TXN

### PA: AutoApprove Expense Reports

Indicates whether to automatically approve project-related expense reports submitted in Oracle Internet Expenses.

Available values are listed below:

<b>Yes</b>	Oracle Internet Expenses automatically approves project-related expense reports. You do not need to route or review your expense reports.
------------	---



**No** Expense reports require review and approval. This is the default value.

**(No value)** Equivalent to No

**Internal Name:** PA\_PTE\_AUTOAPPROVE\_ER

### **PA: AutoApprove Timesheets**

Indicates whether to automatically approve timecards submitted in Oracle Time & Labor.

Available values are listed below:

**Yes** Oracle Time & Labor automatically approves project-related timesheets. You do not need to route or review your timesheets.

**No** Timesheets require review and approval. This is the default value.

**(No value)** Equivalent to No

**Internal Name:** PA\_PTE\_AUTOAPPROVE\_TS

### **PA: AP Discounts Interface Start Date (mm/dd/yyyy)**

Indicates when Oracle Projects will begin retrieving and interfacing payment discounts from Oracle Payables. For example, if you specify a date of 01/01/2002, then Oracle Projects will retrieve discount amounts with an expenditure item date on or after January 1st, 2002.

The system assigns a default start date of 01/01/2051. You can enter a different date to override the default system value. Oracle Projects allows you to enter either a historical date or future date. If you enter a historical date, then the system will retroactively retrieve discount amounts from the specified date forward the next time you run the PRC: Interface Supplier Costs process. If you specify a future date, the process will begin interfacing discount amounts as of that date.

This profile option is optional.

**Internal name:** PA\_DISC\_PULL\_START\_DATE

### **PA: Default Expenditure Item Date for Supplier Cost**

This profile option enables you to specify the source for the expenditure item date. Oracle Projects uses this profile option when you run the process PRC: Interface Supplier Costs to determine the expenditure item date for Oracle Purchasing receipts, invoice payments, and discounts. In addition, Oracle Payables uses this profile option during the invoice match process, and when you enter unmatched invoices, to

determine the default expenditure item date for supplier invoice distribution lines. You can override the default expenditure item date for invoice distribution lines on the Invoice Workbench in Oracle Payables.

For additional information, see: *Interfacing Supplier Costs, Oracle Project Costing User Guide*.

This profile option is optional. Available values are listed below:

**Source Document Exp Item Date**      The following table shows the source of the default expenditure item date for each transaction type if you specify the value *Source Document Exp Item Date*.

**Profile Option Value: Source Document Exp Item Date**

Transaction Type	Date Source
Invoice, Matched	Purchase order expenditure item date
Invoice, Unmatched	Invoice date
	<b>Note:</b> A source expenditure item date does not exist for unmatched invoices.
Receipt	Purchase order expenditure item date
Payment	Invoice expenditure item date
Discount	Invoice expenditure item date

**Transaction Date**      The following table shows the source of the default expenditure item date for each transaction type if you specify the value *Transaction Date*.

**Profile Option Value: Transaction Date**

Transaction Type	Default Expenditure Item Date Source
Invoice, Matched	Invoice date
Invoice, Unmatched	Invoice date

Transaction Type	Default Expenditure Item Date Source
Receipt	Receipt date
Payment	Payment date
Discount	Payment date

**Transaction GL Date**      The following table shows the source of the default expenditure item date for each transaction type if you specify the value *Transaction GL Date*.

**Profile Option Value: Transaction GL Date**

Transaction Type	Default Expenditure Item Date Source
Invoice, Matched	Invoice GL date
Invoice, Unmatched	Invoice GL date
Receipt	Receipt GL date
Payment	Payment GL date
Discount	Payment GL date

**Transaction System Date**      The following table shows the source of the default expenditure item date for each transaction type if you specify the value *Transaction System Date*.

**Profile Option Value: Transaction System Date**

Transaction Type	Default Expenditure Item Date Source
Invoice, Matched	Invoice creation date
Invoice, Unmatched	Invoice creation date
Receipt	Receipt creation date

Transaction Type	Default Expenditure Item Date Source
Payment	Payment creation date
Discount	Payment creation date

**Internal Name:**PA\_AP\_EI\_DATE\_DEFAULT

### PA: Enable Business Messages on Time Entry

This profile option indicates whether Oracle Time & Labor displays a business message. If the profile option is set to *Yes*, then Oracle Time & Labor calls the Business Message Display client extension. For information about the Business Message Display client extensions, see *Oracle Time & Labor Implementation and User Guide*.

This profile option is optional. Available values are listed below.

**Yes** Oracle Time & Labor displays the custom business message field.

**Note:** This field displays a value only if the Business Message Display extension returns a value. Otherwise, the message field is empty.

**No** Oracle Time & Labor does not display the custom business message field.

**(No value)** Equivalent to No.

**Internal name:** PA\_SST\_ALLOW\_ENABLE\_BUS\_MSG

### PA: No of Instances for Auto Invoice Master Program

This profile option determines the number of instances that are passed as a parameter to the Auto Invoice Master Program. This profile option affects the PRC: Submit Interface Streamline Process concurrent program.

**Internal Name:** PA\_AR\_NUM\_INSTANCES

Transactions, *Oracle Receivables User Guide*

### PA: Pay When Paid

Set this optional profile option to Yes at the responsibility level if you are using the Oracle Project Costing feature of Supplier Payment Control. This enables you to control supplier payments on project work that you outsource using Pay When Paid as the

contract payment terms on your purchase order.

This profile option affects the PRC: Generate Draft Invoices and the PRC: Release Pay When Paid Holds concurrent programs. When generating draft invoices, the Generate Draft Invoices program automatically links supplier invoices on pay when paid holds to draft customer invoices. The Release Pay When Paid Holds program considers these linked supplier invoices, checks for payments received on corresponding customer invoices, and releases the hold on the supplier invoices.

Setting this profile option to Yes, enables you to manually link pay when paid supplier invoices to customer invoices and release holds from the Supplier Workbench and while reviewing invoices. It also enables you to track the submission status of supplier deliverables from the Supplier Workbench and release payment holds on supplier invoices against these deliverables.

Internal Name: PA\_PAY\_WHEN\_PAID

### **PA: Receivables Invoice Line UOM**

Indicates the unit of measure to use for all invoice lines interfaced from Oracle Projects and created in Oracle Receivables. Oracle Receivables requires a unit of measure for each invoice line. Oracle Projects creates each invoice line with a quantity of 1, a unit of the unit type you specify in your profile option, and an amount equal to the currency amount of the invoice line as it appears in Oracle Projects.

You need to define a unit of measure class before you define a unit of measure, because Oracle Receivables requires that you associate each unit of measure you define with a unit of measure class. Oracle Projects recommends that you define a unit of measure of *Each* or *EA* in Oracle Receivables for use with this profile. You must define a unit of measure and a unit of measure class before you can set this profile option. For detailed information, see *Unit of Measure Classes, Oracle Receivables Implementation Guide*.

If you are using Oracle Projects without Oracle Receivables, you do not need to set this profile. Oracle Projects uses the value *EA*.

You can choose from any unit of measure defined in Oracle Receivables.

This profile option is required if you are using Oracle Project Billing.

**Internal name:** PA\_AR\_INVOICE\_UOM

### **PA: Transfer DFF with PO**

Specifies whether the process PRC: Interface Supplier Costs interfaces descriptive flexfield segments from Oracle Purchasing to Oracle Projects.

This profile option is optional. Available values are listed below:

<b>Yes</b>	Descriptive flexfield segments are interfaced.
<b>No</b>	Descriptive flexfield segments are not interfaced.

(No value)

Equivalent to No

**Internal name:** PA\_TRANSFER\_DFF\_PO

### PA: Use Auto Invoice Master Program

This profile option specifies whether the concurrent program PRC: Submit Interface Streamline Processes calls the Auto Invoice Master Program. This profile option is optional. Available values are listed below:

**Yes**                      The PA: Submit Interface Streamline Processes concurrent program automatically calls the Auto Invoice Master Program.

**No**                        The PA: Submit Interface Streamline Processes concurrent program does not call the Auto Invoice Master Program.

**Internal Name:** PA\_AR\_MASTER\_INVOICE\_ENABLED

### Processing Threshold Category

These profile options enable you to specify time durations, minimum values, and maximum values that affect processing. (Sys Admin = System Administration)

#### *Processing Threshold Category*

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Availability Duration	2	View Only	View Only	View Only	View Only	Update
PA: Overcommitment Percentage	0	View Only	View Only	View Only	View Only	Update
PA: Percentage of Resource Capacity	100	View Only	View Only	View Only	View Only	Update
PA: Process MS Excel Data Threshold	1000	Update	Update	No Access	No Access	Update

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Process Structure Updates Threshold	50	View Only	No Access	No Access	No Access	Update
PA: Streamline Process Sleep Interval	60 seconds	No Access	No Access	No Access	Update	No Access

### PA: Availability Duration

Specifies how many years forward to calculate availability and overcommitment. Availability and overcommitment records are created from today's date through to the end of the specified time period.

For example, if you enter 2 as the value of this profile option, the availability and overcommitment of your resources is calculated from today to two years from today.

The stored availability and overcommitment information is used for display on the staffing pages, timelines, resource search results and overcommitment warnings.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_AVAILABILITY\_DURATION

### PA: Overcommitment Percentage

Specifies the maximum threshold of overcommitment.

For example, if you set this profile option to 10, resources are not considered overcommitted until their confirmed assignment hours exceed their capacity hours by 10% or more. With this setting, if a resource has a capacity of 40 hours per week, then the overcommitment threshold is 4 hours (40 hours \* 10% = 4 hours). At overcommitment beyond this number of hours (44), the resource is considered to be overcommitted, starting from the date they meet this criterion.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_OVERCOMMITMENT\_PERCENTAGE

### PA: Percentage of Resource Capacity

Specifies the minimum threshold of availability.

For example, if you set this profile option to 20, then resources are not considered available until their capacity hours exceed their confirmed assignment hours by 20% or more. With this setting, if a resource has a capacity of 40 hours per week, then the

available threshold is 8 hours (40 hours \* 20% = 8 hours). At availability beyond this number of hours (48), the resource is considered to be available, starting from the date they meet this criterion.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_RES\_CAPACITY\_PERCENTAGE

### PA: Process MS Excel Data Threshold

This profile option specifies a row threshold value. When you upload a Microsoft Excel spreadsheet for a financial plan and the profile option PA: Process MS Excel Data is set to *Standard*, Oracle Projects evaluates the number of rows in the spreadsheet. If the number of rows is less than or equal to the threshold value, then Oracle Projects processes the upload online. If the number of rows is greater than the threshold value, then Oracle Projects performs the upload as a concurrent program using the process PRC: Upload Financial Plan Data from Microsoft Excel.

The default value is 1000. You can set this profile option at the site level and at the user level as necessary to meet the processing requirements of your enterprise.

**Internal name:** PA\_FP\_WEBADI\_DATA\_PRC\_THSLD

### PA: Process Structure Updates Threshold

This profile option specifies a task threshold value. When you update a project structure -- by adding tasks, deleting tasks, or rearranging the task hierarchy -- and you then invoke the Process Updates action, the system determines whether PA: Process Structure Updates is set to *Standard* or *Online*.

If PA: Process Structure Updates is set to *Standard*, the system evaluates the number of tasks in the structure. If the number of tasks in the structure is less than or equal to the threshold value set in the PA: Process Structure Updates Threshold profile option, the system automatically processes the changes online. If the number of tasks exceeds the threshold value, the system processes the updates concurrently using the PRC: Process Structure Updates process.

If PA: Process Structure Updates is set to *Online*, the system always processes the updates online whenever you invoke the Process Updates action.

**Note:** When you update a program structure and invoke the Process Updates action, the system always processes the changes concurrently with the PRC: Process Structure Updates process.

The default value is 50 and is set at the site level only. You can override the default value.

This profile option is required for Oracle Project Management.

**Internal name:** PA\_PROC\_WBS\_UPD\_THRESHOLD



### PA: Streamline Process Sleep Interval

Indicates the number of seconds that the Streamline process sleeps before it checks the status of its child process.

You can choose any numeric value over 30 to set this profile. If you do not set this profile value, or use a value that is less than 30, a default value of 60 seconds is used. Oracle Projects predefines a value of 60 seconds for this profile upon installation.

This profile option is optional.

**Internal name:** PA\_STRMLN\_SLEEP\_INTERVAL

### Reporting Pack Processing Category

This category includes profile options that affect the processing of a reporting pack. (Sys Admin = System Administration)

#### *Reporting Pack Processing Category*

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Reporting Pack E-mail Sender Address	No	View Only	No Access	Update	Update	Update
PA: Reporting Pack SMTP Server Address	No	View Only	No Access	Update	Update	Update
PA: Reporting Pack Worker Quantity	Yes	View Only	No Access	Update	Update	Update

### PA: Reporting Pack E-mail Sender Address

This profile option indicates the e-mail address that you can contact for assistance if you experience problems with generating and distributing reporting pack. At the site level, you must enter a valid e-mail, preferably that of the system administrator in charge of the reporting pack feature, to ensure that the reporting pack concurrent program completes successfully.

**Internal name:** PA\_RP\_EMAIL\_SENDER

**PA: Reporting Pack SMTP Server Address**

This profile option determines the outgoing mail server that the reporting pack concurrent program must use to distribute the reporting pack. You must enter the name of the outgoing server at the site level to ensure that the program completes successfully.

**Internal name:** PA\_RP\_SMTP\_ADDRESS

**PA: Reporting Pack Worker Quantity**

This profile option determines the number of workers that the reporting pack concurrent program can use in parallel to efficiently generate and distribute the reporting pack. The default value is four. However, based on the number of reports being generated, you can optionally increase the value at the site level.

**Internal name:** PA\_RP\_WORKER\_QUANTITY

**Revenue Generation Category**

This category includes profile options that affect revenue processing. (Sys Admin = System Administration)

*Revenue Generation Category*

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Interface Unreleased Revenue to GL	No	View Only	No Access	Update	Update	No Access
PA: Maintain Unbilled Receivables and Unearned Revenue Balances	No	View Only	No Access	No Access	No Access	Update

**PA: Interface Unreleased Revenue to GL**

Indicates whether the process PRC: Generate Revenue Accounting Events generates accounting events for unreleased draft revenue. Oracle Subledger Accounting uses revenue accounting events to create the final accounting entries that it transfers to Oracle General Ledger.

This profile option is optional. Available values are listed below:

<b>Yes</b>	The process PRC: Generate Revenue Accounting Events generates accounting events for unreleased draft revenue.
<b>No</b>	The process PRC: Generate Revenue Accounting Events does <i>not</i> generate accounting events for unreleased draft revenue. This is the default value.
<b>(No value)</b>	Equivalent to No.

**Internal name:** PA\_INTERFACE\_UNRELEASED REVENUE

### PA: Maintain Unbilled Receivables and Unearned Revenue Balances

This profile option maintains unbilled receivables and unearned revenue balances. Choose *Yes* when you disable the interface revenue to GL option but want to maintain unbilled receivables and unearned revenue balances. The default value for this option is *No*. Set this profile at the site level.

This profile option is optional.

**Internal name:** PA\_UBR\_UER\_FLAG

### Security Category

This category includes profile options that control access to data. (Sys Admin = System Administration)

#### Security Category

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Cross-Project User - Update	No	No Access	No Access	Update	No Access	No Access
PA: Cross-Project User - View	Yes, at Site	No Access	Update	Update	No Access	Update
PA: Task Managers Must Be Project Members	No	Update	Update	Update	Update	Update
PA: View All Project Resources	No Default	Update	Update	Update	No Access	No Access

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
MO: Security Profile						

## PA: Cross-Project User- Update

Indicates if a responsibility allows cross-projectupdate access.

This profile option is optional. Available values are as listed below:

<b>Yes</b>	A holder of this responsibility can view and update any project
<b>No</b>	A holder of this responsibility can view and update only those projects for which the holder is assigned as a key member. A holder with cross-project view access can view information on any project, other than labor cost details. If users have access to the <i>Expenditure Inquiry: All</i> menu, this restriction does not apply and they will be able to view labor cost details.
<b>(No value)</b>	Equivalent to No

Oracle Projects predefines a value of *Yes* for this profile for the Project Billing Super User and Project Costing Super User responsibilities upon installation.

**Internal name:** PA\_SUPER\_PROJECT

## PA: Cross-Project User- View

Indicates if a user has cross-projectviewaccess.

This profile option is optional. Available values are listed below:

<b>Yes</b>	A user can view information on any project, other than labor cost details. If users have access to the <i>Expenditure Inquiry: All</i> menu, this restriction does not apply and they will be able to view labor cost details.
<b>No</b>	A user can view only those projects for which the user is assigned as a key member.
<b>(No value)</b>	Equivalent to No

Oracle Projects predefines a value of *Yes* for this profile option at the site level. By

default, a *Yes* setting at this level grants cross-project view access to all users. The site level value can be changed and/or overridden at the responsibility and user levels by a system administrator. If you do not have cross-project view access, you can only view projects where you have a key member role.

**Internal name:** PA\_SUPER\_PROJECT\_VIEW

**PA: Task Managers Must Be Project Members**

Determines whether task managers can only be selected from the subset of project members in an enterprise.

This profile option is optional. Available values are listed below:

<b>Yes</b>	Task managers must be members of project teams.
<b>No</b>	Task managers can be any employee in an enterprise.
<b>(No value)</b>	Equivalent to No

**Internal name:** PA\_TM\_PROJ\_MEMBER

**PA: View All Project Resources**

Indicates if *view all resources* access is granted.

This profile option is optional. Available values are shown below:

<b>Yes</b>	The user can view resource information for all resources in the enterprise. They can perform resource-related functions as granted for their responsibility.
<b>No</b>	The user can view resource information based on access granted for their responsibility.
<b>(No value)</b>	Equivalent to No

Oracle Projects predefines a value of *Yes* for this profile option only for the Project Super User responsibility. Otherwise, the default value is *No*.

You can update this profile option at the responsibility or user level.

**Internal name:** PA\_SUPER\_RESOURCE

**Note:** This profile option is generally reserved for super users who need cross-project and cross-organization access.

**Self-Service Interaction Category**

These profile options contain default values for self-service pages.

All of the profile options in this category are optional. (Sys Admin = System Administration)

#### **Self-Service Interaction Category**

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Highlight Starting Tasks: Number of Days	14	Update	Update	Update	No Access	No Access
PA: Home Page Highlights: Number of Weeks	2	View Only	View Only	View Only	View Only	Update
PA: Retain Existing Period Spread Values for Plan Duration Changes	No Default	Update	Update	Update	Update	Update
PA: Team Home Page Layout	No Default	Update	Update	Update	Update	Update
PA: Workplan Tasks Default View	Hierarchy	Update	Update	Update	Update	Update

#### **PA: Highlight Starting Tasks: Number of Days**

This profile option determines which tasks are highlighted as Upcoming in the Open and Upcoming Tasks region. You indicate how many days before the task start date to display tasks. The default value is 14 days.

**Internal name:** PA\_TASK\_PROGRESS\_START\_DUE

#### **PA: Home Page Highlights: Number of Weeks**

Specifies the number of weeks of future team activity to display in the Team Highlights table on the Project Home page.

**Internal name:** PA\_HOME\_HIGHLIGHTS\_WEEKS

### PA: Retain Existing Period Spread Values for Plan Duration Changes

Use this profile option to set a default value for the budgeting and forecasting option that enables you to select whether or not to retain existing period spread values when you change the duration of a plan line.

Available values are shown below:

<b>Yes</b>	The existing period spread values are retained when duration of a plan line changes.
<b>No</b>	The existing period spread values are redistributed when duration of plan line changes.
<b>(No Value)</b>	Equivalent to No

**Internal Name:** PA\_RETAIN\_SPREAD\_VALUES

### PA: Team Home Page Layout

Specifies which Team Member Home Page Layout is used for a responsibility and user.

The implementation team can set this profile option to specify the page layout used for each responsibility and user. If no page layout is defined for a responsibility or user, the Default Team Member Home Page Layout is used.

**Internal name:** PA\_TEAM\_HOME\_PAGELAYOUT

### PA: Workplan Tasks Default View

This profile option defines the default display view for workplan information on the Tasks page. Available values are shown below:

<b>Hierarchy</b>	The hierarchy view is the default view for task information. This view displays tasks in a hierarchical manner that makes it easy to see how summary tasks relate to subtasks.
<b>List</b>	The list view is the default view for task information. This view displays tasks as a list ordered according to outline level.
<b>Gantt</b>	The Gantt display view is the default view for task information. This view provides a graphic display of task information.

**Internal name:** PA\_WORKPLAN\_DEFAULT\_VIEW

### Staffing Defaults Category

These profile options contain default values for staffing functionality. (Sys Admin =

**Staffing Defaults Category**

<b>Profile Option</b>	<b>Default</b>	<b>User Access</b>	<b>Sys Admin: User</b>	<b>Sys Admin: Responsibility</b>	<b>Sys Admin: Application</b>	<b>Sys Admin: Site</b>
PA: Availability/ Over-commitment Calculation Period	WEEKLY	View Only	View Only	View Only	View Only	Update
PA: Canceled Assignment Status	None	No Access	View Only	View Only	View Only	Update
PA: Canceled Requirement Status	None	No Access	View Only	View Only	View Only	Update
PA: Canceled Requirement's Candidate Status	None	No Access	View Only	View Only	View Only	Update
PA: Default Calendar	No Default	View Only	View Only	View Only	View Only	Update
PA: Default Starting Candidate Status	None	No Access	View Only	View Only	View Only	Update
PA: Filled Requirement Status	None	No Access	View Only	View Only	View Only	Update
PA: Invalid Resource Candidate Status	None	No Access	View Only	View Only	View Only	Update
PA: Project Resource Job Group	No Default	View Only	View Only	View Only	View Only	Update
PA: Staffing Home Default Organization	No Default	View and Update	View and Update	View Only	View Only	View Only
PA: Starting Assignment Status	None	No Access	View Only	View Only	View Only	Update
PA: Starting Requirement Status	None	No Access	View Only	View Only	View Only	Update



## PA: Availability/Overcommitment Calculation Period

Determines whether the available hours for each resource are calculated on a daily or weekly basis.

This profile option is required if you are using Oracle Project Resource Management. Available values are:

**Daily** The number of confirmed hours and the number of capacity hours are compared for each day for each resource. If the number of capacity hours for the day exceed the number of confirmed hours for the day by more than the threshold percentage, then the resource is marked as available for that day.

**Weekly** The number of confirmed hours and the number of capacity hours are compared for each week for each resource.

Using the Weekly setting, a resource can be available on a daily basis and not get marked as available on a weekly basis. For example, if a resource with capacity of 40 hours (8 hours \* 5 days), has 30 confirmed hours over 3 days (10 hours \* 3 days), the resource is available for 16 hours on two days using the daily basis, but not on a weekly basis.

**Note:** Overcommitment calculation period is also done using this profile option. For an example refer to the discussion in *Determining Overcommitted Resources, Oracle Project Resource Management User Guide*.

**Internal name:** PA\_AVAILABILITY\_CAL\_PERIOD

## PA: Canceled Assignment Status

Specifies the status of an assignment when it is canceled.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_DEF\_CANCELED\_ASGMT\_STATUS.

## PA: Canceled Requirement Status

Specifies the status of a requirement when it is canceled.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_DEF\_CANCELED\_REQMT\_STATUS

**PA: Canceled Requirement's Candidate Status**

Specifies the candidate status when a candidate nomination is declined due to requirement cancellation.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_CNL\_REQ\_CAND\_STATUS

**PA: Default Calendar**

Indicates the default calendar for project templates, project assignments, and resources. You can select any defined calendar.

This profile option is optional.

**Internal name:** PA\_PRM\_DEFAULT\_CALENDAR

**PA: Default Starting Candidate Status**

Specifies the default status of all newly nominated candidates, except for system-nominated candidates.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_DEF\_START\_CAND\_STATUS

**PA: Filled Requirement Status**

Specifies the requirement status when the requirement is filled and becomes an assignment.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_DEF\_FILLED\_ASGMT\_STATUS

**PA: Invalid Resource Candidate Status**

Specifies the candidate status for a candidate whose nomination is declined because the candidate is no longer a valid resource in Oracle Project Resource Management.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_INV\_RES\_CAND\_STATUS

**PA: Project Resource Job Group**

Specifies the job group that is used for resource searches and to determine resource eligibility for the resource pool.

You can use the master job group as the project resource job group, but be aware that the master job group includes every job. If there are jobs that you do not want included in job searches (such as accounts payable jobs, administrative jobs, and human resource jobs that are not related to staffing projects) then you can set up a separate job group

specifically for searching. This job group should include all jobs that you want included in searches.

If your system is set up for cross business group access, you set this profile option once for the site. If you are using single business group access, set this profile option for each business group.

This profile option is optional.

**Internal name:** PA\_PROJ\_RES\_JOB\_GRP

### **PA: Staffing Home Default Organization**

Use the profile option PA: Staffing Home Default Organization to specify the default organization of the resources and requirements that a staffing manager will see on the Staffing Home page. Users can see resources and requirements for other organizations by using the Full list views from the Staffing Home page.

The setup of this profile option is optional. If you do not set this profile option, users will view on the Staffing Home page the resources and requirements belonging to only their own organizations. Staffing managers without resource authority over their own organizations will not see any resources on the Staffing Home page. Similarly, staffing managers without project authority over their own organizations will not see any requirements on the Staffing Home page. This profile option can only be set at the user level.

**Internal Name:**PA\_STAFF\_HOME\_DEF\_ORG

### **PA: Starting Assignment Status**

Specifies the default status of newly created assignments.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_START\_STAFFED\_ASGMT\_STATUS

### **PA: Starting Requirement Status**

Specifies the default status of newly created requirements.

This profile option is required if you are using Oracle Project Resource Management.

**Internal name:** PA\_START\_OPEN\_ASGMT\_STATUS

## **Utilization Defaults Category**

These profile options specify default values for the utilization feature. (Sys Admin = System Administration)

### Utilization Defaults Category

Profile Option	Default	User Access	Sys Admin: User	Sys Admin: Responsibility	Sys Admin: Application	Sys Admin: Site
PA: Resource Utilization Calculation Method	No Default	No Access	No Access	No Access	No Access	Update
PA: Resource Utilization Period Type	No Default	No Access	No Access	No Access	No Access	Update
PA: Utilization Calculation Begin Date	No	No Access	No Access	No Access	No Access	Update
PA: Utilization Manager Default Calculation Method	No Default	No Access	No Access	No Access	No Access	Update
PA: Utilization Manager Default Period Type	No Default	No Access	No Access	No Access	No Access	Update

### PA: Resource Utilization Calculation Method

This profile option determines the calculation method used when you access personal utilization on the Resource Details: Utilization page. Your choices are Capacity or Total Worked Hours.

**Note:** Individual resources cannot change the calculation method on the screen, only view data using this value.

**Internal name:** PA\_RES\_UTIL\_DEF\_CALC\_METHOD

### PA: Resource Utilization Period Type

This profile option determines the default period type used when you access personal utilization in the Resource Details: Utilization page. To report utilization by a choice of period types, you must first enable utilization and availability reporting, and additional period types on the Project Intelligence Setup page. For more information, see: Defining

Oracle Daily Business Intelligence for Projects Implementation Options., page 2-198.

**Internal name:** PA\_RES\_UTIL\_DEF\_PERIOD\_TYPE

### **PA: Utilization Manager Default Calculation Method**

This profile option determines the default utilization calculation method used when you access the Utilization by Organization workbook. The choices are Capacity or Total Worked Hours.

**Internal name:** PA\_ORG\_UTIL\_DEF\_CALC\_METHOD

### **PA: Utilization Manager Default Period Type**

This profile option determines the default period type used to report resource utilization for the organization when you access the Oracle Discoverer workbooks to view utilization by organization, resource manager, and resource, and when you access your personal utilization on the Resource Details: Utilization page. To report utilization by a choice of period types, enable additional period types on the Project Intelligence Setup page. For more information, see: Defining Oracle Daily Business Intelligence for Projects Implementation Options., page 2-198.

**Internal name:** PA\_ORG\_UTIL\_DEF\_PERIOD\_TYPE

## **Shared Profile Options**

This section lists profile options that Oracle Projects shares with other Oracle Applications.

### **Account Generator: Purge Runtime Data**

This profile option indicates whether to purge the data used to build account combinations as soon as the account generator has completed.

For best performance, set this profile option to No and then purge the runtime data in a separate operation. Setting the profile option to No retains (in the Oracle Workflow tables) the data used by the account generator to generate code combinations. To purge the data, run the Purge Obsolete Workflow Runtime Data program after the account generator process has executed successfully. The System Administrator can add this program to a request security group.

Setting this profile option to Yes purges the Oracle Workflow data as soon as the account generator has completed, but may slow the performance of the account generator.

**Internal name:** ACCOUNT\_GENERATOR:PURGE\_DATA

### **eBTax: Allow Ad Hoc Tax Changes**

Use this profile option to change tax rates and tax amounts for tax classification codes in

the Transactions window of Oracle Receivables.

**Internal name:** ZX\_ALLOW\_TAX\_UPDATE

## eBTax: Allow Override of Customer Exemptions

Use this profile option to override tax exemptions in Oracle Projects.

**Internal name:** ZX\_ALLOW\_TRX\_LINE\_EXEMPTIONS

## eBTax: Allow Override of Tax Classification Code

Use this profile option to override the default tax classification code on invoice lines in Oracle Projects.

**Internal name:** ZX\_ALLOW\_TAX\_CODE\_OVERRIDE

## AR: Transaction Flexfield QuickPick Attribute

Determines the Invoice Transaction Flexfield attribute to display in transaction lists of values throughout Oracle Receivables. This further identifies the invoice based on project information and is displayed under the Reference column in the lists of values.

You can set this profile to display any project information Oracle Projects passes to Oracle Receivables. For example, if you want to select invoices by project number in Oracle Receivables, leave this profile option set to the predefined default value of INTERFACE\_HEADER\_ATTRIBUTE1.

The segments that you can use from your Invoice Transaction Flexfield are shown in the following table:

Segment	Column
Project Number	INTERFACE_HEADER_ATTRIBUTE1
Draft Invoice Number	INTERFACE_HEADER_ATTRIBUTE2
Agreement Number	INTERFACE_HEADER_ATTRIBUTE3
Project Organization	INTERFACE_HEADER_ATTRIBUTE4
Project Manager	INTERFACE_HEADER_ATTRIBUTE5

**Internal name:** AR\_PA\_CODE

## **AR: Use Invoice Accounting For Credit Memos**

Choose whether you want to assign your credit memo to the same accounts assigned to the invoice you are crediting.

Oracle Receivables predefines this value as *Yes* at the site level. You must change this value to *No* for Oracle Projects invoices at the application level for Oracle Projects. AutoInvoice will reject Oracle Projects credit memos and write-offs if this profile option is not set to *No*.

Oracle Projects invoices must use the accounting transactions as determined by AutoAccounting in Oracle Projects to correctly debit and credit the unbilled receivables, unearned revenue, and write off accounts for credit memos and write offs.

**Internal name:** AR\_USE\_INV\_ACCT\_FOR\_CM\_FLAG

## **GL: Ledger Name**

Use this profile option to specify your ledger.

**Internal name:** GL\_SET\_OF\_BKS\_NAME

## **BIS: Enterprise Calendar**

Use this profile option to set up the project performance reporting feature and enable performance data to be reported by the enterprise calendar that you name and that you have defined in GL.

## **BIS: Period Type**

Use this profile option to set up the project performance reporting feature and enable performance data to be reported by the period type that you name for the enterprise calendar. For example, you may have periods in your enterprise calendar by week, month, quarter, or year.

## **BIS: Primary Currency**

Use this profile option to set up the project performance reporting feature and enable performance data to be reported by the global currency that you name.

## **BIS: Primary Rate Type**

Use this profile option to set up the project performance reporting feature and enable performance data to be reported by the rate type that you name. For example, you may have defined a corporate rate, an average daily rate, or an end of business day rate.

## BIS: Secondary Currency

Use this profile option to set up the project performance reporting feature and enable performance data to be reported by an additional global currency that you name.

## BIS: Secondary Rate Type

Use this profile option to set up the project performance reporting feature and enable performance data to be reported by the rate type that you name for the additional global currency. For example, you may have defined a corporate rate, an average daily rate, or an end of business day rate.

## BIS: Global Start Date

Use this profile option to set up the project performance reporting feature. Oracle Projects summarizes project performance reporting information for projects that are active as of the global start date. Please ensure that this date is on or after the start date of your enterprise calendar.

## BNE Upload Batch Size

Use this profile option to determine the number of records Oracle Web Applications Desktop Integrator sends to the database at one time when you upload records. The default value is 100. You can update this value to the batch size that optimizes upload time for your environment.

**Internal Name:** BNE\_UPLOAD\_BATCH\_SIZE

## HR: Cross Business Group

Use this profile option to define whether Single Business Group Access mode or Cross Business Group Access mode is used in your installation.

**Yes** Allows Cross Business Group Access.

**No** Allows only Single Business Group Access.

This is a required profile option, set by the System Administrator at the Site level. The default value is No. Because this profile option is set at the site level, it affects all business groups across the Oracle Applications database instance.

After the initial implementation, you can change the HR: Cross Business Group profile option from No to Yes, but not from Yes to No.

**Note:** If you change the value of this profile option from No to Yes, you must recreate the job defaults for each role. See: Role Definition, page 2-



**Internal name:** HR\_CROSS\_BUSINESS\_GROUP

For more information on Cross Business Group Access, see *Security, Configuring, Reporting and System Administration in Oracle HRMS*.

## HR: Enable Security Groups

Use this profile option to control whether you use security groups within security. Only change the default to Yes at the application level if your enterprise is using Cross Business Group Responsibility security. If you change the default to Yes, you must run the Enable Multiple Security Groups process.

**Internal name:** ENABLE\_SECURITY\_GROUPS

For more information on Cross Business Group Responsibility security, see *Security, Configuring, Reporting and System Administration in Oracle HRMS*.

## HR: Security Profile

Use this profile option to point your responsibility to a specific business group. You can see/update the profile at the responsibility and Site levels only.

**Internal name:** PER\_SECURITY\_PROFILE\_ID

## MO: Default Operating Unit

Use this profile option to specify the default operating unit option for a responsibility.

**Internal name:** DEFAULT\_ORG\_ID

**Important:** This option is valid only when MO: Security Profile profile option is set. If the MO: Security Profile profile option is not set, then the MO: Default Operating Unit profile option is redundant.

## MO: Operating Unit

Use this profile option to control which operating unit a particular responsibility corresponds to. See: *Multiple Organizations in Oracle Applications* and *MO: Default Operating Unit*.

**Internal name:** ORG\_ID

**Important:** The value for this option must not be set unless you have implemented multiple organization support.

**Note:** This profile option is maintained for backward compatibility and will be ignored once multiple organization access control feature is enabled by setting the MO: Security Profile profile option.

## MO: Security Profile

Use this profile option to provide multiple operating unit access to a responsibility. You can see and update the profile at the responsibility, site and user levels.

**Internal Name:** XLA\_MO\_SECURITY\_PROFILE\_LEVEL

## PJI: Debug Level

Use this profile option to control the minimum level (between 1 and 6) of details for debug messages. See: Daily Business Intelligence for Projects, *Oracle Daily Business Intelligence Implementation Guide*.

**Internal name:** PJI\_DEBUG\_LEVEL

## PJI: Global Start Date Override

Use this profile option to ensure that the global start date value for Oracle Projects project performance reporting is the same as that for Oracle Daily Business Intelligence for Projects. The global start date determines the date from which summarization of reporting data can begin. See: Daily Business Intelligence for Projects, *Oracle Daily Business Intelligence Implementation Guide*.

**Internal name:** PJI\_GLOBAL\_START\_DATE\_OVERRIDE

## PJI: Number of Parallel Extraction Programs

Use this profile option to control the number of processes (from 2 to 8) that the Load, Update, and Refresh Project and Resource Base Summaries concurrent programs can launch in parallel. See: Daily Business Intelligence for Projects, *Oracle Daily Business Intelligence Implementation Guide*.

**Internal name:** PJI\_EXTRACTION\_PARALLELISM

## PJI: Organization Security Profile

Use this profile option to control the projects for which the user can view data on project performance pages. See: Daily Business Intelligence for Projects, *Oracle Daily Business Intelligence Implementation Guide*.

**Internal name:** PJI\_SECURITY\_PROFILE\_LEVEL

## PJI: Output Destination

Use this profile option to control the location of generated log and output messages for Oracle Projects project performance reporting. See: Daily Business Intelligence for Projects, *Oracle Daily Business Intelligence Implementation Guide*.

**Internal name:** PJI\_OUTPUT\_DESTINATION

## PJI: Truncate PJI Summary Tables

Use this profile option to control the running of the Delete Project Intelligence and Performance Reporting Data and the Delete Project Performance Reporting Data concurrent programs. The delete processes clear the base summary of reporting data and the data viewed on project performance reporting pages. See: Daily Business Intelligence for Projects, *Oracle Daily Business Intelligence Implementation Guide*.

**Internal name:** PJI\_SUM\_CLEANALL

## PJI: Use DBI Request Set Generator

Use this profile option to control if the materialized view refresh for Daily Business Intelligence for Projects is done using the Request Set Generator or by running individual concurrent programs. See: Daily Business Intelligence for Projects, *Oracle Daily Business Intelligence Implementation Guide*.

**Internal name:** PJI\_USE\_DBI\_RSG

## PSA: Budgetary Control Report Template

Use this profile option to enable users to view funds check results from Oracle Purchasing and Oracle Payables after a funds check. You must select *Budgetary Control Results Template* as the value for this profile option.

**Internal name:** PSA\_BC\_REPORT\_TEMPLATE

## Profile Options for Integration With Other Products

When you implement integration with other Oracle Products, your System Administrator needs to update the following profile options in the System Profile Values Window. See: Setting User Profile Options, *Oracle Applications System Administrator's Guide*.

## Payables and Purchasing

- PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance
- PA: Allow Override of PA Distributions in AP/PO

- PA: Default Expenditure Item Date for Supplier Cost
- PA: Default Expenditure Organization in AP/PO
- PA: Expense Report Invoices Per Set

## **Receivables Only**

- PA: Receivables Invoice Line UOM
- AR: Use Invoice Accounting For Credit Memos
- AR: Transaction Flexfield QuickPick Attribute

## **General Ledger**

- GL: Ledger Name
- PA: Allow Override of Budget Accounts
- PA: Enable Budget Integration and Budgetary Control Feature
- PA: Days to Maintain BC Packets

## **Internet Expenses**

- PA: Allow Project-Related Entry in Oracle Internet Expenses
- PA: AutoApprove Expense Reports
- OIE: Approver Required
- OIE: Enable Approver
- OIE: Enable Projects

## **Oracle E-Business Tax**

- eBTax: Allow Ad Hoc Tax Changes
- eBTax: Allow Override of Customer Exemptions
- eBTax Allow Override of Tax Classification Code

## Oracle Time and Labor

- PA: Allow Time Entry of Negative Hours
- PA: AutoApprove Timesheets
- PA: Enable Business Messages on Time Entry
- PA: Override Approver

## Federal Financials

- FV: Federal Enabled

## ***Fremont Corporation: Setting Up Profile Options***

Fremont Corporation sets up the following profile options.

### ***Fremont Corporation Profile Options to Control Processing***

Fremont Corporation's implementation team sets the following profile options that affect Oracle Projects processing:

**Note:** These profile options are set at the application level, for the Oracle Projects application.

Profile Option	Value
PA: Expenditure Items Per Set	1000
PA: Cost Distribution Lines Per Set	2000
PA: Projects Per Set	500

### ***Fremont Corporation Profile Options for Integration***

To enable Oracle Projects to integrate with other applications, Fremont Corporation sets the profile options shown in the following table:

Option	Value	Comments
PA: Default Expenditure Organization in AP/PO	Fremont Corporation	
PA: Tasks to Display for Expenditure Entry	Chargeable Tasks	With this setting, the task list of values displays only chargeable tasks when users are entering expenditures online (pre-approved expenditures in Oracle Projects, purchase orders and requisitions in Oracle Purchasing, or supplier invoices in Oracle Payables)
PA: Receivables Invoice Line UOM	Each	(The unit of measure of <i>Each</i> is first defined in Oracle Receivables)
eBTax: Tax: Allow Ad Hoc Tax Changes	No	Prevents users from changing tax rates in the Transactions window in Oracle Receivables
eBTax: Allow Override of Customer Exemptions	No	Prevents users from overriding the default tax exemption on invoice lines in Oracle Projects
eBTax: Allow Override of Tax Classification Code	Yes	Allows users to override the default tax classification code on invoice lines in Oracle Projects
AR: Use Invoice Accounting For Credit Memos	No	
AR: Transaction Flexfield QuickPick	INTERFACE_HEADER_ATTRIBUTE1	Causes the project number to appear as the project attribute in QuickPicks in Oracle Receivables
GL: Ledger Name	Fremont Corporation	

## Related Topics

Personal Profile Values Window, *Oracle Applications User's Guide*

Overview of Setting User Profiles, *Oracle Applications System Administrator's Guide*

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## Implementation Options

This appendix describes implementation options that affect the operation of your Oracle Projects application.

This appendix covers the following topics:

- Implementation Options in Oracle Projects

### Implementation Options in Oracle Projects

After you implement other Oracle Applications to work with Oracle Projects, you can define Oracle Projects implementation options. The Implementation Options control how Oracle Projects interfaces data to other Oracle Applications, as well as other fundamental operating settings.

The implementation options also control cross-charging capability across operating units. Expenditures can be charged to a project in a different operating unit from the expenditure operating unit, as long as the two operating units are associated with a ledger, HR business group, and PA period type, and the Cross Charge option Allow Cross Charges to All Operating Units Within Legal Entity is enabled for that responsibility.

The Oracle Projects Implementation Options window contains the Operating Unit field which is mandatory. If the user has access to only one operating unit, that operating unit will appear in this field as the default value. If the user has access to multiple operating units, the list of values displayed in the Operating Unit field is based on the operating units associated with the MO: Security Profile.

The Oracle Projects implementation options include the following groups of options:

- System, page C-2
- Currency, page C-5
- Project Setup, page C-7

- Staffing, page C-9
- Expenditures/Costing, page C-10
- Billing, page C-13
- Cross Charge, page C-18
- Internal Billing, page C-19

## System Implementation Options

The system implementation options are described below.

### Ledger

If you are implementing Oracle Projects, then you must specify a ledger to tell Oracle Projects which ledger to use. Oracle General Ledger, Oracle Receivables, Oracle Payables, Oracle Purchasing, and Oracle Assets must also use this ledger. Specify the ledger you defined when you implemented Oracle General Ledger for Oracle Projects.

If your implementation of Oracle Projects is for multiple organizations, then Ledger is a display-only field. The Ledger is derived from the ledger associated with the operating unit defined in the Define Organization window in Oracle HRMS.

#### *Fremont Corporation Ledger Implementation Option*

Fremont Corporation uses only one ledger. To see a complete description of Fremont Corporation's ledger see: Fremont Corporation Ledger, page 2-22. The Ledger option for Fremont is shown in the following table:

Implementation Option	Value
Ledger	Fremont Corporation

### Business Group

Business Group is a display-only field. The value in this field depends on the value of the HR: Cross Business Group profile option. See: Profile Options in Oracle Projects, page B-1.

- If the value of the HR: Cross Business Group profile option is No, the business group field displays the business group assigned to the users responsibility using the HR: Security Profile profile option. See: Profile Options in Oracle Projects, page B-1.



- If the value of the HR: Cross Business Group profile option is Yes, the business group field displays the value *All*.

#### ***Fremont Corporation Business Group Implementation Option***

Fremont Corporation specifies the Fremont Corporation business group in Oracle Projects. Fremont's Business Group option setting is shown in the following table:

Implementation Option	Value
Business Group	Fremont Corporation

#### **Summarization Period Type**

Specify a summarization period type, which is used when updating project summary amounts.

Oracle Projects maintains summary amounts as follows:

- Period-to-Date Amounts (PTD)
- Prior Period Amounts (PP)
- Year-to-Date Amounts (YTD)
- Project or Inception-to-Date Amounts (ITD)

You specify whether to maintain the summary period-to-date values (Period-to-Date and Prior Period) by PA Period or GL Period.

#### ***Fremont Corporation Summarization Period Type Option***

Fremont Corporation summarizes amounts by PA Period, as shown in the following table:

Implementation Option	Value
Summarization Period Type	PA Period

#### **Calendar Name**

When you implement Oracle Projects, you can select the calendar used to maintain PA periods.

The default value of this option is the calendar assigned to your ledger. You can change the calendar setting during implementation only. You cannot change this value after

you copy your PA periods from General Ledger to Oracle Projects.

**Note:** If your PA and GL periods are identical and you intend to enable the Maintain Common PA and GL Periods implementation option, you must define your PA periods in the calendar assigned to your ledger.

## PA Period Type

Specify a Period Type, which is used to copy Project Accounting Periods from the calendar associated with the ledger. If you copy PA Periods from GL, Oracle Projects copies all of the periods of this Period Type to set up the PA Periods.

In a multiple organization environment, the PA Period Type is specified for each operating unit.

## Maintain Common PA and GL Periods

When this option is enabled, the system automatically maintains PA period statuses as you maintain the GL period statuses.

To use this option, the following conditions must be met:

- PA periods and GL periods must be defined in the same calendar.
- The PA period type must be the same as the period type defined for the Oracle General Ledger.
- Each of the PA periods and GL periods must have the same status.

**Important:** After you enable this option, you cannot disable it.

## Default Asset Book

Optionally, select a default asset book from the list of values. The value that you select for this field will be the default value for all project assets that you create. You can override the default value at the asset level. For more information, see: Asset Attributes, *Oracle Project Costing User Guide*.

## Default Reporting Organization Hierarchy

You specify an organization hierarchy and version to indicate which organization hierarchy you want Oracle Projects to use as the default reporting organization hierarchy. For more information on how Oracle Projects uses organizations, see: Organizations in Oracle Projects, *Oracle Projects Fundamentals*.

You specify a start organization to indicate which branch of your organization hierarchy you want Oracle Projects to recognize as the top of your hierarchy for reporting purposes. If you want to use your entire organization hierarchy, your top

organization (generally the business group) is the start organization.

For example, if you define your organization hierarchy with four divisions under the top organization, you can specify one division as the start organization. Oracle Projects consequently recognizes only that division and its subordinate organizations as its default reporting hierarchy.

- Version Number: 1
- Organization Name: Fremont Corporation

#### ***Fremont Corporation Default Reporting Organization Hierarchy***

Fremont Corporation's implementation team specifies *Oracle Projects* as the Default Reporting Organization Hierarchy

Fremont Corporation is the start organization, because Fremont uses Oracle Projects on a corporate-wide basis. In this case, Fremont Corporation is also the top organization and the business group, as shown in the following table:

Implementation Option	Value
Default Reporting Organization Hierarchy	Oracle Projects
Version Number	1
Start Organization	Fremont Corporation

#### **Related Topics**

Updating Project Summary Amounts, *Oracle Project Management User Guide*

Update Project Summary Amounts Process, *Oracle Projects Fundamentals*

#### **Currency Implementation Options**

The currency implementation options control the default values for the currency attributes that are used to calculate currency exchange rates.

When you are setting up your system, Oracle Projects does not require you to enter the currency implementation options. However, if you enter transactions in foreign currencies, the system needs these values to provide default values. If the required values are missing, anyone attempting to enter foreign currency transactions receives an error message.

The Exchange Rate Date Type and Exchange Rate Type you enter in this window determine the exchange rate Oracle Projects uses to convert foreign currency transactions to the functional currency.

## Functional Currency

This display-only field shows the functional currency of your company's ledgers.

In a multiple organization environment, the functional currency is the currency of the ledger assigned to the operating unit(s) associated with your login responsibility.

See Also: Oracle Applications Ledger, page 2-18

## Exchange Rate Date Type

Specify a default exchange rate date type for converting foreign currency transactions from the transaction currency to the functional and project currencies.

You select from the following exchange rate date types:

- PA Period Ending Date

If you select this option, Oracle Projects uses the PA period ending date for each transaction as the default exchange rate date when calculating the exchange rate.

If the PA period that includes the expenditure item date has an open status, the exchange rate date is the end date of that PA period. Otherwise, the exchange rate date is the end date of the next open PA period.

If you choose this option, the exchange rate is calculated as part of the cost distribution process, and no default date is displayed during expenditure entry.

See Also: PA Periods, page 2-40.

- Expenditure Item Date

If you select this option, Oracle Projects uses the transaction date as the default exchange rate date when calculating the functional and project currency exchange rates.

If you choose this option, the default date is displayed during expenditure entry.

**Note:** For expense reports, Oracle Projects supports only one set of functional currency attributes for the entire expense report.

Therefore, for either option, the functional currency exchange rate date calculation is based on the expenditure *ending* date, not the expenditure *item* date.

## Overriding Functional and Project Exchange Rate Dates

When you enter a project, you can optionally enter a default project exchange rate date at the project and/or lowest task level that overrides the Exchange Rate Date Type implementation option.

When you enter transactions, you can override both the functional and project currency exchange rate dates. For more information about overriding the exchange rate date, see:

Currency Conversion Attributes for Entered Transaction, *Oracle Project Costing User Guide* and Currency Conversion Attributes for Imported Transactions, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

**Important:** If you change the Exchange Rate Date Type implementation option after you have processed foreign currency transactions, you lose some of the audit trail of historic rate date types. The currency amount and rate date are stored for each transaction, but the rate date type is stored only at the implementation option level. The system does not store the method of determining the rate date for a transaction.

## Exchange Rate Type

Specify a default exchange rate type to be used for conversion of transactions from the transaction currency to the functional and project currencies. The Exchange Rate Type field is a mandatory field.

Select the exchange rate type from a list of valid conversion rate types. Conversion Rate Types are entered in Oracle General Ledger.

## Related Topics

Defining Conversion Rate Types, *Oracle General Ledger User's Guide*

## Project Setup Implementation Options

The project setup implementation options are described below.

### Project Numbering

You specify whether you want Oracle Projects to number projects automatically, or whether you plan to enter project numbers manually.

If you want Oracle Projects to number each project automatically upon creation, then specify a starting project number. Automatic project numbers are numeric; they do not contain letters or special characters and are sequentially numbered.

If you want to choose your own project numbers, or if want your project numbers to include both alphabetic and numeric characters, choose the manual project numbering method. Manual project numbers can be either alphanumeric or numeric.

**Note:** *Project templates* are always numbered *manually*. The Project Numbering implementation option does not affect how project templates are numbered.

### ***Fremont Corporation Project Numbering Implementation Option***

Fremont Corporation prefers alphanumeric, manually entered project numbers, as

shown in the following table:

Implementation Option	Value
Project Numbering Method	Manual
Project Number Type	Alphanumeric

If you already have alphanumeric project numbers, you can either continue entering alphanumeric project numbers manually, or you can switch from manual to automatic numbering. If you choose the latter, keep in mind that while your alphanumeric project numbers will always exist in their current form, Oracle Projects automatically generates all future project numbers using numbers only.

**Note:** In a multiple organization installation of Oracle Projects, project numbers (including project template numbers) are unique across operating units. When automatic project numbering is used, if a value is entered for next project number, the same number will be shown for all operating units that also use the automatic project numbering method.

### Project/Task Owning Organization Hierarchy

You assign a project/task owning organization hierarchy to the operating unit to control which organizations can own projects and tasks. To own projects and/or tasks in the operating unit, an organization must have all of the following characteristics:

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

#### ***Fremont Corporation Project/Task Owning Organization Hierarchy***

Fremont Corporation specifies the *Oracle Projects* organization hierarchy as the Project/Task Owning Organization.

*Fremont Corporation* is the start organization for organizations owning projects and tasks, as shown in the following table:

Implementation Option	Value
Project/Task Owning Organization Hierarchy	Oracle Projects
Version Number	1
Start Organization	Fremont Corporation

## Staffing Implementation Options

The staffing implementation options are described below.

### Candidate Score Weightings

Candidate score weightings enable you to define the level of importance of the availability, competencies, and job level of the resource when matched to the specifications of a requirement.

Users define these weighting values at the requirement level. Default values are displayed for a requirement if they have been defined for the project or project template. Default values for project template are entered in the implementation options.

You can enter default values for the following weightings:

- Competence Match Weightings
- Availability Match Weightings
- Job Level Match Weightings

For more information on candidate score weightings, see: *Candidate Score Weightings, Oracle Project Resource Management User Guide*

### Advertisements

Under Advertisement Action Set, enter the default advertisement rule.

### Full Time Equivalent Hours

The Full Time Equivalent specifies how many hours are equivalent to a day of work, and how many hours in a week are equivalent a week of work.

Full Time Equivalent is used to convert detailed schedule hours to a higher level of labor units in days or weeks, for management reporting. It is used in Oracle Project Resource Management for Discoverer reports and in the Oracle Project Intelligence reporting solution.

Different operating units can have a different definition of a working day. For example, a working day can be 8 hours in one operating unit, and 7 hours in another one.

## Expenditures/Costing Implementation Options

The expenditures and costing implementation options are described below.

### Expenditure Cycle Start Day

You specify an Expenditure Cycle Start Day to indicate the day your seven-day expenditure week begins. If you specify Monday as the expenditure cycle start day, the week ending date on all expenditures, including timecards and expense reports, is the following Sunday. You can choose any day of the week as your expenditure cycle start day.

#### *Fremont Corporation Expenditure Cycle Start Day Implementation Option*

Fremont Corporation's expenditure week begins on a Monday, as shown in the following table. Each timecard begins on a Monday and ends on a Sunday.

Implementation Option	Value
Expenditure Cycle Start Day	Monday

### Enable Overtime Calculations

You specify whether you want to use the Overtime Calculation program to calculate and charge overtime hours automatically.

You may need to customize the Overtime Calculation program if your business wants to use automatic overtime calculation.

#### *Fremont Corporation Enable Overtime Calculations Implementation Option*

Fremont Corporation uses automatic overtime calculation, as shown in the following table:

Implementation Option	Value
Enable Overtime Calculations	Enabled

### Import Contingent Worker Timecards with Purchase Order Integration

Enable this option if you want to import contingent worker labor costs from timecards. When you select this option, contingent workers can select a purchase order when they



enter timecards. Specifying a contingent worker purchase order on a timecard allows the labor cost to be imported via the timecard, and prevents interface of labor costs to Oracle Projects from supplier invoices that are associated with the purchase order.

**Important:** Changing the setting of this option after you enter contingent worker timecards, or after you match an invoice to a contingent worker purchase order and interface it to Oracle Projects, can cause data errors. These data errors can include double accounting of costs and failure to interface costs to Oracle Projects.

***Fremont Corporation Import Contingent Worker Timecards with Purchase Order Integration Implementation Option***

Fremont Corporation imports contingent worker labor costs from timecards, as shown in the following table:

Implementation Option	Value
Import Contingent Worker Timecards with Purchase Order Integration	Enabled

**Default Supplier Cost Credit Account**

Define a default supplier cost credit account. Oracle Projects credits the specified account when you adjust supplier cost and expense report expenditure items in Oracle Projects. See also: Accounting for Costs, page 3-41 and Generate Cost Accounting Events, *Oracle Projects Fundamentals*.

If you allow adjustments to supplier cost expenditure or expense report expenditure items in Oracle Projects, then you must either specify a default supplier cost credit account in Oracle Projects, or set up a rule to derive the account in Oracle Subledger Accounting.

***Fremont Corporation Default Supplier Cost Credit Account Implementation Option***

Fremont Corporation specifies the default supplier cost credit account shown in the following table.

Implementation Option	Value
Default Supplier Cost Credit Account	01-000-2500

**Interface Cost to GL**

If you want to send employee labor costs, contingent worker labor costs, usage costs,

inventory costs, WIP costs, miscellaneous costs, and burden costs to Oracle General Ledger, then you must enable the corresponding interface cost option. When you enable an interface cost option, Oracle Projects generates accounting events for that type of cost, and creates accounting for the accounting events in Oracle Subledger Accounting. Oracle Subledger Accounting is an intermediate step in the cost accounting flow between Oracle Projects and Oracle General Ledger. Oracle Subledger Accounting transfers the accounting entries to Oracle General Ledger.

Therefore, if you do not enable an interface cost option, then Oracle Projects does not generate cost accounting events for transactions of that type of cost. As a result, you cannot create accounting in Oracle Subledger Accounting and transfer the costs to Oracle General Ledger.

#### ***Fremont Corporation Interface Cost to GL Implementation Option***

Fremont Corporation wants to send accounting for all types of costs to Oracle General Ledger. The following table shows the setup for the options.

Implementation Option	Value
Interface Employee Labor Costs	Enabled
Interface Contingent Worker Labor Costs	Enabled
Interface Usage, Inventory, WIP, Miscellaneous and Burden Costs	Enabled

#### **Expenditure/Event Organization Hierarchy**

You assign an expenditure/event organization hierarchy to the operating unit to control which organizations have the following capabilities:

- incur expenditures
- own project events
- be assigned to a resource list as a resource

To incur expenditures, own events, or be assigned to a resource list, an organization must have the following characteristics:

- The organization must be in the expenditure/event organization hierarchy assigned to the operating unit.
- The organization must have the project expenditure/event organization classification enabled.

- The organization must be active as of the system date.

#### ***Fremont Corporation Expenditure/Event Organization Hierarchy Implementation Option***

Fremont Corporation specifies the *Oracle Projects* organization hierarchy as the Expenditure/Event Organization. *Administration* is the start organization for the organizations that have the following capabilities:

- Expenditure/Event Organizations can incur expenditures.
- Expenditure/Event Organizations can own project events.
- You can assign Expenditure/Event Organizations to a resource list as resources.

These implementation option values are shown in the following table:

Implementation Option	Value
Organization Hierarchy	Oracle Projects
Version	1
Start Organization	Administration

#### **Related Topics**

Creating Overtime, *Oracle Project Costing User Guide*

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Integrating with Oracle General Ledger, *Oracle Projects Fundamentals*

#### **Billing Implementation Options**

The billing implementation options are described below.

#### **Interface Revenue to GL**

If you want to send revenue to Oracle General Ledger, then you must enable the interface revenue option. When you enable the interface revenue option, Oracle Projects generates revenue accounting events and creates accounting for the accounting events in Oracle Subledger Accounting. Oracle Subledger Accounting is an intermediate step in the revenue accounting flow between Oracle Projects and Oracle General Ledger. Oracle Subledger Accounting transfers the accounting entries to Oracle General Ledger.

Therefore, if you do not enable the interface revenue option, then Oracle Projects does not generate revenue accounting events. As a result, you cannot create the accounting

and transfer the revenue to Oracle General Ledger.

#### ***Fremont Corporation Interface Revenue to GL Implementation Option***

Fremont Corporation wants send revenue to Oracle General Ledger. The following table shows the setup for the option.

Implementation Option	Value
Interface Revenue to GL	Enabled

## **Invoice Numbering**

### **Invoice Numbering Method**

You specify whether you want Oracle Projects to number invoices automatically, or whether you plan to enter invoice numbers manually.

### **Invoice Numbering Type**

Like manual project numbers, manual invoice numbers may be either alphanumeric or numeric. If you select Manual invoice numbering, you indicate whether you will use alphanumeric or numeric invoice numbers. If you select Automatic invoice numbering, Oracle Projects uses numeric numbering.

### **Next Number**

If you want Oracle Projects to automatically number each invoice, you specify a starting invoice number.

**Note:** In a multiple organization installation, invoice numbers are unique within an operating unit, not across operating units (unlike project numbers). If automatic invoice numbering method is selected, the next invoice number is operating unit-specific.

#### ***Fremont Corporation Invoice Numbering Implementation Option***

Fremont Corporation uses alphanumeric invoice numbers, as shown in the following table:

Implementation Option	Value
Invoice Numbering Method	Manual
Invoice Number Type	Alphanumeric

## Centralized Invoice Processing

You specify whether you want invoice processing to be centralized, or if you want Oracle Projects to process your invoices at the project invoice collection organization level.

By default, the Centralized Invoice Processing check box is enabled.

If you want all of the project invoices for the operating unit to be processed using the Oracle Projects seeded transaction types, leave the check box enabled.

With decentralized invoicing, you allow organizations to process their own invoice collections. See: *Implementing Decentralized Invoice Processing*, page 4-95.

### ***Fremont Corporation Centralized Invoice Processing Implementation Option***

In the Fremont Corporation, each division has its own cost center, and receivables are reported at the Division level. Fremont's implementation option settings for centralized invoice processing are shown in the following table:

Implementation Option	Value
Centralized Invoice Processing	(not enabled)

## Invoice Batch Source

You need to specify an invoice batch source in Oracle Projects before you can interface invoices to Oracle Receivables.

Oracle Projects provides a predefined batch source name *PROJECTS INVOICES*. You must select this batch.

### ***Fremont Corporation Invoice Batch Source Implementation Option***

Fremont Corporation specifies the *PROJECTS INVOICES* invoice batch source, as shown in the following table:

Implementation Option	Value
Invoice Batch Source	PROJECTS INVOICES

## Sales Credit Type

You use the Sales Credit Type to interface sales credit information to Oracle Receivables for project invoices.

Select the Sales Credit Type to specify the type of credit you want to allocate to

salespersons in Oracle Receivables for project invoices. If there is no credit receiver defined at the project level and Allow Sales Credit is enabled for the Invoice Batch Source, your project invoices will interface to receivables with the selected Sales Credit Type with the project manager as the default credit receiver. See also, Salespersons and Credit Types, page 4-97.

### **Customer Relationships**

You can control the ability to view and select related customers of the project customer for bill and ship to purposes at the operating unit level. The choices are:

- **Yes:** You can choose a Bill To and Ship To customer based on the project customer or a related customer defined in Oracle Receivables.
- **No:** You can choose a Bill to and Ship to customer of the project customer only.
- **All:** You can choose a Bill To and Ship To customer from any customer defined in Oracle Receivables.

The default value is No. You can change the option any time, but the change impacts only future customers and invoices.

### **Enable Multi-Currency Billing**

Check this box if you want to enter agreements, rate schedules, and add billing assignments to the project type in any currency.

### **Require Rate and Discount Reason**

Oracle Projects allows you to enter a reason for the rate or discount override to the standard bill rate schedules. Check this box if you want to require users to enter the rate and discount override reason.

### **Allow Bill Rate Override**

Check this box if you want to be able to override bill rates for all the projects in the operating unit.

### **Allow Bill Rate Discount Override**

Check this box if you want to be able to override the bill rate discount for all the projects in the operating unit. If this functionality is enabled, Oracle Projects allows you to override the project or task level discount percentages at the following levels:

- Employee
- Job
- Non-Labor Resource

- Requirement
- Assignment

### **Share Bill Rate Schedules Across Operating Units**

Check this box if you want to share bill rate schedules across operating units. This functionality allows an operating unit to share rate schedules from other operating units.

### **Allow Funding Across Operating Units**

Check this box if you want to fund projects across operating units. If you enable this functionality, the list of values for project number includes active projects that are associated with the agreement of the customer and that have:

- Multi-currency billing enabled at the project level
- Multi-currency billing disabled at project level and functional currency same as the agreement currency or
- Multi-currency billing enabled with funding currency selected as the invoice processing currency, and existing funding in a currency same as the agreement currency.

### **Account for Unbilled Retention**

To generate a different account for unbilled retention using the defined Unbilled Retention Account AutoAccounting rules, you must check this box. The unbilled retention is an asset account, separate from the unbilled receivable account, and tracks the total amount of withheld retention that has not been billed. If this feature is not enabled, Oracle Projects uses the Unbilled Receivable Account AutoAccounting rules when interfacing project invoices and retention invoices to Oracle Receivables.

**Note:** Only those projects created after Account for Unbilled Retention check box is enabled will derive the Unbilled Retention account using the Unbilled Retention Account function transaction when interfacing project invoices and retention invoices to Oracle Receivables.

### **Funding Revaluation Includes Gains and Losses**

Check this box if you want the funding revaluation process to include gains and losses. If you enable this functionality, you must implement the realized gain and loss function transactions and set up the AutoAccounting rules to reclassify the realized currency gain and loss accounts based on the new event type classifications.

If you do not enable this functionality, the revaluation process includes only the backlog

amount for revaluation.

**Note:** This option cannot be unchecked at this level if any of the project type level or project level Funding Revaluation includes Gains and Losses option is enabled.

### Require Credit Memo Reason

Enable this option if you require a user to select a credit memo reason when releasing canceled invoices, write-offs, and credit memos.

### Related Topics

Accounting for Revenue and Billing, page 4-55

Event Types, page 4-37

Defining Event Types, page 4-37

Defining Transaction Types for Invoice Processing, page 4-94

AutoAccounting, the Account Generator, and Subledger Accounting, page G-22

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

Integrating with Oracle General Ledger, *Oracle Projects Fundamentals*

Integrating with Oracle Receivables, *Oracle Projects Fundamentals*

Employee Bill Rates and Overrides, *Oracle Projects Fundamentals*

Job Bill Rate and Discount Overrides, *Oracle Projects Fundamentals*

Invoicing, *Oracle Project Billing User Guide*

Funding Revaluation, *Oracle Project Billing User Guide*

Retention, *Oracle Project Billing User Guide*

### Cross Charge

Use this window to define cross charge implementation options. Define cross charge implementation options for every operating unit that uses the cross charge feature (intercompany billing or borrowed and lent processing).

### Transfer Price Currency Conversion

**Exchange Rate Date Type:** Choose Expenditure Item Date or PA Date.

**Exchange Rate Type:** Specify the rate type that the system will use as the default for transfer price conversions.



### Cross Charges within Operating Unit

Select a method for processing cross charges within the operating unit.

- **None:** The system will not process intra-operating unit transactions for cross charge.
- **Borrowed and Lent:** The system creates borrowed and lent accounting entries only. The system does not generate invoices for transactions processed by borrowed and lent accounting.

### Allow Cross Charges to All Operating Units Within Legal Entity

To allow cross charges to all operating units within a legal entity:

1. Select the *Allow Cross Charges to all Operating Units within Legal Entity* check box.
2. Choose a default processing method for cross charge transactions across operating units within the legal entity.

**None:** The system will not process inter-operating unit transactions for cross charge.

**Borrowed and Lent:** The system creates borrowed and lent accounting entries only.

Oracle Projects uses the organization defined at Default Legal Context of the operating unit as the legal entity for cross charge processing.

### Internal Billing

Use this window to define internal billing implementation options.

For each operating unit that uses internal billing, you must set up Internal Billing implementation options as either a provider or receiver organization, or both.

### Provider for Internal Billing

If the current operating unit is a provider organization for internal billing, select the *Provider for Internal Billing* check box and complete the additional fields in this region.

### Supplier Name and Number

Enter the name and number of the supplier associated with the current operating unit.

### Invoice Numbering

Select an invoice numbering method:

**Manual:** To specify invoice numbers, select Manual, and then select Alphanumeric or Numeric numbering.

**Automatic:** To have the system generate the invoice numbers, select Automatic, and then enter a starting number to use for internal invoices.

#### Invoice Batch Source

For Invoice Batch Source, select PA Internal Invoices.

#### Reclassify Costs for Cross Charged Transactions

**Cost Accrual Projects:** Indicate how you want to reclassify cross charged costs for cost accrual projects (*Raw* or *Burdened*). Select *None* if you do not want to reclassify raw or burdened costs.

**Non Cost Accrual Projects:** Indicate how you want to reclassify cross charged costs for and non-cost accrual projects (*Raw* or *Burdened*). Select *None* if you do not want to reclassify raw or burdened costs.

#### Receiver for Internal Billing

If the current operating unit is a receiver organization for internal billing, select the *Receiver for Internal Billing* check box and enter the customer name and number to be associated with the current operating unit.

If you want to identify the project as a cost accrual project, use the Cost Accrual Identification extension. See: Cost Accrual Identification Extension, *Oracle Projects APIs, Client Extensions, and Open Interfaces Reference*.

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## Menus and Responsibilities

This appendix provides information about the predefined menus and responsibilities in Oracle Projects.

This appendix covers the following topics:

- Predefined Menus and Responsibilities in Oracle Projects

### Predefined Menus and Responsibilities in Oracle Projects

This appendix provides information about the predefined menus and responsibilities in Oracle Projects.

For information about setting up security using menus and responsibilities, see: Project and Organization Security, page 2-71.

### HTML Responsibilities

Oracle Projects provides predefined responsibilities for the HTML pages used in the Oracle Projects solution. Following are the predefined responsibilities. The abbreviation shown for each responsibility is used in the Predefined Menus and Functions table and in the HTML Responsibilities table.

- Project Super User (PSU)
- Project Administrator (PA)
- Operations Manager (OM)
- Project Manager (PM)
- Resource Manager (RM)
- Staffing Manager (SM)

- Team Member (TM)

## Predefined Menus and Functions

In the following table, the first two columns list the predefined menus and functions. The remaining columns indicate whether access to the menus and functions is granted to each of the predefined responsibilities.

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Project Delivery	Team Member Home	Yes	Yes	Yes	Yes			
Project Delivery	Project List	Yes	Yes	Yes	Yes			
Project Delivery	Create Project	Yes	Yes	Yes	Yes			
Project Delivery	Search Projects	Yes	Yes	Yes	Yes			
Project Delivery	Project Sets	Yes	Yes	Yes	Yes			
Project Delivery	Tasks	Yes	Yes	Yes	Yes			
Project Delivery	Actions	Yes	Yes	Yes	Yes			
Project Delivery	Issues	Yes	Yes	Yes	Yes			
Project Delivery	Change Documents	Yes	Yes	Yes	Yes			
Project Staffing	Open Requirements	Yes		Yes		Yes	Yes	
Project Staffing	Requirement Search	Yes		Yes		Yes	Yes	
Project Staffing	Scheduled Resource Hours Workbook	Yes		Yes		Yes	Yes	
Project Staffing	Available Resource Hours Workbook	Yes		Yes		Yes	Yes	
Project Staffing	Overcommitted Resource Hours Workbook	Yes		Yes		Yes	Yes	

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Project Staffing	Team Role Details Workbook	Yes		Yes		Yes	Yes	
Project Staffing	Required Project Hours Workbook	Yes		Yes		Yes	Yes	
Project Resources	Resources	Yes		Yes		Yes	Yes	
Project Resources	Resource Search	Yes		Yes		Yes	Yes	
Project Resources	Organization Competence Summary Workbook	Yes		Yes		Yes	Yes	
Project Resources	Resource Competencies Workbook	Yes		Yes		Yes	Yes	
Utilization	Organization Utilization	Yes		Yes		Yes		
Utilization	Resource Utilization	Yes		Yes		Yes		
Operations Management	Project Requests	Yes		Yes				
Operations Management	Project Pipeline Workbook	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Account Balance by Project and Cost Center	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Account Transaction Details by Project	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Project Balance by Project	Yes		Yes				

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Unbilled Receivable, Unearned Revenue Reports	Project Balance by Project and Cost Center	Yes		Yes				
Unbilled Receivable, Unearned Revenue Reports	Project Transaction Details by Project	Yes		Yes				
Expenditure Entry Using Microsoft Excel	Uncosted Labor Transactions	Yes						
Expenditure Entry Using Microsoft Excel	Uncosted Non-Labor Transactions	Yes						
Expenditure Entry Using Microsoft Excel	Costed Transactions	Yes						
Expenditure Entry Using Microsoft Excel	Accounted Transactions	Yes						
Supplier	Payment Control	Yes			Yes			
Setup	Advertisement Rules	Yes						
Setup	Control Item Types	Yes						
Setup	Financial Plan Types	Yes						
Setup	Lifecycles	Yes						
Setup	Organization Role Mapping	Yes						
Setup	Organization Roles	Yes						
Setup	Page Layouts	Yes						
Setup	Person Role Mapping	Yes						
Setup	Probability Mapping	Yes						

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Setup	Project Templates	Yes						
Setup	Report Types	Yes						
Setup	Status Report Reminder Rules	Yes						
Setup	Status Report Sections	Yes						
Setup	Task Types	Yes						
Setup	Team Templates	Yes						
Setup	Microsoft Project Integration Installation	Yes						
Workflow Notifications	Workflow Notifications	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Project Administrator	Resource Search		Yes					
Project Manager	Resource Search				Yes			
Project Manager	Team Role Details Workbook				Yes			
Project Manager Reporting Pack	Reporting Pack List	Yes						
Project Manager Reporting Pack	Create Reporting Pack	Yes						
Staffing Manager	Staffing Home				Yes			
Team Member	Team Member Home							Yes
Team Member	Project List							Yes

Menu	Function	PSU	PA	OM	PM	RM	SM	TM
Team Member	Search Projects							Yes
Team Member	Tasks							Yes
Team Member	Project Sets							Yes
Team Member	Actions							Yes
Team Member	Issues							Yes
Team Member	Change Documents							Yes
Team Member	Personal Schedule and Profile							Yes
Team Member	Personal Requirement Search							Yes
Team Member	Personal Utilization							Yes
Team Member	Resource Search							Yes

### HTML Responsibilities: Additional Menus for Security and Tab Displays

The following table lists the additional menus for controlling security and tab display. A column for each predefined responsibility shows which responsibilities are granted access to each menu.

Menu	PSU	PA	OM	PM	RM	SM	TM
Project Manager Role Menu	Yes	Yes		Yes		Yes	
Resource Pool Role Menu	Yes	Yes	Yes	Yes	Yes		
Project Authority Menu	Yes						



Menu	PSU	PA	OM	PM	RM	SM	TM
Resource Authority Menu	Yes						
Utilization Authority Menu	Yes						
Forecast Authority Menu	Yes						
ASF_OPPORTUNITY_MAIN	Yes		Yes				
PA_MY_PROJ_DISPLAY_MAIN_MENU	Yes	Yes	Yes	Yes		Yes	Yes
PA Global Menu	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Project Tab Menu	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Projects: Project Sets: Sets as Shared				Yes			
Team Member Role Menu							Yes

### Project Portfolio Analysis Roles

There are three roles used specifically to restrict access for Project Portfolio Analysis:

- Portfolio Owner
- Portfolio Analyst
- Portfolio Approver

The following table shows the default functions granted to each Project Portfolio Analysis role:

Function	Portfolio Owner	Portfolio Analyst	Portfolio Approver
View Portfolio	Yes	Yes	Yes
Update Portfolio	Yes	Yes	
Initiate Planning cycle	Yes	Yes	
Collect Projects	Yes	Yes	
Develop Scenarios	Yes	Yes	
Approve Plan	Yes		Yes

## Forms Responsibilities and Functions

Following are the predefined responsibilities for accessing the Oracle Applications Framework forms used in Oracle Projects. The abbreviation shown for each responsibility is used in the Predefined Menus, Forms, and Functions table.

- Projects Implementation Super User (PISU)
- Project Billing Super User (PBSU)
- Project Costing Super User (PCSU)
- Project Manager (PM)

## Predefined Menus, Forms, and Functions

In the following table, the first column lists the predefined menus, forms, and functions. The remaining columns indicate whether access is granted to each of the predefined responsibilities.

Form: Function	PISU	PBSU	PCSU	PM
Projects	Yes	Yes	Yes	Yes
Projects Page Layout Functions	Yes	Yes	Yes	Yes
Budgets	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Expenditures: Pre-Approved Batches: Enter	Yes	Yes	Yes	
Expenditures: Pre-Approved Batches: Review	Yes	Yes	Yes	
Expenditures: Transaction Import: Import	Yes	Yes	Yes	
Expenditures: Transaction Import: Review	Yes	Yes	Yes	
Expenditures: Expenditure Inquiry: Project	Yes	Yes	Yes	Yes
Expenditures: Expenditure Inquiry: All	Yes	Yes	Yes	
Transaction Funds Check Results	Yes	Yes	Yes	
Allocations: Allocation Rules	Yes	Yes	Yes	
Allocations: Allocations Review	Yes	Yes	Yes	
Allocations: AutoAllocations: Workbench	Yes	Yes	Yes	
Allocations: AutoAllocations: View Status	Yes	Yes	Yes	
Capital Projects	Yes	Yes	Yes	
Billing: Agreements	Yes	Yes		
Billing: Control Billing by Top Task	Yes	Yes		
Billing: Events: Project	Yes	Yes		
Billing: Events: All	Yes	Yes		

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Billing: Revenue Review	Yes	Yes		
Billing: Invoice Review	Yes	Yes		Yes
Billing: Funding Inquiry	Yes	Yes		Yes
Billing: Retention Inquiry	Yes	Yes		Yes
Project Status: Project Status Inquiry	Yes	Yes	Yes	Yes
Project Status: Percent Complete	Yes	Yes	Yes	Yes
Subledger Accounting Inquiry: Accounting Events	Yes	Yes	Yes	
Subledger Accounting Inquiry: Journal Entries	Yes	Yes	Yes	
Subledger Accounting Inquiry: Journal Entry Lines	Yes	Yes	Yes	
Project Administration: Mass Update Batches	Yes	Yes	Yes	
Project Administration: Purge Product Data			Yes	
Setup: Projects: Roles	Yes	Yes	Yes	
Setup: Projects: Role Lists	Yes	Yes	Yes	
Setup: Projects: Classifications	Yes	Yes	Yes	
Setup: Projects: Service Types	Yes	Yes	Yes	
Setup: Projects: Customer Relationships	Yes	Yes	Yes	
Setup: Projects: Customer Contact Types	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Projects: Probability Lists	Yes	Yes	Yes	
Setup: Projects: Project Priorities	Yes	Yes	Yes	
Setup: Projects: Project Types	Yes	Yes	Yes	
Setup: Projects: Project Templates	Yes	Yes	Yes	
Setup: Staffing: Staffing Priorities	Yes	Yes	Yes	
Setup: Staffing: Candidate Status Change Reasons	Yes	Yes	Yes	
Setup: Workplan and Progress: Task Priorities	Yes	Yes	Yes	
Setup: Workplan and Progress: Work Items	Yes	Yes	Yes	
Setup: Workplan and Progress: Change Reasons	Yes	Yes	Yes	
Setup: Issue and Change: Control Item Priorities	Yes	Yes	Yes	
Setup: Issue and Change: Effort Levels	Yes	Yes	Yes	
Setup: Issue and Change: Source Types	Yes	Yes	Yes	
Setup: Budgets: Budget Types	Yes	Yes	Yes	
Setup: Budgets: Change Reasons	Yes	Yes	Yes	
Setup: Budgets: Forecast Adjustment Reasons	Yes	Yes	Yes	
Setup: Budgets: Entry Methods	Yes	Yes	Yes	
Setup: Budgets: Resource Lists	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Expenditures: Expenditure Categories	Yes	Yes	Yes	
Setup: Expenditures: Revenue Categories	Yes	Yes	Yes	
Setup: Expenditures: Expenditure Types	Yes	Yes	Yes	
Setup: Expenditures: Non-Labor Resources	Yes	Yes	Yes	
Setup: Expenditures: Transaction Sources	Yes	Yes	Yes	
Setup: Expenditures: Rate Schedules	Yes	Yes	Yes	
Setup: Costing: Labor: Cost Multipliers	Yes	Yes	Yes	
Setup: Costing: Labor: Labor Costing Rules	Yes	Yes	Yes	
Setup: Costing: Labor: Organization Labor Costing Rules	Yes	Yes	Yes	
Setup: Costing: Labor: Labor Costing Overrides	Yes	Yes	Yes	
Setup: Costing: Burden: Bases	Yes	Yes	Yes	
Setup: Costing: Burden: Cost Codes	Yes	Yes	Yes	
Setup: Costing: Burden: Structures	Yes	Yes	Yes	
Setup: Costing: Burden: Schedules	Yes	Yes	Yes	
Setup: Costing: Burden: View	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Costing: Cross Charge: Transfer Price Rules	Yes	Yes	Yes	
Setup: Costing: Cross Charge: Transfer Price Schedules	Yes	Yes	Yes	
Setup: Costing: Provider and Receiver Controls	Yes	Yes	Yes	
Setup: Billing: Payment Terms	Yes	Yes	Yes	
Setup: Billing: Agreement Types	Yes	Yes	Yes	
Setup: Billing: Credit Types	Yes	Yes	Yes	
Setup: Billing: Event Types	Yes	Yes	Yes	
Setup: Billing: Extensions	Yes	Yes	Yes	
Setup: Billing: Invoice Formats	Yes	Yes	Yes	
Setup: Billing: Agreement Templates	Yes	Yes	Yes	
Setup: Utilization: Utilization Categories	Yes	Yes	Yes	
Setup: Utilization: Work Types	Yes	Yes	Yes	
Setup: Project Status Columns	Yes	Yes	Yes	
Setup: API Controls: Source Products	Yes	Yes	Yes	
Setup: API Controls: Control Actions	Yes	Yes	Yes	
Setup: System: Implementation Options	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: System: Forecasting Options	Yes	Yes	Yes	
Setup: System: PA Periods	Yes	Yes	Yes	
Setup: System: GL Periods	Yes	Yes	Yes	
Setup: System: Statuses	Yes	Yes	Yes	
Setup: System: Cycles	Yes	Yes	Yes	
Setup: System: Units	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Define Calendar	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Define Exceptions	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Define Shifts	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Assign Shifts / Exceptions	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Assign Resources	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Others: Define Availability Types	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Others: Define Calendar Types	Yes	Yes	Yes	
Setup: System: Scheduling Calendar: Others: Define Exception Categories	Yes	Yes	Yes	



<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: System: Scheduling Calendar: Others: Define Exception Reasons	Yes	Yes	Yes	
Setup: AutoAccounting: Lookup Sets	Yes	Yes	Yes	
Setup: AutoAccounting: Rules	Yes	Yes	Yes	
Setup: AutoAccounting: Assign Rules	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: People: Enter and Maintain	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Rating Scales	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Competencies	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Schools & Colleges	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Career Management: Qualification Types	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Define Locations	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Description	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Organization Manager	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Hierarchy	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Global Hierarchy	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Job: Description	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Job: Job Groups	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Position: Description	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Position: Hierarchy	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Work Structures: Grade: Description	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Other Definitions: Applications Utilities Lookups	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Resources and Organizations: HR Foundation: Other Definitions: User Profile Options	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Security: Profile	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Security: Global Profile	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Security: Information Types Security	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Processes and Reports: Submit Processes and Reports	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Processes and Reports: View Requests	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Processes and Reports: View Reports	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Project Job Levels	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Job Mapping	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Resources and Organizations: HR Foundation: Organization Authority	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Customers: System Options	Yes	Yes	Yes	
Setup: Resources and Organizations: HR Foundation: Customers: Customer Entry	Yes	Yes	Yes	
Setup: Financials: Calendar: Types	Yes	Yes	Yes	
Setup: Financials: Calendar: Periods	Yes	Yes	Yes	
Setup: Financials: Accounting Setup Manager: Accounting Setups	Yes	Yes	Yes	
Setup: Financials: Accounts	Yes	Yes	Yes	
Setup: Flexfields: Key: Segments	Yes	Yes	Yes	
Setup: Flexfields: Key: Values	Yes	Yes	Yes	
Setup: Flexfields: Key: Aliases	Yes	Yes	Yes	
Setup: Flexfields: Key: Rules	Yes	Yes	Yes	
Setup: Flexfields: Key: Groups	Yes	Yes	Yes	
Setup: Flexfields: Key: Security: Define	Yes	Yes	Yes	
Setup: Flexfields: Key: Security: Assign	Yes	Yes	Yes	
Setup: Flexfields: Key: Accounts	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Flexfields: Descriptive: Segments	Yes	Yes	Yes	
Setup: Flexfields: Descriptive: Values	Yes	Yes	Yes	
Setup: Flexfields: Descriptive: Security: Define	Yes	Yes	Yes	
Setup: Flexfields: Descriptive: Security: Assign	Yes	Yes	Yes	
Setup: Flexfields: Validation: Sets	Yes	Yes	Yes	
Setup: Flexfields: Validation: Values	Yes	Yes	Yes	
Setup: Flexfields: Validation: Security: Define	Yes	Yes	Yes	
Setup: Flexfields: Validation: Security: Assign	Yes	Yes	Yes	
Setup: Subledger Accounting: Subledger Applications	Yes	Yes	Yes	
Setup: Subledger Accounting: Post-Accounting Programs	Yes	Yes	Yes	
Setup: Subledger Accounting: Open Account Balances Listing Definitions	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Events: Event Model	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Events: Process Categories	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Subledger Accounting: Accounting Methods Builder: Events: Accounting Event Class Options	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Sources: Sources	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Sources: Source Assignments	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Sources: Accounting Attribute Assignments	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Sources: Custom Sources	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Journal Line Types	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Journal Entry Description	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Mapping Sets	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Account Derivation Rules	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Setup: Subledger Accounting: Accounting Methods Builder: Methods and Definitions: Journal Lines Definitions	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Methods and Definitions: Application Accounting Definitions	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Methods and Definitions: Subledger Accounting Methods	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Application Accounting Definition Loader: History	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Application Accounting Definition Loader: Merge Analysis	Yes	Yes	Yes	
Setup: Subledger Accounting: Accounting Methods Builder: Accounting Definitions Inquiry	Yes	Yes	Yes	
Other: Profile	Yes	Yes	Yes	
Other: Concurrent	Yes	Yes	Yes	
Other: Change Organization	Yes	Yes	Yes	
Other: Running Jobs	Yes	Yes	Yes	
Other: Requests: Run	Yes	Yes	Yes	
Other: Requests: Set	Yes	Yes	Yes	

<b>Form: Function</b>	<b>PISU</b>	<b>PBSU</b>	<b>PCSU</b>	<b>PM</b>
Lookup	Yes	Yes	Yes	

### Concurrent Programs Request Groups

The following table shows the concurrent programs request group for each predefined responsibility.

<b>Responsibility</b>	<b>Concurrent Programs Request Group</b>
Projects Implementation Super User	All Oracle Projects programs
Project Billing Super User	All Oracle Project Billing programs
Project Costing Super User	All Oracle Project Costing programs
Project Manager	None



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## Descriptive Flexfields

This appendix shows the descriptive flexfields you can customize in Oracle Projects.

This appendix covers the following topics:

- Descriptive Flexfields in Oracle Projects

### Descriptive Flexfields in Oracle Projects

The following table shows the descriptive flexfields that you can customize in Oracle Projects:

Descriptive Flexfield	Windows or Pages That Contain the Descriptive Flexfield
Agreement Types	Agreement Types
Agreements	Agreements
Allocation Rule	Allocation Rule
Billing Assignments	Projects Project Types
Billing Cycles	Billing Cycles
Billing Extensions	Billing Extensions
Budget Entry Methods	Budget Entry Methods
Budget Lines	Budgets

<b>Descriptive Flexfield</b>	<b>Windows or Pages That Contain the Descriptive Flexfield</b>
Budget Types	Budget Types
Budget Versions	Budgets
Burden Cost Codes	Burden Cost Codes
Class Categories	Class Categories and Codes
Class Codes	Class Categories and Codes
Draft Invoices	Invoice Review
Event Types	Event Types
Events	Events
Expenditure Categories	Expenditure Categories
Expenditure Items	Pre-Approved Expenditure Entry Expenditure Items
Expenditure Types	Expenditure Types
Expenditures	Pre-Approved Expenditure Entry Expenditure Items
Financial Plan Types	Create / Update Plan Type
Funding History	Funding Inquiry
Indirect Cost Codes	Burden Cost Codes
Labor Costing Details	Labor Cost Rates
Labor Costing Overrides	Labor Costing Overrides
Labor Costing Rule Sets	Labor Costing Rules

<b>Descriptive Flexfield</b>	<b>Windows or Pages That Contain the Descriptive Flexfield</b>
Lookup Sets	Lookup Sets
Mass Update Batches	Mass Update Batches
Next Allowable Statuses	Status
Non-Labor Resources	Non-Labor Resources
Non-Labor Resource Organizations	Non-Labor Resources
Probability Lists Flexfield	Probability Lists
Probability Members	Probability Lists
Project Assets	Projects Capital Projects
Project Classifications	Project Classifications
Project Funding	Agreements Project Funding Inquiry
Project Roles	Project Roles
Project Statuses	Project Statuses
Project Status Report Sections	Project Status Report Sections
Project Types	Project Types
Projects	Projects, Templates Summary
Provider Receiver Controls	Provider Receiver Controls
Resources	Resources
Standard Bill Rate Schedules	Bill Rate Schedules

<b>Descriptive Flexfield</b>	<b>Windows or Pages That Contain the Descriptive Flexfield</b>
Subteam	Subteam
Tasks	Tasks
Team Role	Requirement Details, Assignment Details, Resource Schedule Page
Transaction Sources	Transaction Sources
Transfer Price Rules	Transfer Price Rules
Transfer Price Schedules	Transfer Price Schedules
Transfer Price Schedule Lines	Transfer Price Schedules

## Related Topics

Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Planning Your Descriptive Flexfield, *Oracle Applications Flexfields Guide*

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## Lookups

This appendix describes the lookups that are used in Oracle Projects.

This appendix covers the following topics:

- Oracle Projects Lookups

### Oracle Projects Lookups

Use the Oracle Projects Lookups window to review and maintain lookups that you use in Projects.

In some fields in Projects windows, you are required to enter a value from a predefined list of values. Sometimes the values on the list are items you have defined in a setup window such as Credit Types. Other predefined sets of values are *lookups*, which you can view, and in some cases, update, in the Oracle Projects Lookups window.

Each lookup category is identified by its *lookup type*. For example, UNIT is a lookup type for which Currency and Hours are allowable codes.

The Access Level region in the Lookups window indicates at what level each lookup type is maintained. For example, you can only create new lookup names to add to the list of predefined lookups for an extensible lookup type, whereas you can both add new lookup names and change the attributes of predefined lookups for a lookup type with an access level of User.

You cannot change lookup code value after you save a lookup code. You can remove an obsolete lookup in the following ways: disable the code, enter an end date, or change the meaning and description to match a replacement code.

**Caution:** If you remove or make obsolete a lookup that is in use, processing errors can result.

If you use Multiple Language Support (MLS), you can define lookups in each of your installed languages. Select Translations from the toolbar or menu to enter the lookup name and description in other languages. When a user selects lookups from a list of

values, the lookups on the list will appear in the user's language. For more information about MLS, see "Internationalization Support" in *Oracle Applications Concepts* and "Administering Internationalization" in *Oracle Applications System Administrator's Guide - Configuration*.

## Extensible and User Lookups in Oracle Projects

Lookup types for Oracle Projects are shown in the following table.

Lookup Name / LOOKUP TYPE	Access Level	Description
Budget Change Reason / BUDGET CHANGE REASON	Extensible	Indicates why a budget changed. See: Budget Change Reasons, page 6-28.
Candidate Status Change Reasons / CANDIDATE_STS_CHANGE_REASON	User	Indicates reasons for changing a candidate's status. See: Defining Statuses and Status Profile Options, page 2-87.
Control Item Effort Levels / PA_CI_EFFORT_LEVELS	User	Specifies the level of effort required to complete an issue or change. See: Control Item Priorities, Levels of Effort, and Source Types, page 6-51
Control Items Source Types / PA_CI_SOURCE_TYPES	User	Specifies the originating source of an issue or change. See: Control Item Priorities, Levels of Effort, and Source Types, page 6-51
Cost Base Type / COST BASE TYPE	Extensible	Specifies the use of cost bases. Oracle Projects predefines the cost base types <i>Burden Cost</i> and <i>Other</i> . See: Cost Bases and Cost Base Types, page 3-146.
Credit Type / CREDIT TYPE	Extensible	Categorizes revenue credit awarded to employees, such as sales credit, marketing credit, or quota credit. See: Credit Types, page 4-36.
Customer Project Relationship / PROJECT CUSTOMER RELATIONSHIP	Extensible	Specifies the relationship a customer has with a project. See: Project Customer Relationships and Contact Types, page 2-103.
Federal Rejection Reason / PA_BUD_INTERFACE_REJ_CODE	Extensible	Indicates why a budget failed to integrate with the Budget Execution module of Oracle Federal Financials. See PA: Budget Workflow, page 9-34

Lookup Name / LOOKUP TYPE	Access Level	Description
Key Performance Areas / PA_PERF_KEY_AREAS	User	Categorizes performance measures and their attributes, and displays statuses and performance exceptions by category to determine the overall performance status of the project. See Key Performance Areas and Scoring, page 6-97.
Performance Indicators / PA_PERF_INDICATORS	User	Indicates the performance statuses of measures, key performance areas, and projects. See Statuses and Status Indicators, page 6-94.
Project Contact Type / PROJECT CONTACT TYPE	Extensible	Specifies how the contacts of a customer are involved with a project. See: Project Customer Relationships and Contact Types, page 2-103.
Project Priority / PA_PROJECT_PRIORITY_CODE	User	Specifies the priority rating for projects
Project Status / PROJECT STATUS	Extensible	Indicates reasons for changing a candidate's status. See: Defining Statuses and Status Profile Options, page 2-87.
Project Task and Control Item Priority / PA_TASK_PRIORITY_CODE	User	Specifies the priority rating for tasks and control items. See: Control Item Priorities, Levels of Effort, and Source Types, page 6-51 and Defining Your Workplan Structure, <i>Oracle Projects Fundamentals</i> .
Reporting Pack Calendar Types / PA_RP_CALENDAR_TYPES	User	Specifies the different calendars that you can use for a reporting pack when reporting performance
Reporting Pack Currency Types / PA_RP_CURRENCY_TYPES	User	Specifies the different currencies that you can use for a reporting pack when reporting performance
Retirement Cost Classification / PROCEEDS_OF_SALE_EXP_TYPES	User	Expenditure types for proceeds of sale of retired assets. See: Implementing Oracle Project Costing: Capital Projects, page 3-114.
Revenue Category / REVENUE CATEGORY	Extensible	Describes a source of revenue. Used to group expenditure types and event types for revenue and billing, budgeting, reporting purposes, and in AutoAccounting rules. See: Revenue Categories, page 3-19.

Lookup Name / LOOKUP TYPE	Access Level	Description
Service Type / SERVICE TYPE	Extensible	Represents activities that you want to track for financial purposes. You assign a service type to each financial task. You can use service types in your AutoAccounting setup and to group tasks for custom reporting. See: Service Types, page 2-101.
Pm Product Code [Source Products] / PM_PRODUCT_CODE	Extensible	Identifies the external systems you use with Oracle Projects, for use with application programming interfaces (APIs). See: Source Products, page 2-205.
Staffing Priority / STAFFING_PRIORITY_CODE	Extensible	These codes enable you to rank the priority of staffing requirements. See: Staffing Priority Codes, page 5-14.
Unit / UNIT	Extensible	Specifies quantities or amounts of an expenditure item. Oracle Projects predefines the units <i>Currency</i> and <i>Hours</i> . See: Units, page 3-20.
Work Quantity Work Items / PA_WQ_WORK_ITEMS	Extensible	An exact definition of the work being done on a workplan task. You can assign work items to workplan tasks to plan and track the progress of the work in terms of work quantity. See: Defining Work Items, page 6-11.
Workplan Change Reason / PA_WORKPLAN_CHANGE_REASON	Extensible	Use workplan change reasons to indicate why you have updated or otherwise changed a workplan. See: Defining Workplan Change Reasons, page 6-13.



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## AutoAccounting, the Account Generator, and Subledger Accounting

This appendix describes the use of AutoAccounting, the Account Generator, and Oracle Subledger Accounting to determine accounting in Oracle Projects.

This appendix covers the following topics:

- AutoAccounting in Oracle Projects
- AutoAccounting and the Account Generator
- AutoAccounting and Subledger Accounting

### AutoAccounting in Oracle Projects

Oracle Projects creates many different accounting transactions throughout its business cycle. You can use AutoAccounting to specify how to determine the correct account for each transaction.

Examples of accounting practices you can implement using AutoAccounting include:

- *Charge central headquarters with all advertising costs regardless of which region those advertisements benefit.*
- *Credit payroll costs to the payroll liability account belonging to the division for which an employee works.*
- *Assign revenue from subcontractors to the company and cost center managing the project.*

Oracle Projects generates accounting events and creates accounting for the accounting events in Oracle Subledger Accounting. Oracle Projects predefines setup in Oracle Subledger Accounting so that the create accounting process accepts default accounts from AutoAccounting without change. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

Oracle Projects interfaces the accounting that AutoAccounting creates for billing to Oracle Receivables along with the associated customer invoice. In turn, Oracle Receivables creates accounting for the invoices in Oracle Subledger Accounting.

## Related Topics

AutoAccounting and Subledger Accounting, page G-52

## Overview of AutoAccounting

When you implement AutoAccounting, you define the rules governing which general ledger accounts Oracle Projects uses under which circumstances. Oracle Projects uses the rules you define whenever it performs an accounting transaction.

## How AutoAccounting works

For each accounting transaction, you define rules to determine the appropriate account to charge. Each accounting transaction is identified by an AutoAccounting function. AutoAccounting functions are components of programs that you submit to generate accounting entries.

## AutoAccounting Functions for Revenue and Billing

The following table lists each AutoAccounting function for revenue and billing and the associated business activities.

AutoAccounting Function	Business Activity
Burden Cost Revenue Account	Determines revenue account for burden costs
Event Revenue Account	Determines revenue account for revenue events
Expense Report Revenue Account	Determines revenue account for expense report items
Intercompany Revenue Account	Determines revenue account for cross-charged transactions requiring intercompany billing processing
Labor Revenue Account	Determines revenue account for labor items
Miscellaneous Transaction Revenue Account	Determines revenue account for miscellaneous transactions

<b>AutoAccounting Function</b>	<b>Business Activity</b>
Revenue and Invoice Accounts	Determines accounts to track revenue and receivables
Supplier Invoice Revenue Account	Determines revenue account for supplier cost items
Usage Revenue Account	Determines revenue account for usage items

### **AutoAccounting Functions for Costing**

The following table lists each AutoAccounting function for costing and the associated business activities.

<b>AutoAccounting Function</b>	<b>Business Activity</b>
Borrowed and Lent Credit Account	Determines borrowed account, which is the credit side of the borrowed and lent transaction
Burden Cost Account	Determines cost account for burden costs
Burden Cost Clearing Account	Determines clearing account for burden costs
Expense Report Cost Account	Determines cost account for expense report items
Intercompany Invoice Accounts	Determines receivables and rounding accounts for cross-charged transactions requiring intercompany billing processing
Labor Cost Account	Determines cost account for all labor items, including straight time and overtime
Labor Cost Clearing Account	Determines clearing account for labor costs
Borrowed and Lent Account Debit Account	Determines lent account, which is the debit side of the borrowed and lent transaction
Miscellaneous Transaction Clearing Account	Determines clearing account for miscellaneous transactions

<b>AutoAccounting Function</b>	<b>Business Activity</b>
Miscellaneous Transaction Cost Account	Determines cost account for miscellaneous transactions
Provider Cost Reclass Cr	Determines credit amount for cross-charged costs reclassified by the provider operating unit
Provider Cost Reclass Dr	Determines debit amount for cross-charged costs reclassified by the provider operating unit
Supplier Invoice Cost Account	Determines cost account for adjusted supplier cost items
Total Burdened Cost Credit	Determines credit account for total burdened costs for all items on burdened projects
Total Burdened Cost Debit	Determines debit account for total burdened costs for all items on burdened projects
Usage Cost Account	Determines cost account for usage items
Usage Cost Clearing Account	Determines clearing account for usage costs

## Implementing AutoAccounting

To implement AutoAccounting, you define AutoAccounting rules to generate account combinations, then assign a set of rules to each AutoAccounting transaction you want to use for your company. You do not define AutoAccounting rules for each project or contract.

Implement your Oracle Projects system with your AutoAccounting plan in mind. AutoAccounting derives values for account combinations based on project information for all accounting transactions in Oracle Projects. Consequently, the way you organize your chart of accounts affects your implementation data. You can use most of the implementation data that you define for Oracle Projects as inputs to the AutoAccounting rules that you define.

### To implement AutoAccounting:

1. Design your AutoAccounting setup based on your implementation data.

2. Define lookup sets. See: Define Lookup Sets, page G-12.
3. Define rules. See: Define Rules, page G-5.
4. Assign rules for each function. See: Assign Rules, page G-14.

## Related Topics

AutoAccounting Sample Implementation: Fremont Corporation, page G-18

## Defining AutoAccounting Rules

Each AutoAccounting rule you define supplies one Accounting Flexfield segment value at a time. Thus, you need to specify one AutoAccounting rule for each segment in your Accounting Flexfield for each AutoAccounting transaction you want to use.

Some of the AutoAccounting rules you define can be quite simple, such as always supplying a constant company code or natural account. Others can draw upon context information (parameters), such as the revenue category for a particular posting or the organization that owns a particular asset. You can even use multiple parameters to provide a segment value.

You can reuse the same AutoAccounting rules for many different functions and their transactions.

You define rules based on project information that you enter. You can use these AutoAccounting parameters as input values to your rules.

**Note:** AutoAccounting does not use Flexfield security rules when determining a valid account combination. You must define your AutoAccounting rules to determine the appropriate account based on the rules required by your company.

## AutoAccounting Parameters

AutoAccounting allows you to use the AutoAccounting parameters as inputs for your AutoAccounting rules. The following table lists these parameters.

**Note:** Not all of the parameters in the table are available for all functions. The Customer ID and the Customer Name parameters are available for cross charge functions only. Submit the AutoAccounting Functions Listing for a complete listing of all of the parameters available for each function.

<b>AutoAccounting Parameter</b>	<b>Meaning</b>
Class Code	AutoAccounting class code on the project.  <b>Note:</b> Since you can define many project classification categories, the <b>Class Code</b> parameter always corresponds to the one classification category that you specified as the AutoAccounting classification category.
Labor Costing Rule	Labor Costing rule of the employee who incurs the expenditure
Customer ID	Internal ID of the internal customer you define for the receiver operating unit
Customer Name	Internal customer you define for the receiver operating unit
Employee Number	Employee number of the employee who incurs the expenditure
Event Num	Event number of the event
Event Organization	Organization for the event
Event Organization ID	Internal identifier of the organization for the Event
Event Type	The classification of the event
Expenditure Category	Expenditure category of the expenditure item
Expenditure Item ID	Internal identifier that identifies each expenditure item
Expenditure Operating Unit	Operating unit that incurs the expenditure
Expenditure Operating Unit ID	Internal identifier of the operating unit that incurs the expenditure
Expenditure Organization	Organization that incurs the expenditure
Expenditure Organization ID	Internal identifier of the organization that incurs the expenditure

<b>AutoAccounting Parameter</b>	<b>Meaning</b>
Expenditure Type	Expenditure type of the expenditure item
Labor Cost Multiplier	Labor cost multiplier of the task charged
Non-Labor Resource	Non-labor resource utilized for the expenditure
Non-Labor Resource Org.	Non-labor resource-owning organization
Non-Labor Resource Org. ID	Internal identifier of the non-labor resource-owning organization
Person ID	Internal identifier of the person who incurs the expenditure
Person Type	Identifies whether a person is an employee or a contingent worker  <b>Note:</b> If transactions have no Person Type parameter, use a SQL statement to derive your AutoAccounting rules.
Project ID	Internal identifier of the project being charged
Project Number	The number of the project being charged
Project Operating Unit	Project-managing operating unit
Project Operating Unit ID	Internal identifier of the project-managing operating unit
Project Organization	Project-managing organization
Project Organization ID	Internal identifier of the project-managing organization
Project Type	Project type of the project charged
Provider Organization	Organization incurring the cross-charged transaction
Provider Organization ID	Internal identifier of the organization incurring the cross-charged transaction

<b>AutoAccounting Parameter</b>	<b>Meaning</b>
Receiver Organization	Organization whose project receives the cross-charged transaction
Receiver Organization ID	Internal identifier of the organization whose project receives the cross-charged transaction
Revenue Category	Revenue category of the expenditure item
Task ID	Internal identifier of the task charged
Task Number	Task number of task charged
Task Organization	Task-managing organization
Task Organization ID	Internal identifier of the task-managing organization
Task Service Type	Service type of the task charged
Top Task ID	Internal identifier of the highest level parent task of the task charged
Top Task Number	Task number of the highest level parent task of the task charged
Supplier Type	Supplier type of the supplier on the invoice

### Selecting an Intermediate Value Source

To define an AutoAccounting rule, you first specify an intermediate value (an "input" for the rule). You can draw an intermediate value from one of three intermediate value sources:

<b>Constant</b>	Always supply a particular intermediate value (usually an Accounting Flexfield segment code)
<b>Parameter</b>	Use a predefined parameter as an intermediate value; make the rule context-sensitive based on one value
<b>SQL Select Statement</b>	Execute a SQL select statement to retrieve an intermediate value; make the rule dependent on multiple values and/or conditional statements

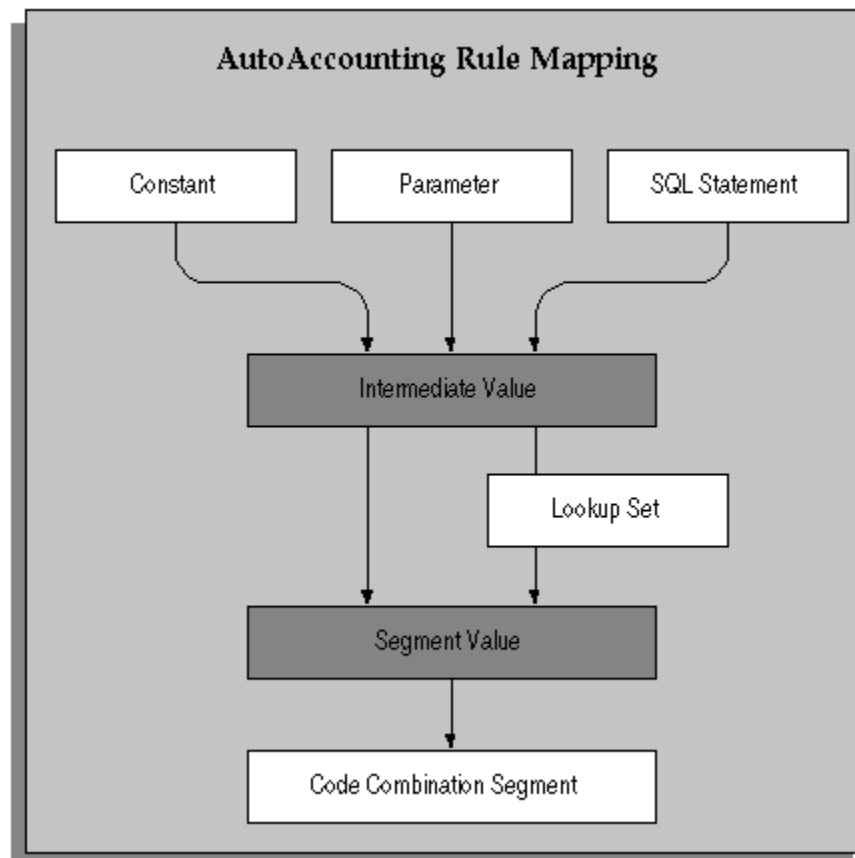
The following diagram illustrates the AutoAccounting Rule



Mapping process. To define an AutoAccounting rule, you first specify an intermediate value (an "input" for the rule). You select your intermediate value from one of the following sources: Constant, Parameter and SQL Select Statement.

After you specify an intermediate value, you indicate whether the intermediate value is already a valid segment value or whether AutoAccounting needs to translate it into a segment value using a lookup set. AutoAccounting then uses the segment value determined above to derive an account code from your chart of accounts.

#### ***AutoAccounting Rule Mapping***



#### **Using a Predefined Parameter**

For example, suppose you want to define an AutoAccounting rule that provides a region code based upon the organization that is managing a project. You specify an intermediate value source of *Parameter*, since the project-managing organization is a predefined parameter; you specify *Project Organization* as the parameter name.

### SQL statements to derive new parameters

AutoAccounting rules with SQL statements are intended to process rules that are dependent on more than one parameter. They are not intended to derive additional parameters using SQL which accesses application tables.

This type of use may affect processing performance and may not be supported based on the AutoAccounting function. If you determine that you need rules that reference application tables to derive additional values not provided by the AutoAccounting parameters, please contact your Oracle technical support representative before proceeding.

### Using a SQL Select Statement in AutoAccounting Rules

You can define rules to read any value by using a SQL select statement. You should consider the performance implications of using SQL statements. Although many companies have implemented AutoAccounting SQL statement rules in a production environment, you should tune your SQL statement and test the AutoAccounting setup against volume data to check their performance quality before implementation.

**Note:** SQL statements over 250 characters are truncated if not formatted in generally accepted SQL format.

### Notation of SQL Statement Rule

You reference parameters in the SQL Statement with a colon followed by a number; for example as :1. You then map the parameter number in the SQL statement to the appropriate parameter number and parameter in the Rule Parameters for the rule. In the example above, :1 maps to the Project Type parameter which is listed as parameter 1 under Rule Parameters.

You must use SQL statement rules to define rule parameters. Reference each parameter in the rule with a different number, even if you are using the same parameter many times in a SQL statement. You can use up to 19 rule parameters per rule. Reference the rule parameter sequence numbers in numerical order. For example, do not reference :3 before :2.

Do not add a semicolon at the end of the SQL statement.

### Selecting a Segment Value Source

After you specify an intermediate value, you specify one of the following segment value sources to indicate whether the intermediate value is already a valid segment value or whether AutoAccounting needs to translate it into a segment value using a lookup set:

<b>Intermediate Value</b>	Supply the intermediate value as a segment value; do not use a lookup set
<b>Segment Value Lookup Set</b>	Look up the intermediate value in a lookup set; translate the intermediate value into the corresponding segment value

You do not always need to use a lookup set when you write an AutoAccounting rule. If

you define a simple constant rule, you probably do not need to use a lookup set to supply a segment value, since you generally supply a valid segment value as the constant.

For example, if you use a constant intermediate value, such as account number 4100, the intermediate value is already a segment value and therefore needs no translation. Or, if the value of a parameter already is a suitable segment value (as might be the case if you use the project number as part of your chart of accounts), you do not need a lookup set to translate it into a segment value.

However, if you use a parameter-based intermediate value such as an organization name, you need to specify the name of a lookup set that maps the names of organizations to the corresponding segment value.

You need to define a lookup set before you can use it in a rule. However, if you prefer to define your rules before completing your lookup sets, you can define each lookup set's name and description, then define the intermediate values and segment values later.

### **AutoAccounting Rules Window Reference**

Use this window to define and maintain AutoAccounting rules. You define AutoAccounting rules to generate account combinations. After you define rules, use the Assign Rules window to assign a set of rules to each AutoAccounting transaction you want to use.

**Rule Name.** Enter a unique, descriptive name for this AutoAccounting rule.

#### **Intermediate Value Region**

Use this region to define an AutoAccounting rule and its attributes such as whether it is based on a constant value, a predefined parameter, or a SQL select statement. Depending on a rule's intermediate value source, you also use this region to enter its constant value, parameter, or SQL select statement.

**Source.** Enter the source from which you want to determine an intermediate value for this rule. Oracle Projects provides the following intermediate value sources:

- **Constant.** Use a particular intermediate value which is not context sensitive (usually an Accounting Flexfield segment code).
- **Parameter.** Use a predefined parameter as an intermediate value; make rule context-sensitive based on one value.
- **SQL Select Statement.** Execute a SQL select statement to retrieve an intermediate value; make rule context sensitive based on more than one value.

**Value.** If you specified *Constant* as this rule's intermediate value source, enter the value you want Oracle Projects to supply as the intermediate value.

If you specified *Parameter* as this rule's intermediate value source, enter the parameter you want Oracle Projects to supply as the intermediate value.

If you specified *SQL Select Statement* the SQL Editor appears when you enter this field. Enter the statement you want Oracle Projects to use to retrieve an intermediate value.

#### **Segment Value Region**

**Source.** Select the segment value source that you want Oracle Projects to use to derive an Accounting Flexfield segment value from the intermediate value. Oracle Projects provides the following segment value sources:

- **Intermediate Value.** Choose this source if this rule's intermediate value is already a valid segment value.
- **Segment Value Lookup Set.** Choose this source if this rule's intermediate value is not a valid segment value and must be mapped to a segment value through a lookup set.

**Lookup Set.** Select the lookup set that you want Oracle Projects to use to derive an Accounting Flexfield segment value. If you specified *Intermediate Value* as this rule's segment value source, Oracle Projects skips this field.

**Lookup Sets button.** This button navigates to the AutoAccounting Lookup Sets window.

#### **Rule Parameters Region**

If you specified *SQL Select Statement* as this rule's intermediate value source, use this zone to define each parameter included in the SQL select statement this AutoAccounting rule uses.

If you specified either *Constant* or *Parameter* as this rule's intermediate value source, Oracle Projects skips this region.

**Sequence.** Enter the numeric value that corresponds to a parameter in the SQL select statement this AutoAccounting rule uses.

**Parameter Name.** Select the parameter that corresponds to the sequence number you entered in the previous field. You can choose any AutoAccounting parameter.

## **Defining a Lookup Set**

To define a lookup set, you specify pairs of values. For each intermediate value, you specify a corresponding account segment value. One or more related pairs of intermediate values and segment values form a lookup set.

For example, if the phrase "World Headquarters" corresponds to a Company segment value of 01, use *World Headquarters* as the intermediate value and *01* as the segment value.

Or, suppose your business has five major regions (Northeast, South, Middle States, Southwest, and West), and you have a Region segment in your Accounting Flexfield. You probably need to create a lookup set that maps region names to the corresponding region code:

- Name: *Region Code*

- Description: *Map region names to the corresponding Accounting Flexfield region segment code*

### Segment Value Lookups

The lookup set would contain the segment value lookups shown in the following table:

Intermediate Value	Segment Value
Northeast	01
South	02
Middle States	03
Southwest	04
West	05

You may need several lookup sets to map organizations to cost centers, expenditure types to account codes, event types to account codes, or for other situations where the segment value depends upon a particular predefined parameter.

You can use a lookup set more than once; several AutoAccounting rules can use the same lookup set.

You define and modify lookup sets using the AutoAccounting Lookup Sets window.

### AutoAccounting Lookup Sets Window Reference

Use this form to define, view, and maintain AutoAccounting lookup sets.

**Name.** Enter a unique, descriptive name for this lookup set.

#### Segment Value Lookup Region

Use this zone to specify an intermediate value, and then map that intermediate value to a specific segment value of your Accounting Flexfield.

AutoAccounting matches an intermediate value derived from an AutoAccounting rule with an intermediate value in the lookup set and determines the corresponding segment value you specify to derive an account code from your chart of accounts.

**Intermediate Value.** Enter the intermediate value that you want to map to an Accounting Flexfield segment value.

Ensure that you have enter a valid intermediate value. Valid intermediate values are those that match intermediate values that may be derived from AutoAccounting rules. Specify the values in the base language and ensure that the case and spelling match exactly. (For more information about the base language, see: Multilingual Support in

Oracle Projects, *Oracle Projects Fundamentals*.) For example, if you are mapping organization intermediate values to cost center segment values, you cannot enter 'RISK ANALYSIS' for an organization with the name of 'Risk Analysis'.

If AutoAccounting does not find a matching intermediate value in the lookup set, AutoAccounting provides an error message (Incomplete AutoAccounting Rules) notifying you that it could not build an Accounting Flexfield combination. You must correct your AutoAccounting setup and resubmit the process that triggered the AutoAccounting error.

**Segment Value.** Enter the Accounting Flexfield segment value that you want to map to with this intermediate value.

Ensure that you have entered a valid segment value. Valid segment values are those that are defined for your Accounting Flexfield segments. Values must match exactly numerically.

If AutoAccounting does not find a matching segment value in the lookup set, AutoAccounting provides an error message (Invalid Accounting Flexfield) notifying you that it could not build a valid Accounting Flexfield combination. You must correct your AutoAccounting setup and resubmit the process that triggered the AutoAccounting error.

## Assigning Rules to Transactions

When you are assigning rules to an AutoAccounting function, you may want to assign different rules to different conditions. For example, you may want to account for indirect projects using one set of rules, and use two different sets of rules for billable items and non-billable items on contract projects.

To make it easy to do this, Oracle Projects provides function transactions to each function, which identifies commonly used conditions in which you may want to assign different rules.

The following table lists examples of function transactions under the Labor Cost Account function:

Function Transactions	Meaning
Indirect, Private Labor	All items on indirect, private projects
Indirect, Public Labor	All items on indirect, public projects
Indirect, All	All labor items on indirect projects
Capital, Private, Capital	Capitalizable labor items on capital, private projects

Function Transactions	Meaning
Capital, Private, Non-Capital	Non-capitalizable labor items on capital, private projects
Capital, All	All labor items on capital projects
Contract, All	All labor items on a contract project

You can assign rules to function transactions for each AutoAccounting function.

You complete the following steps to assign AutoAccounting rules to AutoAccounting functions and transactions:

- Enable each transaction you want to use
- For each transaction you enable, you specify an AutoAccounting rule for each segment of your Accounting Flexfield

### Enabling AutoAccounting Transactions

You tell Oracle Projects which AutoAccounting rules to use, under which circumstances, by assigning rules to transactions. In cases where an AutoAccounting function consists of several distinct transactions, you assign rules to each transaction you want to use. These rule assignments then determine which general ledger account AutoAccounting uses to process that transaction. Oracle Projects attempts to use the most appropriate transaction; if you have not enabled that transaction, it tries to use the fallback transaction.

For example, the Labor Revenue Account function, which Oracle Projects uses to credit a revenue account for labor revenue, consists of three transactions:

- Public Labor Revenue
- Private Labor Revenue
- All Labor Revenue

When Oracle Projects needs to credit a revenue account for labor performed on a public project, it first checks whether you have enabled the Public Labor Revenue transaction. If the transaction is enabled, Oracle Projects uses the AutoAccounting rules you assigned to the transaction to determine which account to credit.

If you have not enabled the Public Labor Revenue transaction, Oracle Projects checks the "fallback" transaction All Labor Revenue.

**Tip:** If your accounting practices do not distinguish between the

contexts, you can simplify your AutoAccounting implementation by not enabling transactions; instead, you could implement only the All transaction.

You enable a transaction using the Assign AutoAccounting Rules window:

#### **Defining segment rule pairings**

After you enable a transaction, you match each segment in your Accounting Flexfield with the appropriate AutoAccounting rule. For example, if you have a two-segment Accounting Flexfield containing a Company segment and an Account segment, you assign one rule to the Company segment and one rule to the Account segment.

You use the Assign AutoAccounting Rules window to enable AutoAccounting transactions and assign rules to them.

### **Assign AutoAccounting Rules Window Reference**

Use this window to assign an AutoAccounting rule to each segment of your Accounting Flexfield for the AutoAccounting transactions you want to use.

**Name.** Select the name of the AutoAccounting function for which you want to enable one or more transactions and assign rules. If you do not want to limit your search to a particular function, leave this field blank.

**Operating Unit.** Select the operating unit to which the AutoAccounting function belongs.

Oracle Projects predefines AutoAccounting functions; you cannot modify them, or define additional transactions.

#### **Function Transactions Region**

Use this region to view the AutoAccounting transactions associated with this AutoAccounting function, and to enable each transaction you want to use.

Oracle Projects predefines AutoAccounting transactions; you cannot modify them, or define additional transactions.

**Name.** Oracle Projects displays each AutoAccounting transaction available for this AutoAccounting function.

**Enabled.** Check on this option if you want to enable this AutoAccounting transaction. Do not check the option if you do not want to enable this AutoAccounting transaction.

You can assign AutoAccounting rules to your Accounting Flexfield segments for this transaction regardless of whether you check or don't check this option. However, if you do not check the option, AutoAccounting does not recognize the associated rule assignment.

**Tip:** If your business does not distinguish between each kind of transaction, enable the *ALL* transaction.



If you do not enable any transactions, Oracle Projects automatically uses the *ALL* transaction.

### Segment Rule Pairings Region

Use this region to assign an AutoAccounting rule to each segment of your Accounting Flexfield for each transaction you want to use.

**Number.** Enter the number that corresponds to the Accounting Flexfield segment to which you want to assign an AutoAccounting rule for this transaction. You need to enter either a number or a segment name to identify an Accounting Flexfield segment.

**Note:** You need to start your numbering sequence with the number zero (0).

**Segment Name.** Select the name of the segment to which you want to assign an AutoAccounting rule for this transaction. If you have already selected a number, Oracle Projects automatically displays the corresponding segment name.

**Rule Name.** Enter the AutoAccounting rule that you want to assign to this Accounting Flexfield segment for this transaction.

**Rule Button.** You can choose this button to navigate to the Define Rules window.

## AutoAccounting Functions

In this section, we describe the AutoAccounting functions that you must implement to process accounting transactions for each of the following areas:

**Note:** AutoAccounting rules are set up once for each chart of accounts. However, accounting rule assignments are operating unit-specific. In a multi-organization environment, you can use the multi-organization Replicate Seed Data process to replicate system-defined function transactions in each operating unit you set up. For each operating unit, you must enable cost function transactions or revenue and billing function transactions and assign proper accounting rules for Oracle Projects to use when automatically generating your accounting entries.

- Labor
  - Accounting for Labor Costs, page 3-49
  - Accounting for Burdened Cost, page 3-71
  - Accounting for Labor Revenue, page 4-60
- Expense Reports

- Accounting for Expense Report Costs, page 3-61
- Accounting for Expense Report Revenue, page 4-62
- Usages
  - Accounting for Usage Costs, page 3-64
  - Accounting for Usage Revenue, page 4-63
- Supplier Costs
  - Accounting for Supplier Cost Adjustment Costs, page 3-77
  - Accounting for Supplier Cost Revenue, page 4-68
- Events
  - Accounting for Event Revenue, page 4-69
- Revenue and Invoices
  - Accounting for Revenue and Billing, page 4-55

## AutoAccounting Sample Implementation: Fremont Corporation

The following sample AutoAccounting Implementation table illustrates Fremont Corporation's implementation of AutoAccounting. Each rule assigned to an AutoAccounting function appears under the appropriate Accounting Flexfield segment column.

<b>AutoAccounting Function</b>	<b>AutoAccounting Rules: Company Segment</b>	<b>AutoAccounting Rules: Cost Center Segment</b>	<b>AutoAccounting Rules: Account Segment</b>
Expense Report Costs Account, page 3-61	- Project Company	- Project Cost Center	- Expense Report Cost
Supplier Invoice Costs Account, page 3-77	- Project Company	- Project Cost Center	- Supplier Invoice Costs

<b>AutoAccounting Function</b>	<b>AutoAccounting Rules: Company Segment</b>	<b>AutoAccounting Rules: Cost Center Segment</b>	<b>AutoAccounting Rules: Account Segment</b>
Labor Cost Account, page 3-49	- Employee Company - Project Company	- Employee Cost Center - Project Cost Center	- Gov Marketing Labor - Indirect, Private Labor - Private, Billable Labor - Private, Non-Billable Labor - Public, Billable Labor - Public, Non-Billable Labor - Inventory - Transfer Out to Inventory
Usage Cost Account, page 3-64	- Resource Company	- Resource Cost Center	- Usage Costs
Event Revenue Account, page 4-69	- Project Company	- Project Cost Center	- Write-Off - Bonus
Expense Report Revenue Account, page 4-62	- Project Company	- Project Cost Center	- Expense Report Revenue
Supplier Invoice Revenue Account, page 4-68	- Project Company	- Project Cost Center	- Subcontractor Revenue
Labor Revenue Account, page 4-60	- Employee Company	- Employee Cost Center	- Private Fee Revenue - Public Fee Revenue
Usage Revenue Account, page 4-64	- Resource Company	- Resource Cost Center	- Usage Revenue
Total Burdened Cost Debit , page 3-71	- Employee Company	- Employee Cost Center	- Inventory
Total Burdened Cost Credit, page 3-71	- Employee Company	- Employee Cost Center	- Transfer Out to Inventory

<b>AutoAccounting Function</b>	<b>AutoAccounting Rules: Company Segment</b>	<b>AutoAccounting Rules: Cost Center Segment</b>	<b>AutoAccounting Rules: Account Segment</b>
Labor Cost Clearing Account, page 3-58	- Employee Company	- Division Cost Center	- Payroll Clearing
Revenue and Invoice Accounts, page 4-71	- Project Company	- Project Cost Center	- Write-Off - Accounts Receivable - Unbilled Receivables - Unearned Revenue
Usage Cost Clearing Account, page 3-67	- Resource Company	- Resource Cost Center	- Usage Clearing

### ***Fremont Corporation: AutoAccounting Rules with a SQL Select Statement***

The following examples show how Fremont Corporation uses a SQL select statement in AutoAccounting rules. Two AutoAccounting rules with a SQL statement are illustrated in these examples.

#### ***Example 1: Indirect Cost Center***

The business rule governing this AutoAccounting rule translates to the following logic:

```
If Project Type is 'Overhead'
then use Expenditure Organization
else use Project Organization
```

The details of the Indirect Cost Center AutoAccounting rule are shown in the following table:

<b>AutoAccounting Rule Field Name</b>	<b>Value</b>
Name	Indirect Cost Center
Description	Determine the cost center for indirect costs, using Expenditure Organization for Overhead projects and Project Organization for all other indirect projects
Intermediate Value Source	SQL Statement

AutoAccounting Rule Field Name	Value
SQL Select Statement	select decode(:1, 'Overhead', :2, :3) from sys.dual
Segment Value Source	Segment Value Lookup Set
Lookup Set	Organization to Cost Center

The rule parameters for this AutoAccounting rule are shown in the following table:

Sequence	Parameter Name
1	Project Type
2	Expenditure Organization
3	Project Organization

#### **Example 2: Descriptive Flexfield Segment**

In this example, the account segment value is based on the first descriptive flexfield segment for the expenditure item (PA\_EXPENDITURE\_ITEMS\_ALL.ATTRIBUTE1).

The details of this AutoAccounting rule are shown in the following table:

AutoAccounting Rule Field Name	Value
Name	Descriptive flexfield segment
Description	Populate the AutoAccounting account segment value with the first descriptive flexfield segment value in the expenditure item.
Intermediate Value Source	SQL Statement
SQL Select Statement	SELECT attribute1 FROM PA_EXPENDITURE_ITEMS_ALL WHERE EXPENDITURE_ITEM_ID = :1

The rule parameter for this AutoAccounting rule is shown in the following table:

Sequence	Parameter Name
1	Expenditure Item ID

The SQL statement in the first example uses the SQL function *decode*, which provides if/then logic. It compares values of an expression to determine a resulting value.

The decode statement refers the table *sys.dual* which always contains only one record.

For more information on the function *decode*, refer the *SQL Language Reference Manual*.

For more information on the table *dual*, refer to the *Oracle RDBMS Database Administrator's Guide*.

## AutoAccounting and the Account Generator

The Account Generator uses Oracle Workflow to derive default account code combinations. Oracle Payables and Oracle Purchasing use the Account Generator to determine the default account code combinations for purchasing requisitions, purchase orders, supplier invoices, and expense reports based on the project information entered.

You define functions and processes to derive the Accounting Flexfield combinations. You can optionally customize the Account Generator for each set of defined ledgers.

## Implementing Accounting for Project-Related Supplier Costs and Expense Reports

AutoAccounting, the Account Generator, and Oracle Subledger Accounting each provide functionality to create accounting for project-related supplier costs and expense reports. When you implement Oracle Purchasing and Oracle Payables integration with Oracle Projects, you must carefully consider how to set up the account derivation logic in each location.

The following table describes the accounting setup for integrating Oracle Projects with Oracle Purchasing and Oracle Payables. The first column in the table identifies the accounting setup for project-related supplier cost documents and expense reports. The second column specifies whether the setup is required or optional. The third column provides a brief description about how the setup is used.

Accounting Setup	Required or Optional	Description
Oracle Purchasing Account Generator	Required	Oracle Purchasing uses the Account Generator to derive default debit accounts for project-related purchasing documents.

Accounting Setup	Required or Optional	Description
Project Supplier Invoice Account Generator	Required	<p>Oracle Payables uses the Account Generator to derive debit accounts for project-related supplier invoices that are not matched to a purchase order.</p> <p><b>Note:</b> Oracle Payables always uses the Account Generator for project-related invoices. You must set up the Account Generator to generate a default account, even if the profile option <i>PA: Allow Override of PA Distributions in AP/PO</i> option is set to <i>Yes</i> in Oracle Payables.</p> <p>In addition, Oracle Projects uses the Account Generator to derive a default debit account for supplier cost and expense report adjustments that you perform in Oracle Projects. Oracle Projects uses this information to determine whether to allow the adjustment when you enable Automatic Offsets in Oracle Payables. Oracle Projects also uses this information to determine whether an adjustment can potentially affect tax recoverability.</p>
Project Expense Report Account Generator	Required	Oracle Internet Expenses and Oracle Payables (Invoices window) use the Account Generator to derive default debit accounts for project-related expense reports. You set up the Account Generator when you implement Oracle Payables.
Supplier Invoice Cost Account AutoAccounting Function	Required	Oracle Projects uses this AutoAccounting function to derive default debit accounts for supplier cost adjustments that you perform in Oracle Projects.
Expense Report Cost AutoAccounting Function	Required	Oracle Projects uses this AutoAccounting function to derive default debit accounts for expense report adjustments that you perform in Oracle Projects.
Default Supplier Cost Credit Account Oracle Projects Implementation Option	Optional	The process PRC: Generate Cost Accounting Events uses the specified account as the default credit account for supplier cost and expense report adjustments that you perform in Oracle Projects.

Accounting Setup	Required or Optional	Description
User-defined Setup in Oracle Subledger Accounting for Supplier Cost Adjustments	Optional	<p>Oracle Projects predefines setup in Oracle Subledger Accounting so that the create accounting process accepts the accounting for supplier cost and expense report adjustments from Oracle Projects without change. You can optionally define your own detailed accounting rules in Oracle Subledger Accounting.</p> <p><b>Note:</b> If you allow adjustments to supplier costs in Oracle Projects and you do not define a default supplier cost credit account in Oracle Projects implementation options, then you must set up Oracle Subledger Accounting to derive the credit account for supplier cost adjustments.</p>

For additional information on the accounting setup, see the following topics:

- Generating Accounts for Oracle Purchasing, page G-25
- Generating Accounts for Oracle Payables, page G-25
- Supplier Invoice Cost Account Function, page 3-77
- Expense Report Cost Account Function, page 3-61
- Expenditure/Costing Implementation Options, page C-10
- Subledger Accounting for Costs, page 3-41

## Using the Account Generator in Oracle Projects

When you enter project information in Purchasing and Payables, account generator processes create account code combinations for use in purchasing requisitions, purchase orders, and payables supplier invoices. This section:

- Lists the accounts created by the Purchasing account generators. See: Generating Accounts for Oracle Purchasing, page G-25.
- Describes how to customize the account generator workflow processes used to integrate Oracle Projects with Payables. See: Setting up the Account Generator Processes, page G-27.
- Provides information on assigning and deriving values. See: Comparing AutoAccounting to the Workflow Account Generator, page G-50.

As you read this chapter, you will also want to refer to the *Oracle Applications Flexfields*



## **Generating Accounts for Oracle Purchasing**

Purchasing uses item types to generate account numbers for all requisitions and purchase orders, whether they are project-related or not. Purchasing provides a set of default account generator processes for the accounts it needs to build. You do not need to do anything within Oracle Projects to generate accounts for Purchasing.

The account generator workflows in Purchasing generate the following accounts:

- Purchase Order Charge Account
- Purchase Order Budget Account
- Purchase Order Variance Account
- Purchase Order Accrual Account
- Requisition Charge Account
- Requisition Budget Account
- Requisition Variance Account
- Requisition Accrual Account

Purchasing provides default account generator processes for these accounts. If you want to derive the accounts based on project information, you must change the default processes so that they use the project information. For more information, see: *Using the Account Generator, Oracle Purchasing User's Guide.*

## **Using a Lookup Set for Oracle Purchasing Rules**

If you want to use a lookup set for Oracle Purchasing rules, you must drag and drop the Lookup activity from Oracle Payables to the Oracle Purchasing Account Generator item type.

## **Generating Accounts for Oracle Payables**

How charge accounts are derived for invoices and expense reports depends on whether you are entering an invoice or expense report that contains project and task information, as shown in the following table:

Application and Item	Method for Deriving the Charge Account
Oracle Payables invoices	Oracle Payables (Invoices window) calls the Project Supplier Invoice Account Generation workflow
Oracle Internet Expenses and Oracle Payables expense reports	Oracle Internet Expenses or Oracle Payables (Invoices window) calls the Project Expense Report Account Generator workflow

This section and the sections that follow describe how to use the account generation workflows to build account code combinations. You need:

- An account number for each ledger that uses a unique accounting flexfield structure
- An account generation process for each accounting flexfield structure and ledger

Each Account Generator is an *item type* within Oracle Workflow. Oracle Projects comes with the item types (workflows) and processes that are described in the following table:

Item Type (Workflow)	Processes
Project Supplier Invoice Account Generation	Generate Default Account; Generate Account Using FlexBuilder Rules; Sample Process for Account Generation
Project Expense Report Account Generator	Default Account Generator for Expense Reports; Sample Account Generator for Expense Reports

The Project Supplier Invoice Account Generation workflow generates accounts for supplier invoices.

The Project Expense Report Account Generator generates accounts for expense reports entered in Oracle Internet Expenses or the Invoices window in Oracle Payables.

The sample processes demonstrate how to use the item type to generate the account code combinations. See: Process: Sample Process for Account Generation, page G-30 and Process: Sample Account Generator for Expense Reports, page G-36.

## Prerequisites

Before using an account generator process with a production database in Oracle

Projects, you must:

1. Define your Accounting Flexfield structure for each ledger. See: *Oracle Applications Flexfields Guide*.
2. Define the flexfield segment values and validation rules. See: *Oracle Applications Flexfields Guide*.
3. Copy the workflow to a local hard disk or networked server to back up the workflow before you start to work with it. Because you cannot rename the workflow, plan to modify the *original* process.

**Note:** Do not save a backup workflow to the database. Workflows saved to the database overwrite the workflow of the same name in the database.

4. For each ledger, customize the default process.

To refer some sample customizations, see: Process: Sample Process for Account Generation, page G-30, Process: Account Generator for Expense Reports, page G-36, and *Oracle Workflow User's Guide*.

You can create all the components for workflow in the Oracle Workflow Builder except for the PL/SQL procedures called by the function activities. See: Using AutoAccounting with Account Generator Processes, page G-48.

5. Test the customizations. See: Testing a Customized Process, page G-46.
6. Choose the process for a flexfield structure, if necessary. See: Assigning a Process to a Flexfield Structure, page G-47.
7. Set the Account Generator: Purge Runtime Data profile option. See: Setting the Profile Option, page G-47.
8. Save the process in the Oracle Projects database.

## Setting Up the Account Generator Processes

This section describes the processes and attributes of the workflows supplied with Oracle Projects. It also provides information about implementing and testing your workflows.

All the workflows and processes in this section generate account numbers for use with Oracle Payables.

### Workflow: Project Supplier Invoice Account Generation

The Project Supplier Invoice Account Generation workflow (item type) contains these

processes:

- Generate Account using FlexBuilder Rules
- Generate Default Account
- Sample Process for Account Generation

#### **Process: Generate Account Using FlexBuilder Rules**

**Purpose:** This process generates accounts for payables invoices.

**Workflow:** Project Supplier Invoice Account Generation

If you used FlexBuilder in a previous release to generate account combinations, this process replicates your FlexBuilder setup. You do not have to change any of your predefined FlexBuilder rules or customize the process.

If you are upgrading from Release 10.7, follow the Oracle FlexBuilder and Account Generator guidelines and tasks in *Upgrading Oracle Applications*.

To change your FlexBuilder rules after you upgrade, you must start with the Generate Default Account process to define your rules.

#### **Process: Generate Default Account**

**Purpose:** This process generates accounts for payables invoices.

**Workflow:** Project Supplier Invoice Account Generation

**Note:** Copy the workflow to a local hard disk or networked server to back up the workflow before you start to work with it. Because you cannot rename the workflow, plan to modify the *original* process. Do not save a backup workflow to the database. Workflows saved to the database overwrite the workflow of the same name in the database.

The Oracle Payables invoice entry windows call the Generate Default Account process for the invoice charge account. You must customize this process or create a new one, using the Oracle Workflow Builder. Otherwise, the process returns an error message.

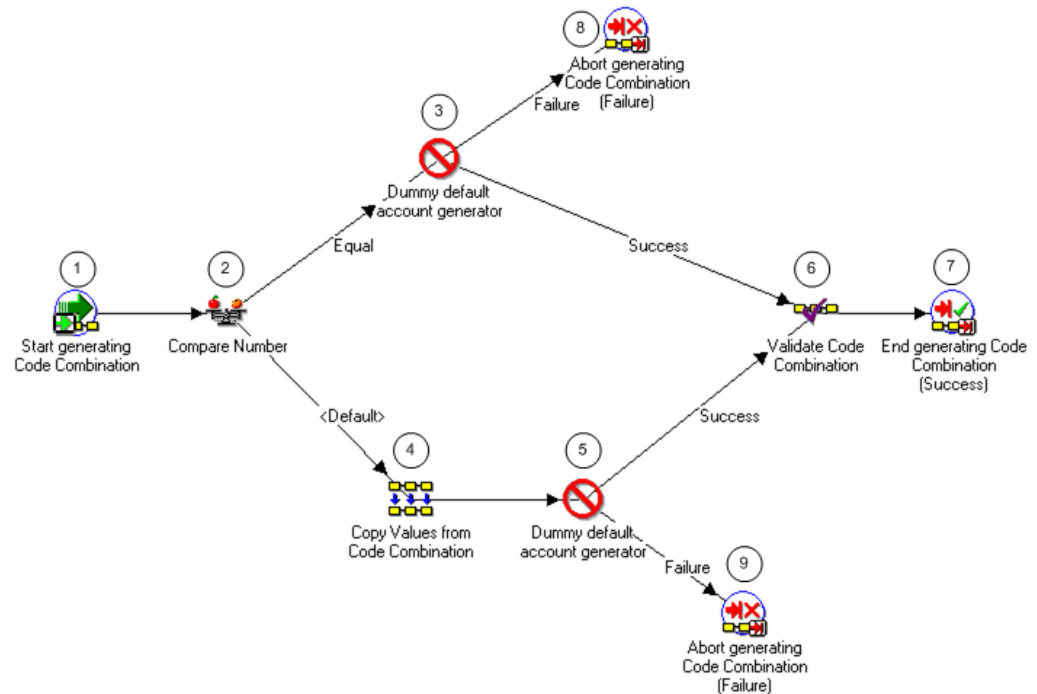
To customize the process, replace the dummy activities (see nodes 3 and 5 in the figure Generate Default Account Process, page G-29) with your customized procedure for account generation. Do not delete a node or change the node order.

If you prefer to create a new process, then copy the existing default process and change its internal name and display name. You can then modify the original default process and assign the process to the accounting flexfield structure. See: Assigning a Process to a Flexfield Structure, page G-47.

**About the process attributes** The workflow attributes for the Project Supplier Invoice Account Generation workflow (item type) identify the supplier invoice for which the process is generating a charge account number. See: Process Attributes, page G-40.

**About the activity nodes** The Generate Default Account process consists of nine activity nodes. The figure Generate Default Account Process, page G-29 illustrates the nodes. The numbered circles are not part of the process. The text following the figure describes each node.

### Generate Default Account Process



The following information describes each activity in the Generate Default Account process, listed by function name:

**Start generating Code Combination (Node 1):** This standard activity node starts the process.

**Compare Number (Node 2):** This node checks whether the user entered code combinations or not.

- If the user has not entered any code combinations, then the result is *Equal* and the process branches to node 3.
- If the user has entered a code combination, then result is *Default* and the process branches to node 4.

**Dummy default account generator (Node 3):** In its original (shipped) configuration, this node returns an error message. You must replace this function with your customized procedure for the case when a user has NOT entered any code combination.

- If the result is *Success*, then the process branches to node 6.

- If the result is *Failure*, then the process branches to node 8.

**Copy values from Code Combination (Node 4):** This node copies the code combination identifier that a user has entered.

**Dummy default account generator (Node 5):** In its original (shipped) configuration, this node returns an error message. You must replace this function with your customized procedure for the case when a user has entered a code combination.

- If the result is *Success*, then the process branches to node 6.
- If the result is *Failure*, then the process branches to node 9.

**Validate Code Combination (Node 6):** This node contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value *New code combinations* must be set to *True*.

**End generating Code Combination (Success) (Node 7):** This standard activity node ends the process.

**Abort generating Code Combinations (Failure) (Nodes 8 and 9):** This activity ends the code combination process.

#### Process: Sample Process for Account Generation

**Purpose:** This sample process is an example only. It illustrates how to generate accounts for payables invoices.

**Workflow:** Project Supplier Invoice Account Generation

**Note:** You cannot use this sample process, even with modification, in your database. You must modify the default process.

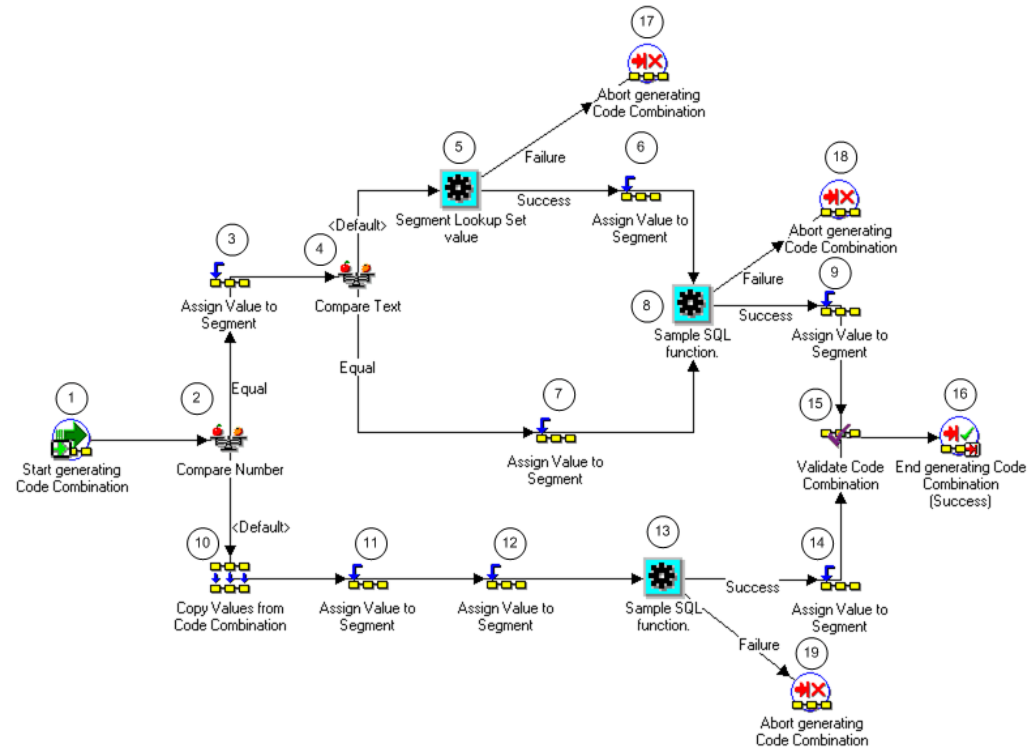
The sample process shows how to use workflow functions and attributes to derive account code combinations. It also demonstrates several standard functions that you can use to generate account segments.

The sample also illustrates the use of SQL procedures, AutoAccounting lookup sets, workflow attributes, and constants for generating supplier invoice accounts.

**About the process attributes** The workflow attributes for the Project Supplier Invoice Account Generation workflow (item type) identify the supplier invoice for which the process is generating a charge account number. For more information, see: Process Attributes, page G-40.

**About the activity nodes** The Sample Process for Account Generation consists of nineteen activity nodes. The figure Sample Process for Account Generation, page G-31 illustrates the nodes. The numbered circles are not part of the process. The text following the figure describes each node.

### Sample Process for Account Generation



**Note:** In the sample process, list, nodes 3, 6, 7, 9, 11, 12 and 14 use the Assign Value to a Segment function, which is provided by the standard flexfield workflow. For detailed information about this function, see *Oracle Applications Flexfields Guide*.

The following information describes each activity in the Sample Process for Account Generation process, listed by function name:

**Start generating code Combination (Node 1):** This standard activity node starts the process.

**Compare Number (Node 2):** This node checks whether the user has entered any code combinations or not.

- If the user has not entered any code combinations, then the result is *Equal* and the process branches to node 3.
- If the user has entered a code combination, then result is *Default* and the process branches to node 10.

**Assign Value to Segment (Node 3):** This node assigns a constant value 01 to the Company segment.

**Compare Text (Node 4):** This node tests whether the project type is Overhead. The test value is set to the item attribute Project Type. The reference value is the constant Overhead.

- If the project type is Overhead, then the result is *Equal* and the process branches to node 7.
- If the project type is not Overhead, then the result is *Default* and the process branches to node 5.

**Segment Lookup Set value (Node 5):** This node looks up the Cost Center segment. The lookup uses an AutoAccounting lookup set and an intermediate value (expenditure organization).

This node uses `pa_acc_gen_wf_pkg.pa_seg_lookup_set_value`, a function that retrieves an intermediate value from an AutoAccounting lookup set. See: Using the Segment Lookup Set Value Function, page G-45.

- If the result is *Success*, then the process branches to node 6.
- If the result is *Failure*, then the process branches to node 17.

**Assign Value to Segment (Node 6):** This node assigns the value found in node 5 to the cost center segment and then branches to node 8.

**Assign Value to Segment (Node 7):** If the project type is Overhead, then this node assigns the valid value from Invoice Descriptive Flexfield Attribute 4 to the Cost Center segment.

**Sample SQL function (Node 8):** This node uses a SQL procedure to derive the value for the Account segment. If the process encounters an error during any of the steps, the function branches to node 18.

The sample SQL package and procedure is in the file `PAXTMPFB.pls` (located in the `$PA_TOP/admin/sql` directory). The SQL procedure name is `pa_wf_fb_sample_pkg.pa_wf_sample_sql_fn`. The procedure contains detailed documentation.

The sample function derives and sets the segment value in the Lookup Set Value attribute. If you write your own functions, then you should create and set your own attributes.

**Note:** When you define a SQL function, you can define its attributes. The procedure reads the current values of the item attributes, then uses the attributes to derive the segment. However, the function in the sample process does not require attributes.

**Assign Value to Segment (Node 9):** This node assigns a the segment value derived in Node 8 to the Account segment.

**Copy Values from Code Combination (Node 10):** If the user has entered the code



combination, then this node copies the user-entered code combination.

**Assign Value to Segment (Node 11):** This node assigns a constant value, 01, to the Company segment.

**Note:** The Replace Existing Value attribute for this node is set to *True* and the Value is set to 01. Therefore, the node replaces whatever value the user enters with 01.

**Assign Value to Segment (Node 12):** If the project type is Overhead, then this node assigns the valid value from Invoice Descriptive Flexfield Attribute 4 to the Cost Center segment.

**Note:** The Replace Existing Value attribute for this node is set to *False*. Therefore, this node retains whatever value the user enters.

**Sample SQL function (Node 13):** This node uses a SQL procedure to derive the value for the Account segment. If the process encounters an error during any of the steps, the function branches to node 19.

The sample SQL package and procedure is in the file PAXTMPFB.pls (located in the \$PA\_TOP/admin/sql directory). The SQL procedure name is pa\_wf\_fb\_sample\_pkg.pa\_wf\_sample\_sql\_fn. The procedure contains detailed documentation.

The sample function derives and sets the segment value in the Lookup Set Value attribute. If you write your own functions, then you should create and set your own attributes.

**Note:** When you define a SQL function, you can define its attributes. The procedure reads the current values of the item attributes, then uses the attributes to derive the segment. However, the function in the sample process does not require attributes.

**Assign Value to Segment (Node 14):** This node assigns the segment value derived in node 13 to the Account segment.

**Note:** The Replace Existing Value attribute for this node is set to *False*. Therefore, this node retains whatever value the user enters.

**Validate Code Combination (Node 15):** This node contains the standard flexfield function for validating a code combination. For this function to work correctly, you must set the attribute value *New code combinations* to *True*.

**End generating Code Combination (Success) (Node 16):** This standard activity node ends the process.

**About generating Code Combinations (Nodes 17, 18, and 19):** This standard flexfield function ends the process.

### **Workflow: Project Expense Report Account Generator**

This workflow contains two processes:

- Default Account Generator for Expense Reports
- Sample Account Generator for Expense Reports

### **Process: Default Account Generator for Expense Reports**

**Purpose:** This process generates account numbers for expense reports created in Oracle Internet Expenses and the Invoices window in Oracle Payables.

**Workflow:** Project Expense Report Account Generator

When a user enters a project and task in an expense report in Oracle Internet Expenses, Oracle Internet Expenses calls the Default Account Generator for Expense Reports. This process returns the default CCID (code combination identifier) defined for the employee in HR. If the employee does not have a default CCID, then you will receive an error. If you want to derive the account based on other criteria, then modify the default process.

**Note:** Copy the workflow to a local hard disk or networked server to back up the workflow before you start to work with it. Because you cannot rename the workflow, plan to modify the *original* process. Do not save a backup workflow to the database. Workflows saved to the database overwrite the workflow of the same name in the database.

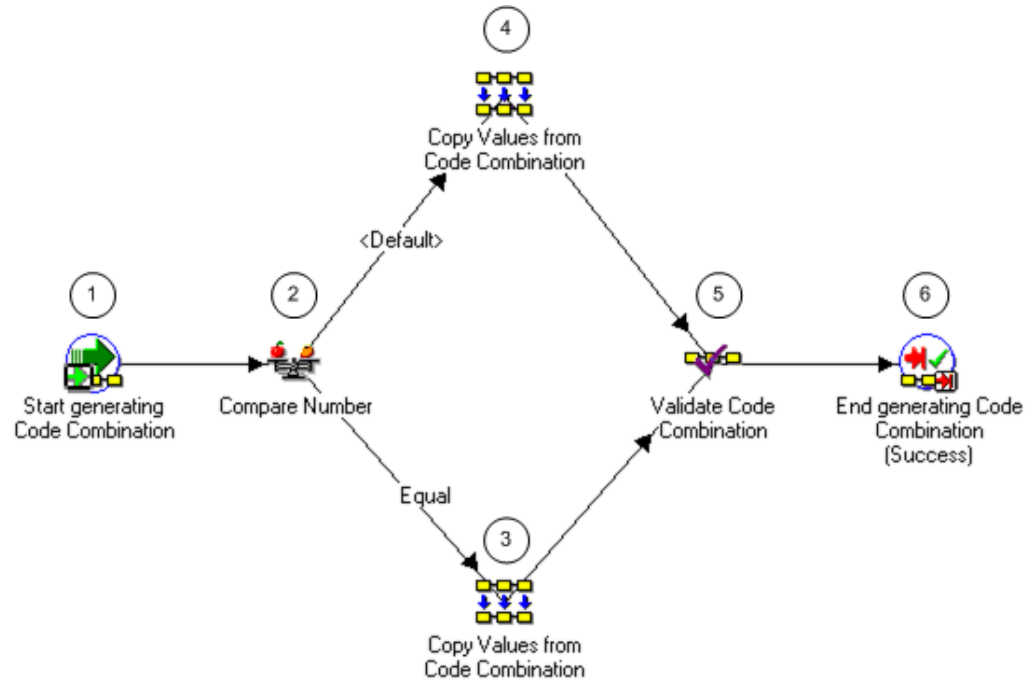
To customize the process, replace the Copy Values from Code Combination nodes (see nodes 3 and 4 in the figure Default Account Generator for Expense Reports, page G-35) with your customized procedure for account generation. Do not delete a node or change the node order. In addition, update your lookup set for information you will receive from Oracle Internet Expenses expense reports.

If you prefer to create a new process, then copy the existing default process and change its internal name and display name. You can then modify the original default process and assign the process to the accounting flexfield structure. See: Assigning a Process to a Flexfield Structure, page G-47.

**About the process attributes** The workflow attributes for this workflow (item type) identify the expense report for which the process is generating a charge account number. See: Process Attributes, page G-40.

**About the activity nodes** This process consists of six activity nodes. The figure Default Account Generator for Expense Reports, page G-35 illustrates the nodes. The numbered circles are not part of the process. The text following the figure describes each node.

### Default Account Generator for Expense Reports



The following information describes each activity in the Default Account Generator for Expense Reports process, listed by function name:

**Start generating Code Combination (Node 1):** This standard activity node starts the process.

**Compare Number (Node 2):** This node checks whether the user has entered any code combinations or not.

- If the user has not entered any code combinations, then the result is *Equal* and the process branches to node 3.
- If the user has entered a code combination, then result is *Default* and the process branches to node 4.

**Copy values from Code Combination (Node 3):** This node must be customized. It generates employee account information from the employee code combination identifier.

**Copy values from Code Combination (Node 4):** This node copies the user-entered code combination identifier. You can customize this node.

**Validate Code Combination (Node 5):** This node contains the standard Flexfield function for validating a code combination. For this function to work, the attribute value *New code combinations* must be set to *True*.

**End generating Code Combination (Success) (Node 6):** This standard activity ends the process.

#### **Process: Sample Account Generator for Expense Reports**

**Purpose:** This sample process is an example only. It illustrates how to generate accounts for expense reports created in Oracle Internet Expenses or the Invoices window in Oracle Payables.

**Workflow:** Project Expense Report Account Generator

**Note:** You cannot use this sample process, even with modification, in your database. You must modify the default process.

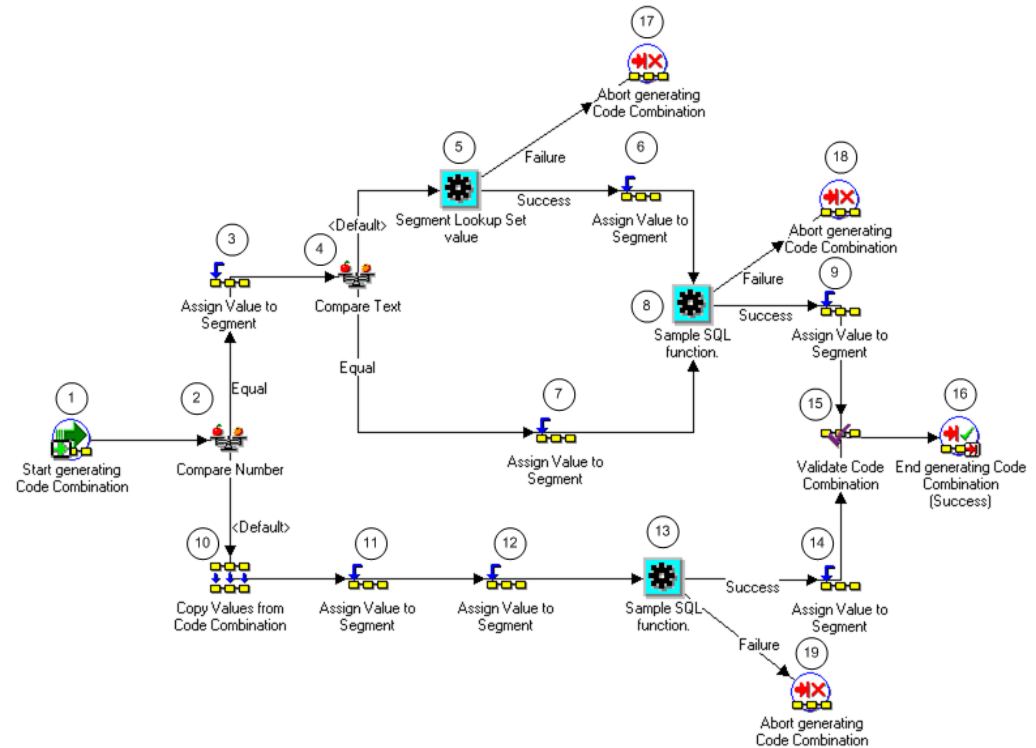
Expense reports created in Oracle Internet Expenses or the Invoices window in Oracle Payables may contain project or task numbers that you want to collect for Oracle Projects. This sample account generator routine generates account numbers for the projects and tasks in these expense reports.

Part of the process (the Segment Lookup Set value nodes) requires some setup in AutoAccounting.

**About the process attributes** The workflow attributes for the Project Expense Report Account Generator workflow (item type) identify the expense report for which the process is generating a charge account number. For more information, see: Process Attributes, page G-40.

**About the activity nodes** This process consists of nineteen activity nodes. The figure Sample Account Generator for Expense Reports, page G-37 illustrates the nodes. The numbered circles are not part of the process. The text following the figure describes each node.

### Sample Account Generator for Expense Reports



**Note:** In the sample process, list, nodes 3, 6, 7, 9, 11, 12 and 14 use the Assign Value to a Segment function, which is provided by the standard flexfield workflow. For detailed information about this function, see *Oracle Applications Flexfields Guide*.

The following information describes each activity in the Sample Account Generator for Expense Reports process, listed by function name:

**Start generating code Combination (Node 1):** This standard activity node starts the process.

**Compare Number (Node 2):** This node checks whether the user has entered any code combinations or not.

- If the user has not entered any code combination, then the result is *Equal* and the process branches to node 3.
- If the user has entered a code combination, then result is *Default* and the process branches to node 10.

**Assign Value to Segment (Node 3):** This node assigns a constant value 01 to the Company segment.

**Compare Text (Node 4):** This node tests whether the project type is Overhead. The test value is set to the item attribute Project Type. The reference value is the constant Overhead.

- If the project type is Overhead, then the result is *Equal* and the process branches to node 7.
- If the project type is not Overhead, then the result is *Default* and the process branches to node 5.

**Segment Lookup Set value (Node 5):** This node looks up the Cost Center segment. The lookup uses an AutoAccounting lookup set and an intermediate value (expenditure organization).

This node uses `pa_acc_gen_wf_pkg.pa_seg_lookup_set_value`, a function that retrieves an intermediate value from an AutoAccounting lookup set. See: Using the Segment Lookup Set Value Function, page G-45.

- If the result is *Success*, then the process branches to node 6.
- If the result is *Failure*, then the process branches to node 17.

**Assign Value to Segment (Node 6):** This node assigns the value found in node 5 to the cost center segment and then branches to node 8.

**Assign Value to Segment (Node 7):** If the project type is Overhead, then this node assigns the valid value from Invoice Descriptive Flexfield Attribute 4 to the Cost Center segment.

**Sample SQL function (Node 8):** This node uses a SQL procedure to derive the value for the Account segment. If the process encounters an error during any of the steps, the function branches to node 18.

The sample SQL package and procedure is in the file `PAXTMPFB.pls` (located in the `$PA_TOP/admin/sql` directory). The SQL procedure name is `pa_wf_fb_sample_pkg.pa_wf_sample_sql_fn`. The procedure contains detailed documentation.

The sample function derives and sets the segment value in the Lookup Set Value attribute. If you write your own functions, then you should create and set your own attributes.

**Note:** When you define a SQL function, you can define its attributes. The procedure reads the current values of the item attributes, then uses the attributes to derive the segment. However, the function in the sample process does not require attributes.

**Assign Value to Segment (Node 9):** This node assigns the segment value derived in Node 8 to the Account segment.

**Copy Values from Code Combination (Node 10):** If the user has entered the code

combination, then this node copies the user-entered code combination.

**Assign Value to Segment (Node 11):** This node assigns a constant value, 01, to the Company segment.

**Note:** The Replace Existing Value attribute for this node is set to *True* and the Value is set to 01. Therefore, the node replaces whatever value the user enters with 01.

**Assign Value to Segment (Node 12):** If the project type is Overhead, then this node assigns the valid value from Invoice Descriptive Flexfield Attribute 4 to the Cost Center segment.

**Note:** The Replace Existing Value attribute for this node is set to *False*. Therefore, this node retains whatever value the user enters.

**Sample SQL function (Node 13):** This node uses a SQL procedure to derive the value for the Account segment. If the process encounters an error during any of the steps, the function branches to node 19.

The sample SQL package and procedure is in the file PAXTMPFB.pls (located in the \$PA\_TOP/admin/sql directory). The SQL procedure name is pa\_wf\_fb\_sample\_pkg.pa\_wf\_sample\_sql\_fn. The procedure contains detailed documentation.

The sample function derives and sets the segment value in the Lookup Set Value attribute. If you write your own functions, then you should create and set your own attributes.

**Note:** When you define a SQL function, you can define its attributes. The procedure reads the current values of the item attributes, then uses the attributes to derive the segment. However, the function in the sample process does not require attributes.

**Assign Value to Segment (Node 14):** This node assigns the segment value derived in node 13 to the Account segment.

**Note:** The Replace Existing Value attribute for this node is set to *False*. Therefore, this node retains whatever value the user enters.

**Validate Code Combination (Node 15):** This node contains the standard flexfield function for validating a code combination. For this function to work correctly, you must set the attribute value *New code combinations* to *True*.

**End generating Code Combination (Success) (Node 16):** This standard activity node ends the process.

**Abort generating Code Combinations (Nodes 17, 18, and 19):** This standard flexfield function ends the process.

## Process Attributes

Attributes fully identify the supplier invoice or expense report for which a process generates an account number.

You can view the characteristics of each attribute and add new attributes, but you cannot modify existing attributes.

You can view the attributes and their characteristics in graphic format (in Oracle Workflow Builder) or in a text file (using a word processor).

### To view the attribute characteristics in Workflow Builder:

1. Use the Oracle Workflow Builder to open the workflow (item type) whose attributes you want to view.
2. In the Navigator window, expand the directory tree for the workflow.
3. Expand the Attributes directory for the workflow.
4. Double-click the icon for the attribute whose characteristics you want to see.
5. In the property window, select the Attributes or Access tab to view different aspects of the attribute.

### To view the attribute characteristics in a text file:

1. Use a word processor application to open the appropriate Oracle Workflow file.
2. Open PAAPINWV.wft to view the Project Supplier Invoice Account Generation workflow.
3. Open PAAPWEBX.wft to view the Project Expense Report Account Generator workflow.
4. Use the find command in the word processor to locate PROJECT\_ID (the internal name of the first attribute).

The word processor goes to the PROJECT\_ID text. The attributes for the Project ID attribute and subsequent attributes are listed there.

The table below summarizes the attributes for the two workflows described in this chapter.

**Note:** The *Supplier Invoice* column indicates if each attribute is included in the Project Supplier Invoice Account Generation workflow. The



*Expense Report* column indicates if an attribute is included in the Project Expense Report Account Generation workflow.

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes	yes	Project ID PROJECT_ID	Number	
yes	yes	Task ID TASK_ID	Number	
yes	yes	Expenditure Type EXPENDITURE_TYPE	Text	30
yes	yes	Supplier Identifier VENDOR_ID	Number	
yes	yes	Billable Flag BILLIABLE_ID	Text	1
yes	yes	Project Class Code CLASS_CODE	Text	30
yes	yes	Expenditure Category EXPENDITURE_CATEGORY	Text	30
yes	yes	Direct Flag DIRECT_FLAG	Text	1
yes	yes	Expenditure Item Date EXPENDITURE_ITEM_DATE	Date	
yes	yes	Expenditure Organization Identifier EXPENDITURE_ORGANIZATION_ID	Number	

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes	yes	Expenditure Organization Name EXPENDITURE_ORG_NAME	Text	60
yes	yes	Project Number PROJECT_NUMBER	Text	25
yes	yes	Project Organization Name PROJECT_ORGANIZATION_NAME	Text	60
yes	yes	Project Organization Identifier PROJECT_ORGANIZATION_ID	Number	
yes	yes	Project Type PROJECT_TYPE	Text	20
yes	yes	Public Sector Flag PUBLIC_SECTOR_FLAG	Text	1
yes	yes	Revenue Category REVENUE_CATEGORY	Text	30
yes	yes	Task Number TASK_NUMBER	Text	25
yes	yes	Task Organization Name NAME	Text	60
yes	yes	Task Organization Identifier TASK_ORGANIZATION_ID	Number	
yes	yes	Task Service Type TASK_SERVICE_TYPE	Text	30

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes	yes	Top Task Identifier TOP_TASK_ID	Number	
yes	yes	Top Task Number TOP_TASK_NUMBER	Text	25
yes		Supplier Employee Number VENDOR_EMPLOYEE_NUMBER	Text	30
yes		Supplier Person Identifier VENDOR_EMPLOYEE_ID	Number	
	yes	Employee Number EMPLOYEE_NUMBER	Text	
	yes	Employee Identifier EMPLOYEE_ID	Text	
yes	yes	Supplier Type VENDOR_TYPE	Text	25
yes	yes	Chart of Accounts ID CHART_OF_ACCOUNTS_ID  This attribute is present in all account generator item types.	Number Default is 101	
yes	yes	Supplier Invoice Account Code Identifier DIST_CODE_COMBINATION_ID	Number	
	yes	Employee Account Identifier EMPLOYEE_CCID	Number	

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
	yes	Expense Type EXPENSE_TYPE	Number	
	yes	Expense Cost Center EXPENSE_CC	Text	240
	yes	Calling Module CALLING_MODULE	Text	25
yes	yes	Lookup Set Value LOOKUP_SET_VALUE  Stores the result of a lookup. See Using the Segment Lookup Set Value Function, page G-45.	Text	25
	yes	Function Transaction Code TRANSACTION_CODE	Text	30
yes	yes	Error Message ERROR_MESSAGE	Text	2000
yes		Attribute Category and Attribute 1-15 (Invoice Descriptive Flexfield) ATTRIBUTE_CATEGORY  ATTRIBUTE1-15  These are the descriptive flexfield values entered in the Oracle Payables invoice header.	Text	150

Supplier Invoice	Expense Report	Display Name and INTERNAL NAME	Type	Length
yes		Distribution Attr Category and Distribution Attribute 1-15 (Inv Distrn Desc Flexfield)  ATTRIBUTE_CATEGORY  ATTRIBUTE1-15  These are descriptive flexfield values entered for each Oracle Payables invoice distribution.	Text	150
	yes	Attribute Category and Attribute 1-15 (Expense Report Descriptive Flexfield)  ATTRIBUTE_CATEGORY  ATTRIBUTE1-15	Text	150
	yes	Expense Line Attr Category and Attribute 1-15 (Exp Line Desc Flexfield)  ATTRIBUTE_CATEGORY  ATTRIBUTE1-15	Text	150
yes		Accounting Date  ACCOUNTING_DATE	Date	

### Using the Segment Lookup Set Value Function

The Segment Lookup Set Value function retrieves an intermediate value from an AutoAccounting lookup set. The lookup set is defined in the Oracle Projects AutoAccounting windows.

The function uses two attributes, Lookup Set Name and Intermediate Value. The segment value that results from the combination of the Lookup Set and the Intermediate Value is defined using the AutoAccounting Lookup Sets window. The function derives the segment value and assigns it to the attribute Lookup Set Value, which you can then assign to a segment using the Assign Value to Segment function.

The Sample Process for Account Generation, page G-31 process uses this function in node 5 (Segment Lookup Set value). The Lookup Set Name attribute is set to SAMPLE\_LOOKUP\_SET. The Intermediate Value is the Expenditure Organization Name, which is an item attribute. The function sets the Lookup Set Value attribute, which is then assigned to the Cost Center segment in node 6.

## Testing a Customized Process

You should test any process before using it on a production database. To test a process, call the appropriate function in a PL/SQL block. Two test processes exist:

- **pa\_acc\_gen\_wf\_pkg.pa\_inv\_generate\_account** for invoices
- **pa\_acc\_gen\_wf\_pkg.ap\_er\_generate\_account** for expense reports

For an example of how to test this function, see the procedure **pa\_wf\_fb\_sample\_pkg.test\_ap\_inv\_account** in the file PAXTMPFB.pls in the \$PA\_TOP/admin/sql directory.

The return value is BOOLEAN. If the function returns the value *FALSE*, an error has occurred during account generation. Use the value in X\_ERROR\_MESSAGE to determine the error message.

If the value of X\_RETURN\_CCID is -1, the code combination that was created uses rules that do not yet exist.

The table below lists the function parameters.

Parameter Name	Type	Mode
P_PROJECT_ID	NUMBER(15)	IN
P_TASK_ID	NUMBER(15)	IN
P_EXPENDITURE_TYPE	VARCHAR2(30)	IN
P_VENDOR_ID	NUMBER	IN
P_EXPENDITURE_ORGANIZATION_ID	NUMBER(15)	IN
P_EXPENDITURE_ITEM_DATE	DATE	IN
P_BILLABLE_FLAG	VARCHAR2(1)	IN
P_CHART_OF_ACCOUNTS_ID	NUMBER	IN
P_ATTRIBUTE_CATEGORY	VARCHAR2(150)	IN
(Note: Descriptive flexfield values from each Payables invoice header)		

Parameter Name	Type	Mode
P_ATTRIBUTE1 through P_ATTRIBUTE15 (Note: Descriptive flexfield values from each Oracle Payables invoice header)	VARCHAR2(150)	IN
P_DIST_ATTRIBUTE_CATEGORY (Note: Descriptive flexfield values from each Oracle Payables invoice distribution)	VARCHAR2(150)	IN
P_DIST_ATTRIBUTE1 through P_DIST_ATTRIBUTE15 (Note: Descriptive flexfield values from each Oracle Payables invoice distribution)	VARCHAR2(150)	IN
X_RETURN_CCID	NUMBER(15)	OUT
X_CONCAT_SEGS	VARCHAR2	OUT
X_CONCAT_IDS	VARCHAR2	OUT
X_CONCAT_DESCRS	VARCHAR2	OUT
X_ERROR_MESSAGE	VARCHAR2	OUT

### Assigning a Process to a Flexfield Structure

If you changed the name of a default or sample account generator process, use the Account Generator Processes window (in the Flexfields application) to associate the new name with the appropriate flexfield structure and workflow (item type).

If you have not changed the name, you do not need to perform this step.

### Setting the Profile Option

The Account Generator: Purge Runtime Data profile option indicates whether to purge the data used to build account combinations as soon as the account generator has completed.

For best performance, set this profile option to No and then purge the runtime data in a separate operation. Setting the profile option to No retains (in the Oracle Workflow tables) the data used by the account generator to generate code combinations. To purge the data, run the Purge Obsolete Workflow Runtime Data program after the account generator process has executed successfully. The system administrator can add this program to a request security group.

Setting this profile option to Yes purges the Oracle Workflow data as soon as the account generator has completed, but may slow the performance of the account generator.

Users can see and update this profile option.

This profile option is visible and can be updated at all levels.

## Using AutoAccounting with Account Generator Processes

This section describes how you can use AutoAccounting with Account Generator Processes, and provides directions for:

- Assigning a constant or lookup value to a segment
- Assigning an attribute parameter to a segment
- Deriving a segment value
- Learning more about SQL functions to generate account codes

See also Comparing AutoAccounting to the Account Generator, page G-50.

## Assigning a Value to a Segment

You can use an account generator to assign either a constant or lookup set value to a segment.

Assigning a lookup set value to a segment uses an AutoAccounting rule that passes a parameter to a lookup set.

### To Assign a Constant Value to a Segment:

1. Select the Assign Value to Segment function in the Standard Flexfield workflow and then drag it to your account generation process.
2. Connect the function to the prior and subsequent steps.
3. With the Assign Value to Segment function still highlighted, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab and enter values for each attribute.
6. For the Value attribute, select Constant as the Value Type. Enter the constant under Value.

To assign a lookup set value to a segment:



### **To Assign a Lookup Set Value to a Segment:**

1. Open the workflow (item type) and then open your process.
2. In the Navigator, open Functions for your workflow. Select the Segment Lookup Set Value function and drag it to your account generation process.
3. Connect the function to the prior and subsequent steps.
4. With the Segment Lookup Set Value function still highlighted, choose Properties from the Edit menu.
5. Choose the Attribute Value tab and then select Lookup Set Name.
6. In the Value field, type the name of the lookup set that you want to use.
7. Select Intermediate Value. Choose Item Attribute from the list of values in the pop-up list to the left of the Value field.
8. For Value, choose an item from the list of values.
9. Assign a value to the segment. For more information, see: Assigning an Attribute Parameter to a Segment, page G-49.

For detailed information about assigning lookup set values, see Account Generator *Oracle Applications Flexfields Guide*.

### **Assigning an Attribute Parameter to a Segment**

This section describes how to use an account generator to assign an attribute parameter to a segment.

#### **To assign an attribute to a segment:**

1. Select the Assign Value to Segment function from the Standard Flexfield workflow and then drag it to your account generation process.
2. Connect this function to prior and subsequent steps.
3. With the Assign Value to Segment function still selected, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab.
6. For the Value attribute, select Item Attribute as the Value Type. Then select the attribute whose value will be assigned to the segment.

For detailed information about this function, see: Account Generator *Oracle Applications Flexfields Guide*.

## Deriving a Segment Value

SQL statements derive segment values using if/then logic.

For more information, see: SQL Functions, page G-50.

## SQL Functions

A SQL function is illustrated in nodes 8 and 13 of the sample process in the Project Supplier Invoice Account workflow. See: Sample Process for Account Generation, page G-31.

## Comparing AutoAccounting to the Account Generator

Both the account generation processes in Oracle Workflow and AutoAccounting in Oracle Projects can create account numbers dynamically, based on transactions in Oracle Projects. This section compares the Account Generator to AutoAccounting, and provides directions for:

- Assigning a constant or lookup value to a segment
- Assigning an attribute parameter to a segment
- Deriving a segment value
- Learning more about SQL functions to generate account codes

The differences between the two methods are summarized in the following table:

Account Generator Terms or Functionality	Equivalent in AutoAccounting
Workflow or Item Type	Function
Process	Defining and assigning rules to segments
Attribute	Parameter
Assigning a constant to a segment	Assigning a constant AutoAccounting rule to a segment
Assigning an attribute parameter to a segment	Assigning an AutoAccounting rule that uses a parameter, which becomes the segment value (a lookup set is not used)

Account Generator Terms or Functionality	Equivalent in AutoAccounting
Assigning a lookup set value to a segment	Assigning an AutoAccounting rule that passes a parameter to a lookup set to determine the segment value
Deriving a segment value by using SQL statements or If conditions	Using an AutoAccounting rule that derives the intermediate value or segment value via a SQL statement.

## Assigning a Value to a Segment

This section describes how to use the Account Generator to assign either a constant or lookup set value to a segment.

### To Assign a Constant Value to a Segment:

1. Select the Assign Value to Segment function in the Standard Flexfield workflow and then drag it to your account generation process.
2. Connect the function to the prior and subsequent steps.
3. With the Assign Value to Segment function still highlighted, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab and enter values for each attribute.
6. For the Value attribute, select Constant as the Value Type. Enter the constant under Value.

### To Assign a Lookup Set Value to a Segment:

Assign an AutoAccounting rule that passes a parameter to a lookup set.

For detailed information about this function, see *Account Generator, Oracle Applications Flexfields Guide*.

## Assigning an Attribute Parameter to a Segment

This section describes how to use the Account Generator to assign an attribute parameter to a segment.

### To Assign an Attribute to a Segment:

1. Select the Assign Value to Segment function from the Standard Flexfield workflow

and then drag it to your account generation process.

2. Connect this function to prior and subsequent steps.
3. With the Assign Value to Segment function still selected, choose Properties from the Edit menu.
4. In the Comment field, describe the action being performed (optional).
5. Select the Attribute Values tab.
6. For the Value attribute, select Item Attribute as the Value Type. Then select the attribute whose value will be assigned to the segment.

## Deriving a Segment Value

SQL statements derive segment values using if/then logic. You can do this in an account generator process with either conditional nodes or SQL functions.

## SQL Functions

You must follow workflow standards when writing SQL procedures to generate account codes. Within the procedure code, use calls to the standard workflow functions to retrieve the required attributes. The final value determined by the procedure is copied into one of the attributes. The value can be then assigned to a segment.

## Related Topics

Overview of AutoAccounting, page G-2

Account Generator: Purge Runtime Data, page B-61

*Oracle Applications Flexfields Guide*

## AutoAccounting and Subledger Accounting

Oracle Projects uses AutoAccounting to create default accounts for project transactions that it sends to Oracle Subledger Accounting. Oracle Projects predefines setup in Oracle Subledger Accounting to enable the create accounting process to accept default accounts from Oracle Projects without change. You can optionally define your own detailed accounting rules in Oracle Subledger Accounting. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

**Note:** Oracle Subledger Accounting uses intracompany balancing rules to create balancing lines on journal entries between balancing segment

values. You set up this functionality in the Oracle General Ledger Accounting Setup Manager. For additional information, see: Cross Entity Balancing Rules, page 3-48.

If you define your own detailed accounting rules in Oracle Subledger Accounting, then you must still set up basic rules in AutoAccounting. Oracle Projects cost distribution, revenue generation, and accounting event generation processes require AutoAccounting to create default accounts during processing.

Oracle Projects uses AutoAccounting for billing to create accounts that it interfaces to Oracle Receivables with customer invoices. In turn, Oracle Receivables creates accounting for invoices in Oracle Subledger Accounting. Oracle Subledger Accounting transfers the final accounting to Oracle General Ledger.

## Related Topics

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*  
Subledger Accounting for Receivables, *Oracle Receivables Implementation Guide*

## Overview of Subledger Accounting

Oracle Subledger Accounting is an intermediate step between each of the subledger applications, such as Oracle Projects, Oracle Payables, Oracle Purchasing, and Oracle Receivables, and Oracle General Ledger. Oracle Subledger Accounting creates the final accounting for subledger journal entries and transfers the accounting to Oracle General Ledger. Oracle Subledger Accounting stores a complete and balanced subledger journal entry in a common data model for each business event that requires accounting. In addition, Oracle Subledger Accounting can create more than one accounting representation for each transaction.

Oracle Subledger Accounting provides accounting information for reports and inquiries. For example, you can drill down from Oracle General Ledger to view subledger journal entries or lines. In turn, you can drill down from the subledger journal lines to view the underlying transactions in the subledger application.

## Related Topics

Subledger Accounting for Costs, page 3-41  
Subledger Accounting for Revenue and Billing, page 4-55  
Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*  
Predefined Setup for Oracle Subledger Accounting, *Oracle Projects Fundamentals*  
*Oracle Subledger Accounting Implementation Guide*

## Comparing AutoAccounting and Oracle Subledger Accounting

Oracle Projects AutoAccounting and Oracle Subledger Accounting both create accounting information based on transactions in Oracle Projects. The accounts that Oracle Projects AutoAccounting creates are default values. If you define your own detailed accounting rules in Oracle Subledger Accounting, then Oracle Subledger Accounting overwrites default accounts, or individual segments of accounts, that Oracle Projects derives using AutoAccounting.

The following table lists Oracle Projects AutoAccounting functionality and the equivalent functionality in Oracle Subledger Accounting.

Oracle Projects AutoAccounting Functionality	Equivalent in Oracle Subledger Accounting
Lookup sets	Mapping sets
Intermediate value	Input value
AutoAccounting rules	Account derivation rules
Parameter	Source
AutoAccounting function transactions	Conditions on account derivation rules
AutoAccounting functions	Journal line types
AutoAccounting rule assignment	Journal lines definitions: Assign account derivation rules to journal line types

The following sections provide a comparison of AutoAccounting and Oracle Subledger Accounting.

### Translating Intermediate Values to Account Segment Values

AutoAccounting uses *lookup sets* to translate intermediate values to account segment values. For example, if you have a business with five major regions that you define as expenditure organizations, and region is a segment in your Accounting Flexfield, then you can create a lookup set to map each expenditure organization to a region segment value.

**Note:** Oracle Projects does not provide lists of values when you define lookup sets. Therefore, when you define a lookup set, you must manually enter the intermediate values and segment values.

In Oracle Subledger Accounting, you use *mapping sets* to translate intermediate values, which are called *input values*, to account segment values. When you enter input values for mapping sets, you can select input values from a list of values based on either an existing lookup set or value set. You also specify the Accounting Flexfield segment and select segment values from a list of values.

Oracle Projects also provides predefined lookup types that you can use to select input values for mapping sets. For example, predefined lookup types include: Cross Charge Distribution Line Type, Project Type Class, and Event Type Classification. You can define additional lookups if required.

You can also use a list of values that is based on the values stored in the database for a particular field. Oracle Projects also provides predefined value sets that you can use to select input values when you define mapping sets. For example, predefined value sets include: Agreement Type, Expenditure Category, and Expenditure Classification Code.

## Defining Rules for Account Generation

In AutoAccounting, you define *AutoAccounting rules* to specify how Oracle Projects generates accounts for transactions. You can define rules that use a constant value, parameters, or a SQL select statement. Each rule you define generates a value for one Accounting Flexfield segment. When you assign rules to an AutoAccounting function transaction, you must specify one rule for each segment in your Accounting Flexfield.

In Oracle Subledger Accounting, you define *account derivation rules* to determine how the create accounting process generates accounting for transactions. Oracle Subledger Accounting enables you to define rules that use a constant value, a mapping set, a source, or another account derivation rule as the method for deriving the account values.

You can define account derivation rules in Oracle Subledger Accounting that generate either a value for a single Accounting Flexfield segment or a complete Accounting Flexfield account code combination. If you define an account derivation rule by Accounting Flexfield, then the rule determines the entire Accounting Flexfield combination. If you define an account derivation rule by segment, then the rule determines the value of a single Accounting Flexfield segment. You can use both segment-based and flexfield-based rules to derive a single account. If you assign both types of account derivation rules to a single journal line definition, then Oracle Subledger Accounting uses segment-specific rules first and then takes the remaining values from a flexfield-based rule. This approach is different than in AutoAccounting, where each rule generates a value for only a single Accounting Flexfield segment.

Oracle Subledger Accounting does not support the definition of account derivation rules based on SQL select statements. However, you can create *custom sources* to define complex rules. To create a custom source, you write a PL/SQL function that uses existing sources as parameters. You can create custom sources for a particular application, such as Oracle Projects.

You specify *conditions* when you define rule details for an account derivation rule. Oracle Subledger Accounting uses conditions to return different values based on

selected transaction attributes. You can use all sources and custom sources available to the application to create a condition. For example, you can create an account derivation rule that has two rule lines. The condition for the first line can state that it applies to transactions on capital projects. The second line can apply to all other transactions. As a result, when the create accounting process uses the rule, it can create accounting for transactions on capital projects that is different from the accounting it creates for all other transactions. This feature performs a similar role to that of AutoAccounting *function transactions*.

**Note:** When you define conditions for an account derivation rule, you must ensure that the conditions encompass all possible scenarios. Otherwise, the create accounting process generates an error. For example, if you define two conditions for an account derivation rule, one that applies to capital projects and a second that applies to contract projects, then the create accounting process generates an error when it attempts to use the account derivation rule to create accounting for a transaction charged to an indirect project.

## Assigning Rules

In AutoAccounting, you assign rules to predefined *AutoAccounting functions* such as Labor Cost Account, Labor Cost Clearing Account, and Usage Revenue Account. Within each function, you can enable *function transactions* and assign rules to derive account segment values. For example, for the Labor Cost Account function, you can assign rules to the *Capital*, *All* function transaction that are different from the rules you assign to the *All Labor* function transaction. As a result, AutoAccounting can create accounting for transactions on capital projects that is different from the accounting it creates for all other transactions. AutoAccounting function transactions perform a similar role to that of conditions in Oracle Subledger Accounting. See: Defining Rules for Account Generation, page G-55.

In Oracle Subledger Accounting, you assign *account derivation rules* when you define *journal lines definitions*. You define a journal lines definition for each event class and assign account derivation rules to each *journal line type*. Journal line types determine basic information about a subledger journal entry line, such as whether the line is debit or credit. Oracle Projects provides predefined journal line types in Oracle Subledger Accounting.

Journal lines definitions determine journal lines, line descriptions, and account derivation rules that are assigned to an event class or event type. For example, when you define a journal lines definition for the *Labor Cost* event class, you assign account derivation rules to both the *Raw Cost* and *Raw Cost Clearing* journal line types. The conditions for account derivation are part of the definition of each account derivation rule.

Oracle Subledger Accounting provides you with greater flexibility when compared to AutoAccounting. In AutoAccounting, you assign rules to each AutoAccounting



function and you are limited to the AutoAccounting functions and function transactions that Oracle Projects provides. In Oracle Subledger Accounting, attributes such as project type class (indirect, contract, and capital), billable, and capitalizable are available as sources. You define conditions for account derivation rules using these sources and assign them to journal line types as part of the journal lines definition. For example, if you want to define separate accounts for billable and nonbillable labor costs, then you define two conditions for an account derivation rule and assign this rule to the labor raw cost journal line type on the journal lines definition. Oracle Projects predefines over 300 sources for you to use in Oracle Subledger Accounting and, in addition, you can define your own custom sources. This approach enables you to define separate accounts for a wide variety of conditions. Furthermore, you can define journal lines definitions to create multiple debit and credit accounting lines for the same transaction.

## **Related Topics**

Custom Sources, page 3-42

Account Derivation Rules, page 3-44

Assigning Rules to Transactions, page G-14

Defining AutoAccounting Rules, page G-5

Defining a Lookup Set, page G-12

Journal Line Definitions, page 3-45

Journal Line Types, page 3-42

Mapping Sets, page 3-43

Understanding Subledger Accounting Setup for Oracle Projects, *Oracle Projects Fundamentals*



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# Index

## A

---

### account codes

- Fremont Corporation, 2-25

- Account Generation Example, 9-52

### account generator, G-22

- AutoAccounting, and, G-48

- expense report, G-34

#### functions

- segment lookup set value, G-45

- SQL, G-50

- Oracle Payables, for, G-25

- Oracle Purchasing, for, G-25

- overview, G-24

#### processes

- backing up, G-27, G-28

- renaming, G-47

- segment lookup value, G-45

- using FlexBuilder rules, G-28

- viewing attributes, G-40

- purging runtime data, G-47

- setting up, G-27, G-47

- supplier invoice, G-27

- testing, G-46

### Account Generator

- comparison with AutoAccounting, G-50

- project-related purchasing transactions, 3-181

- supplier invoice, 3-181

- Supplier Invoice Charge Account, 3-170

### Accounting

- revenue and billing, 4-55

### accounting flexfield

- Fremont Corporation, 2-23

### addresses

- people, 2-58

### adjustment reasons

- defining for organization forecasts, 2-194

### adjustments

- overtime, 3-112

### advertising rules, 5-10

### agreements

- intercompany billing projects, 3-165

- setting up, 4-50

- templates, 4-51

- types of, 4-50

### agreements and funding

- client extensions, 4-53

### agreement types

- cross charge, 3-167

- Fremont Corporation, 4-51

### allocations, 3-122

- amount class, 3-127

- AutoAllocations, 3-142

#### basis

- interaction with targets, 3-130

- methods, 3-123, 3-133

- case study, 3-137

- cross charge and, 3-130

- incremental and full

- example, 3-137

#### offsets

- defining, 3-132

- precedence of, 3-130, 3-131

#### rules

- copying, 3-135

- defining, 3-122
  - deleting or modifying, 3-136
  - naming, 3-123
  - viewing, 3-136
- sources
  - defining, 3-127
  - GL accounts, 3-132
- targets
  - defining, 3-130
  - interaction with basis, 3-130, 3-132
- viewing
  - rules, 3-136
- amount class, 3-127
- Any Used Resource, 2-115
- APIs
  - Source Products window, 2-205
- APIsControl Actions window, 2-203
- application programming interfaces
  - function security for, A-3
- Application Programming Interfaces
  - data integrity controls, 2-203
  - profile options, B-67
  - setting up for Oracle Projects integration, 2-203
- application tax options, 4-14
  - See* sources
- Apply Team Template Workflow Processes, 9-85
- asset cost allocation method, 2-133
- asset grouping method, 2-133
- assets
  - client extensions, 3-115
  - cost allocation method, 2-133
  - costs
    - allocating, defining standard unit costs, 3-116
    - allocating unassigned and common, 3-116
  - cost type, 2-132
  - defining, 3-80
  - event processing method, 2-133
  - expenditure type class, 3-26
  - grouping method, 2-133
  - group supplier invoices, 2-133
  - override asset assignment, 2-132
  - require complete asset definition, 2-132
- assigning
  - labor costing rules and rate schedules, 3-90

- assignment approval
  - statuses, 2-93
- assignment approval statuses, 5-9
- assignments
  - statuses, 2-91
- assignment statuses, 5-7
- attribute contexts
  - and attribute groups, 2-149
  - changing, 2-149, 2-150
  - defining, 2-148
- attribute groups
  - associating with attribute contexts, 2-149
- AutoAccounting, G-22
  - account generator, and, G-48
  - accounts receivable transaction
    - Fremont Corporation, 4-73
  - assigning attribute parameters, G-49
  - assigning values and parameters, G-48
  - billing
    - implementing, 4-59
  - borrowed and lent transactions, 3-161
  - burden transactions, 3-69
  - compare with Oracle Subledger Accounting, G-54
  - comparison with the Account Generator, G-50
  - costs, 3-41
    - implementing, 3-48
  - deriving values, G-50
  - event revenue account function
    - Fremont Corporation, 4-70
  - expense report cost account function
    - Fremont Corporation, 3-62
  - expense report revenue account function
    - Fremont Corporation, 4-62
  - for overtime
    - Fremont Corporation, 3-100
  - Fremont Corporation, 3-50, 3-58, 3-62, 3-65, 3-67, 3-72, 3-78, 3-100, 4-60, 4-62, 4-64, 4-68, 4-70, 4-71, 4-72, 4-73, 4-74, 4-75, 4-76, 4-78, 4-85, 4-92
  - functions, G-17
    - burden cost, 3-71
    - burden costs, 3-70, 3-70
    - burden transaction revenue, 4-67, 4-67
    - event revenue, 4-69, 4-69
    - expense report costs, 3-61, 3-61, 4-62, 4-62
    - for costing, G-3
    - for revenue and billing, G-2

- inter-project transactions, 4-77
- inventory costs, 3-76, 3-76
- inventory revenue, 4-67, 4-67
- invoice rounding, 4-77
- invoice write-offs, 4-85
- labor costs, 3-49, 3-49, 3-58
- labor revenue, 4-60, 4-60
- miscellaneous costs, 3-68, 3-68
- miscellaneous revenue, 4-66, 4-66
- realized gains, 4-75
- realized losses, 4-76
- receivables, 4-71
- revenue and invoice accounts, 4-71
- supplier cost revenue, 4-68
- supplier costs, for, 3-77, 4-68
- supplier invoices, for, 3-77
- unbilled receivables, 4-71
- unearned revenue, 4-71
- usage costs, 3-64, 3-64, 3-67, 3-69, 3-75
- usage revenue, 4-63, 4-64
- work in process costs, 3-74
- work in process revenue, 4-68
- work in progress revenue, 4-67
- implementing, G-4
- intercompany billing, 3-166
- inventory, 3-76
- invoice rounding account
  - Fremont Corporation, 4-78
- invoice write-off account transaction
  - Fremont Corporation, 4-85
- labor cost account function
  - Fremont Corporation, 3-50
- labor cost clearing account function
  - Fremont Corporation, 3-58
- labor revenue account function
  - Fremont Corporation, 4-60
- lookup sets
  - defining, G-12
  - examples, 3-79, 4-65
  - retrieving values for, G-45
- miscellaneous costs, 3-68
- Oracle Receivables, 4-96
- Oracle Subledger Accounting, G-52
- overview, G-1, G-2
- parameters, G-5
- provider cost reclassifications, 3-166
- realized gains account
  - Fremont Corporation, 4-75
- realized losses account
  - Fremont Corporation, 4-76
- revenue
  - implementing, 4-59
- revenue and billing
  - profile options, 4-59
- revenue and invoices account function
  - Fremont Corporation, 4-71
- rules
  - assigning to transactions, G-14, G-15
  - defining, G-5
  - intermediate values, G-5
  - segment value sources, G-10
  - SQL select statements, G-10, G-20
  - window reference, G-11, G-16
- selecting an intermediate value source, G-8
- supplier invoice cost account function
  - Fremont Corporation, 3-78
- supplier invoice revenue account function
  - Fremont Corporation, 4-68
- total burdened cost debit/credit functions
  - Fremont Corporation, 3-72
- unbilled receivables account transaction
  - Fremont Corporation, 4-72
- unbilled retention, 4-92
- unbilled retention account transaction
  - Fremont Corporation, 4-92
- unearned revenue account transaction
  - Fremont Corporation, 4-74
- usage account function
  - Fremont Corporation, 3-65
- usage cost clearing account function
  - Fremont Corporation, 3-67
- usage revenue account function
  - Fremont Corporation, 4-64
- using SQL functions, G-50
- work in process, 3-74
- autoallocations
  - order of steps, 3-143
  - profile option, B-24
  - sets of rules
    - creating, 3-142
    - step-down, failure of, 3-143
- AutoAllocations, 3-142
  - Workflow, 3-145
- AutoApproval client extension, 3-41

- AutoInvoice, 4-93
- availability calculation
  - setup requirements, 2-43

## **B**

---

- benefit plan types
  - defining, 7-4
- billing
  - AutoAccounting
    - implementing, 4-59
  - cost-to-cost, 4-40
  - cycles
    - defining, 2-118
    - window reference, 2-119
  - enable multicurrency, C-16
  - internal
    - implementation options, C-19
  - inter-project
    - setting up, 4-86
  - retention, 4-89
  - setting up, 2-134
    - inter-project, 4-86
  - subledger accounting
    - implementing, 4-55
- billing assignments, 4-41
- billing cycles
  - cross charge, 3-167
- billing extensions
  - for cost accrual calculation, 4-42
- billing implementation options, C-13
- bill rate schedules, 4-18
  - Fremont Corporation, 4-18
- bill to sites
  - internal customer, 3-164
- borrowed and lent
  - setting up, 3-160
- budget and forecast setup
  - overview, 6-17
- Budget Approval Subprocess
  - activities, 9-37
- budgetary controls
  - adjusting default control levels, 6-40
  - control level defaults, 6-38
  - creating baseline, 6-39
  - creating initial budget, 6-39
  - defining profile options, 6-36

- defining the time interval, 6-37
- projects, 6-38
- project templates, 6-38
- project types, 6-37
- setting up, 6-35
  - adjusting default control levels, 6-40
  - burdened cost amounts, 6-39
  - defining control levels and the time interval, 6-37
  - defining profile options, 6-36
  - initial budget, 6-39
  - workflow, 6-40
- budget change reasons, 6-28
  - Fremont Corporation, 6-29
- budget control
  - profile options, B-20, B-28
  - setting up
    - profile options, B-20, B-28
- budget entry methods, 6-33
  - Fremont Corporation, 6-34
- budget execution
  - integration, 6-45
- budget integration, 6-43
  - implementing, 6-41
- Budget Process
  - activities, 9-35
- budgets
  - budgetary control, 2-131
  - budgetary controls, setting up, 6-35
  - budget change reasons, defining, 6-28
  - budget entry methods, defining, 6-33
  - budget types, defining, 6-32
  - implementing budget execution, 6-45
  - implementing budget integration, 6-41
  - option, 2-130
  - PA periods, 2-41
  - period profiles, 6-21
  - setting up, 6-17
  - Spread curves, 6-25
  - types
    - cost-to-cost revenue, 4-40
- budgets and forecasts
  - budgetary controls, setting up, 6-35
  - budget change reasons, defining, 6-28
  - financial plan types, 6-19
  - integration with Microsoft Excel, 6-29
  - planning rate schedules, defining, 6-28

- planning resources, defining, 6-28
  - resource breakdown structures, defining, 6-28
  - setting up, 6-17
- budget types, 6-32
  - Fremont Corporation
    - for forecast cost budget, 6-33
- burden cost codes
  - Fremont Corporation, 3-148
- burden costing
  - Fremont Corporation, 3-145
- burden costing extension, 3-159
- burdened costs
  - codes
    - defining, 3-147
    - viewing, 3-145
- burdening
  - hierarchy
    - setting up, 2-34
    - specifying, 2-38
  - incremental accounting, 3-159
  - separate burden transactions
    - reporting, 3-159
  - setting up, 3-145
- burden schedules
  - adding organizations, 2-39
  - correcting, 3-158
  - defining, 3-152
  - Fremont Corporation, 3-154
- Burden Schedule Type profile option, 3-151
- burden structures, 3-148
  - defining, 3-149
  - Fremont Corporation, 3-150
- burden transactions
  - revenue, 4-67
  - setting up, 3-27
- Business Group
  - implementation option, C-2
- business groups
  - burden schedules, 3-152
  - integrating with other applications, 2-36
  - organizations, 2-31
  - project burdening hierarchy, 2-34
  - setting up, C-2
- business procedures
  - reviewing, 1-2

## C

---

- calendar
  - default, B-58
  - for organizations, 2-48
- Calendar Name
  - implementation option, C-3
- calendar periods
  - Fremont Corporation, 2-22
- calendars, 2-46
  - defining, 2-46, 7-4
  - exceptions, 2-46
  - schedules, generating, 2-48
  - setting up, 2-40
- calendar shifts, 2-45, 2-47
- calendar types, 2-45
- Candidate Declined Process
  - activities, 9-86
- Candidate FYI Notification Process
  - activities, 9-87
- Candidate Nominated Process
  - activities, 9-88
- candidates
  - statuses, 2-92
- candidate statuses, 5-7
- capital
  - event
    - processing method, 2-133
- capital (CIP)
  - assets
    - setting up, 2-132
- capital event
  - processing method, 2-133
- capitalized interest
  - allow interest rate schedule override, 2-134
  - interest rate schedule, 2-134
  - setting up, 3-117
    - extensions, 3-122
    - project status controls, 3-122
    - project types, 3-121
    - rate names, 3-118
    - rate schedules, 3-120
- capital projects
  - implementing, 3-114
    - client extensions, 3-115
  - setting up, 2-132, 3-114

- case studies
  - allocations, 3-137
- change management, 6-46
- client extensions, 6-55
- control item classes, 6-53
- control item classifications
  - classification, 6-47
  - reason, 6-47
  - resolution, 6-47
- control item level of effort, 6-51
- control item priority, 6-51
- control item source type, 6-51
- control item statuses, 6-48
- control item status lists, 6-48
- control item types, 6-52
- overview, 6-46
- chart of accounts
  - Fremont Corporation, 2-23
- class categories and codes
  - defining, 2-98
- client extension
  - supplier payment control, 3-188
- client extensions
  - asset assignment, 3-115
  - asset cost allocation basis, 3-115
  - asset lines processing, 3-115
  - AutoApproval, 3-41
  - budgeting and forecasting, 6-31
    - budget calculation, 6-31
    - budget verification, 6-31
  - burden costing extension, 3-159
  - capital event processing, 3-115
  - capitalized interest, 3-122
  - CIP account override, 3-115
  - CIP grouping, 3-116
  - commitment changes, 6-88
  - cross charge, 3-162, 3-167
  - depreciation expense account override, 3-116
  - for agreements and funding, 4-53
  - for receivables integration, 4-101
  - for revenue and invoicing, 4-49
  - issue and change management, 6-55
  - issue and change workflow, 6-55
  - item document numbering, 6-55
  - labor costing, 3-93
  - labor transaction, 3-93
  - overtime calculation, 3-114
  - project status inquiry, 6-88
  - project status workflow, 6-108
  - staffing, 5-14
  - Transaction Control, 3-40
  - Workplan Workflow, 6-14
- Column Setup window, 6-76
- commitment changes extension, 6-88
- commitments
  - from external systems, 6-79
  - views, 6-79
- company codes
  - Fremont Corporation, 2-23
- concurrent programs, D-22
- contact types, 2-104
  - Fremont Corporation, 2-105
- context types
  - defining, 2-149
- contingent worker
  - import timecards, C-10
- contract projects
  - setting up, 2-136
    - billing, 2-134
    - distribution rules, 2-136
    - project type, 2-126
- Control Actions window, 2-203
- control item
  - Classifications
    - classification, 6-47
    - reason, 6-47
    - resolution, 6-47
  - level of effort, 6-51
  - lookups, 6-51
  - priority, 6-51
  - source type, 6-51
  - statuses, 6-48
  - status lists, 6-48
- control item classes, 6-53
- control item types, 6-52
- control levels
  - for budgetary controls, 6-37
- cost accrual, 4-42
  - Fremont Corporation, 4-45
- Cost Based Optimizer, 2-189
- cost bases
  - Fremont Corporation, 3-147
- cost center codes
  - Fremont Corporation, 2-24



- costing
  - burden
    - defining, 3-145
  - labor
    - defining, 3-85
- costing implementation options, C-10
- costing rule
  - Fremont Corporation, 3-92
- costing workflows
  - Send AR Notification Workflow, 9-24
- cost plan types
  - defining, 7-4
- cost rate overrides
  - Fremont Corporation, 3-85
- cost rates
  - expenditure type, 3-83
  - Fremont Corporation, 3-84
  - labor cost multipliers, 3-86
  - multi-organization, 3-83
  - non-labor, 3-83
  - overrides, 3-84
- cost rate schedules, 3-89
  - Fremont Corporation, 3-89, 3-92
- costs
  - accruing
    - custom procedures for, 4-49
    - implementation example, 4-43
  - AutoAccounting
    - implementing, 3-48
  - bases and types, 3-146
  - labor, 3-26
  - options for interface, C-11
  - subledger accounting
    - account derivation rules, 3-44
    - application accounting definition, 3-46, 4-58
    - application accounting definitions, 3-45
    - cross-entity balancing rules, 3-48
    - custom sources, 3-42
    - implementing, 3-41
    - journal entry descriptions, 3-43
    - journal lines definitions, 3-45
    - journal line types, 3-42
    - mapping sets, 3-43
    - post-accounting program assignments, 3-47
    - subledger accounting methods, 3-46, 3-46
  - , 3-47, 4-58
- cost-to-cost revenue
  - Fremont Corporation, 4-41
- cost type, 2-132
- creating report templates, 6-103
- credit
  - receivers, 4-100
  - types, 4-97
    - setting up, 4-36
- credit types
  - Fremont Corporation, 4-36, 4-100
- cross business group
  - profile option, 2-33
- cross-business group access, 2-81
- cross charge, 3-163
  - agreement types, 3-167
  - allocations and, 3-130
  - billing cycles, 3-167
  - borrowed and lent
    - setting up, 3-160
  - client extensions, 3-162
- controls
  - provider/receiver, 3-174, 4-87
- expenditure types, 3-167
- global and operating unit setup, 3-162
- implementation options, 3-160, C-18
- intercompany billing
  - setting up, 3-162
- internal customer, 3-168
- internal supplier, 3-168
- invoice formats, 3-167
- shared setup details, 3-167
- supplier types, 3-167
- transaction sources, 3-168

- cross charge processing
  - setting up, 3-160, 3-162
- currencies, 2-18
  - defining, 2-19
  - formats, 6-74, 6-77
  - implementation options, C-6
  - multiple
    - billing in, 2-20, 4-18
    - invoice formats in, 4-23
    - setting up for, 2-20
  - rounding, 4-79
- currency implementation options, C-5
- customer

- relationships, C-16
- customer billing retention, 4-89
  - billing
    - retention, 4-89
  - implementation options, 4-90
  - invoice formats, 4-90
- customer relationships
  - Fremont Corporation, 2-104
- customers
  - applying tax, 4-13
  - defining relationships, 2-103
  - Fremont Corporation, 4-54
  - integrating with other applications, 4-53
  - internal, 3-163
  - setting up, 4-53
- Customizing Project Connect, 6-56
- custom measures, 6-64
- custom reports, 6-67

## D

---

- data
  - conversion, 1-2
  - preparing, 1-2
- debugging, B-24, B-25
- Default Asset Book
  - implementation option, C-4
- default reporting options
  - calendar type, 6-60
  - currency type, 6-60
- Default Reporting Organization Hierarchy
  - implementation option, C-4
- deferred workflow processess, 2-154
- defining reporting pack, 6-104
- deliverable types
  - defining, 6-14
- descriptive flexfields
  - Invoice Transaction, B-62
  - list of, E-1
  - overview, 2-155
  - Payables, 3-182
  - profile option, 3-182
- discount interface start date, 3-181
- Discoverer
  - installing, 5-18
  - post-installation task lists, 5-20
- Discoverer 3i

- post-installation steps, 5-19
- Discoverer 4i
  - post-installation steps, 5-19
- distribution
  - sets for invoices, 3-181

## E

---

- effective dates, 1-9
- EGO\_MANAGE\_ITEM function, 2-202
- employees
  - as suppliers, 3-178
  - integrating with other applications, 2-49
  - labor costing rules, 3-87
  - revenue credit, 4-36
  - setting up, 2-58, 4-97
  - time-off costs, 2-145
- enable budgetary control
  - ledger and encumbrance accounting, 6-40
- enhanced period processing, 2-40
- event processing method, 2-133
- events
  - automatic, 4-41
  - capital
    - processing method, 2-133
  - types
    - defining, 4-37
- event types
  - Fremont Corporation, 4-39
- exceptions, 6-93
  - See* performance rules
- exchange rates
  - setting up, C-7
- expenditure batches
  - function security, A-20
- expenditure categories
  - Fremont Corporation, 3-18
- expenditure implementation options, C-10
- expenditures
  - categories, 3-18
  - classifications, 3-18
  - cycle start day, C-10
  - defining, 3-17
  - organizations for, C-12
- expenditure types
  - categories, 3-18
  - classes

- setting up, 3-26
  - cost rates, 3-83
  - cross charge, 3-167
  - defining, 3-21
  - Fremont Corporation, 3-24
  - in AutoAccounting rules, 3-79, 4-65
  - proceeds of sale, defining, 3-117
  - revenue category, 3-19
- expense reports
  - integrating with Oracle Payables, 3-177
  - mailing address, 2-58
- external systems
  - migrating resource data, 2-60

## F

- financial forecasting based on staffing plan, 5-15
- Financial Plan Adjustment Reason Lookups window
  - using for organization forecasting, 2-194
- financial plan types, 6-19
  - defining, 7-4
- flexfields
  - Account Generator: Purge Runtime Data profile option, B-61
  - job, 2-51
- folders, 2-154
- forecasting based on staffing plan
  - implementation options, 5-17
- Forecasting Implementation Options window
  - Organization Forecast Options region, 2-193
- forecasts
  - period profiles, 6-21
  - Spread curves, 6-25
- forms
  - functions, D-8
  - responsibilities, D-8
- Fremont Corporation
  - about, 1-5
  - account codes, 2-25
  - accounting flexfield, 2-23
  - agreement types, 4-51
  - AutoAccounting, 3-50, 3-58, 3-62, 3-65, 3-67, 3-72, 3-78, 3-100, 4-60, 4-62, 4-64, 4-68, 4-70, 4-71, 4-72, 4-73, 4-74, 4-75, 4-76, 4-78, 4-85, 4-92
    - accounts receivable transaction, 4-73
    - event revenue account function, 4-70

- expense report cost account function, 3-62
  - expense report revenue account function, 4-62
  - for overtime, 3-100
  - invoice rounding account, 4-78
  - invoice write-off account transaction, 4-85
  - labor cost account function, 3-50
  - labor cost clearing account function, 3-58
  - labor revenue account function, 4-60
  - realized gains account, 4-75
  - realized losses account, 4-76
  - revenue and invoices account function, 4-71
  - supplier invoice cost account function, 3-78
  - supplier invoice revenue account function, 4-68
  - total burdened cost debit/credit functions, 3-72
  - unbilled receivables account transaction, 4-72
  - unbilled retention account transaction, 4-92
  - unearned revenue account transaction, 4-74
  - usage account function, 3-65
  - usage cost clearing account function, 3-67
  - usage revenue account function, 4-64
- AutoAccounting example, G-18
- bill rate schedules, 4-18
- budget change reasons, 6-29
- budget entry methods, 6-34
- budget types
  - for forecast cost budget, 6-33
- burden cost codes, 3-148
- burden costing, 3-145
- burden schedules, 3-154
- burden structures, 3-150
- calendar periods, 2-22
- chart of accounts, 2-23
- company codes, 2-23
- contact types, 2-105
- cost accrual, 4-45
- cost bases, 3-147

- cost center codes, 2-24
- costing rule, 3-92
- cost rate overrides, 3-85
- cost rates, 3-84
- cost rate schedules, 3-89, 3-92
- credit types, 4-36, 4-100
- customer relationships, 2-104
- customers, 4-54
- default reporting organization hierarchy, C-5
- event type
  - for cost-to-cost revenue, 4-41
- event types, 4-39
- expenditure categories, 3-18
- expenditure types, 3-24
- implementation options, C-2, C-3, C-3, C-5, C-7, C-8, C-10, C-10, C-11, C-11, C-12, C-13, C-14, C-14, C-15, C-15
- indirect projects, 2-143
- invoice formats, 4-23
- labor costing rules, 3-88
- labor cost multipliers, 3-86, 3-95
- ledger, 2-22, 2-22
- locations, 2-30
- non-labor resources, 3-82
- organization hierarchy, 1-10, 2-34, 2-36, 2-37
- organizations, 2-31
- overtime, 3-94
  - AutoAccounting, 3-100
  - labor cost multipliers, 3-95
  - overtime calculation extension, 3-94
  - overtime expenditure types, 3-94
  - overtime project, 3-95
  - overtime tasks, 3-96
- PA periods, 2-42
- Payables options, 3-178
- payment terms, 4-17
- period types, 2-22
- profile options, B-69
  - for integration with other applications, B-69
  - to control processing, B-69
- project classifications, 2-100
- project types, 2-137
- rate schedules, 3-89, 4-18
- Receivables options, 4-12
- resource lists, 2-109
- revenue categories, 3-20

- sales credits option, 4-101
- service types, 2-102
- tracking indirect costs, 2-143
  - administrative labor costs, 2-144
- transaction sources, 3-40
- units, 3-21
- functions
  - appendix, D-1
  - EGO\_MANAGE\_ITEM, 2-202
  - forms, D-8
- function security
  - application programming interfaces, A-3
  - deliverables, A-14
  - functions in Oracle Projects, A-1
- funding
  - setting up, 4-50

## G

---

- gathering schema statistics, 2-189
- Generate Default Account Process
  - activities, 9-51
- Generate Performance Scores and Notifications
  - concurrent program, 6-100
- generating reporting pack, 6-104
- global business intelligence, 6-59
- global profile options
  - for utilization, 2-197
- GL periods, 2-40
  - statuses, 2-44
- GL Periods for Projects window, 2-44
- GL period status, 2-44
- graphics
  - See* illustrations
- grouping method, 2-133

## H

---

- Home Page Highlights profile options, 2-189
- HR: Security Profile, 2-82
- HTML responsibilities, D-1

## I

---

- illustration
  - creating and formatting invoice lines, 4-30
- illustrations
  - Fremont Corporation organization hierarchy,

- 1-10
- sample invoice lines: project A, 4-31
- sample invoice lines: project B, 4-33
- sample invoice lines: project C, 4-35
- implementation
  - data
    - preparing, 1-2
  - data migration
    - See* iSetup
  - decisions, 1-2
  - planning, 1-1
  - team, 1-1
- implementation checklist, 1-6
  - AutoAccounting, 1-7, 1-7
  - effective dates, 1-9
  - feature setup checklists, 1-8
  - implementation listings, 1-8
  - instructions, 1-8
  - Oracle Project Billing, 4-1
    - feature setup, 4-8
    - product setup, 4-2
  - Oracle Project Collaboration, 8-1
    - product setup, 8-1
  - Oracle Project Costing, 3-2
    - feature setup, 3-5
    - product setup, 3-2
  - Oracle Project Foundation, 2-1
    - feature setup, 2-14
    - product setup, 2-2
  - Oracle Project Management, 6-1
    - feature setup, 6-2
    - product setup, 6-2
  - Oracle Project Portfolio Analysis, 7-1
    - feature setup, 7-2
    - product setup, 7-1
  - Oracle Project Resource Management, 5-1
    - feature setup, 5-3
    - product setup, 5-1
  - overview, 1-6
  - product setup checklists, 1-8
  - sections, 1-6, 1-8
  - shared data, 1-7
- implementation listings, 1-8
- implementation options, C-1
  - Account for Unbilled Retention, C-17
  - Allow Bill Rate Discount Override, C-16
  - Allow Funding Across Operating Units, C-17
  - billing, C-13
  - business group, C-2
  - calendar name, C-3
  - contingent worker timecard integration, C-10
  - costing, C-10
  - cross charge, 3-160, C-18
  - currencies, C-5, C-6
  - default asset book, C-4
  - default supplier cost credit account, C-11
  - defining, 2-48
  - exchange rates, C-7
  - expenditures, C-10
  - for customer billing retention, 4-90
  - forecasting, 5-17
  - Fremont corporation, C-11
  - Fremont Corporation, C-2, C-3, C-3, C-5, C-7, C-8, C-10, C-10, C-11, C-12, C-13, C-14, C-14, C-15, C-15
  - Funding Revaluation Includes Gains and Losses, C-17
  - interface to GL, C-11, C-13
  - internal billing, C-19
  - invoices, C-14
  - ledger, C-2
  - organization hierarchies
    - default reporting, C-4
    - expenditure/event, C-12
    - project/task owning, C-8
  - overtime calculations, C-10
  - periods, C-4
  - period types
    - PA, C-4
    - summarization, C-3
  - project setup, C-7
  - Require Credit Memo Reason, C-18
  - Require Rate and Discount Reason, C-16
  - Share Bill Rate Schedules Across Operating Units, C-17
  - staffing, C-9
  - system, C-2
- implementations options
  - unassigned time, 5-18
- implementing
  - Microsoft Project integration, 6-55
- implementing discoverer
  - for utilization, 2-199
- implementing supplier payment control

- AR notification, 3-188
- PA: Pay When Paid, 3-186
- implementing the forecast functionality, 5-15
- incremental accounting
  - for burden schedule revisions, 3-159
- indirect costs
  - employee benefits, 2-145
- indirect projects
  - multi-organization, 2-144
  - setting up
    - project type, 2-126
- installing
  - Discoverer, 5-18
- integration, 1-8
  - external systems, 6-79
  - Oracle Collaborative Development, 2-202
  - Oracle General Ledger, C-11, C-13
  - Oracle Payables, 3-178
  - Oracle Product Lifecycle Management, 2-202
  - Oracle Project Manufacturing, 3-185
  - Oracle Purchasing, G-25
  - Oracle Receivables, 4-93
    - client extensions, 4-101
  - Oracle Sales, 2-199
  - Oracle Subledger Accounting, C-11
  - Oracle Time & Labor, 3-185
  - Oracle Workflow, 9-1
- integration with Microsoft Excel, 6-29
  - enabling, 6-29
  - spreadsheet layouts
    - creating additional, 6-30
  - spreadsheet uploads
    - controlling, 6-30
- intercompany billing
  - agreements, 3-165
  - AutoAccounting, 3-166
  - defining projects, 3-165
  - invoice formats, 4-23
  - invoice rounding account, 3-167
  - provider and receiver controls, 3-166
  - setting up, 3-162
  - supplier invoice charge account, 3-166
- intercompany projects
  - project type, 3-165
- interfaces
  - costs, C-11
  - Oracle Workflow, 9-1
  - revenue, C-13
- internal billing
  - implementation options, 3-165, 3-168
- internal customer, 3-168
  - bill to sites, 3-164
  - ship to sites, 3-164
- internal customers, 3-163
- internal invoicing
  - supplier invoice charge account, 3-166
- internal Oracle Payables invoices
  - tax classification codes, 3-169
- internal Oracle Receivables invoices
  - tax accounts, 3-169
  - tax classification codes, 3-169
- internal supplier, 3-168
  - sites, 3-164
- internal suppliers, 3-163
- internal tax accounts, 3-165
- internal tax classification codes, 3-165, 3-165
- inter-project billing
  - global setup, 4-86
  - implementation options, 3-165, 3-168
  - operating unit setup, 4-86
  - options, 4-87
  - provider project, defining, 4-88
  - receiver project, defining, 4-88
  - setup, 4-86
- inventory transactions, 3-27
  - revenue, 4-67
- investment class category
  - defining, 7-5
- investment criteria
  - defining, 7-5
- invoice formats
  - cross charge, 3-167
  - customer retention billing, 4-90
  - Fremont Corporation, 4-23
- invoice rounding, 4-79
  - example, 4-80
- invoice rounding account
  - intercompany transactions, 3-167
- invoices
  - batch source, C-15
  - formats
    - creating, 4-21
    - examples, 4-23, 4-30, 4-30
    - for intercompany billing, 4-23

- window reference, 4-22
- formatting, 4-30
- lines
  - formatting, 4-30
  - samples, 4-31, 4-33, 4-35
- numbering, C-14
- percent complete, 4-41
- printing, 4-26
- purging interface tables, 4-12
- rounding, 4-79
- taxes, 4-13
- transactions
  - types of, 4-94
- invoicing, 4-12
  - client extensions, 4-49
  - decentralized, 4-95
  - organization level for, 4-93
  - profile options, 4-49
- iSetup, 1-2
- issue management, 6-46
  - client extensions, 6-55
  - control item classes, 6-53
  - control item classifications
    - classification, 6-47
    - reason, 6-47
    - resolution, 6-47
  - control item level of effort, 6-51
  - control item priority, 6-51
  - control item source type, 6-51
  - control item types, 6-52
  - overview, 6-46
- issue management
  - control item statuses, 6-48
  - control item status lists, 6-48
- item associations
  - in page layouts, 2-202

## J

---

- job codes
  - defining, 2-51
- job flexfields, 2-51
- job groups, 2-49
- job levels
  - defining, 2-51
- jobs
  - competencies, 2-57

- defining flexfields, 2-51
- groups
  - defining, 2-49
- integrating with other applications, 2-49
- job groups, 2-49
- titles
  - defining, 2-51

## K

---

- Key Flexfield Segments window, 2-52
- key performance areas, 6-97

## L

---

- labor costing extension, 3-93
- labor costing overrides, 3-92
- labor costing rules
  - defining, 3-87
  - Fremont Corporation, 3-88
- labor cost multipliers
  - Fremont Corporation, 3-86, 3-95
- labor costs
  - assigning labor costing rules and rate schedules, 3-90
  - expenditure type classes, 3-26
  - multipliers, 3-86
  - overtime processing, 3-93
- labor revenue, 4-60
- labor transaction extension, 3-93
- ledger
  - Fremont Corporation, 2-22, 2-22
  - setting up, C-2
- Ledger
  - implentation option, C-2
- ledger and encumbrance accounting
  - setting up
    - budgetary controls, 6-40
- ledgers, 2-18
  - defining, 2-18
- licensing
  - Oracle Project Billing, 4-12
  - Oracle Project Collaboration, 8-2
  - Oracle Project Costing, 3-17
  - Oracle Project Management, 6-10
  - Oracle Project Portfolio Analysis, 7-3
  - Oracle Project Resource Management, 5-4
- lifecycle, 2-146

- phases
  - defining, 2-146
- lifecycles
  - setting up, 2-146
- linked projects
  - creating, 6-57
- locations
  - Fremont Corporation, 2-30
  - integrating with other applications, 2-29
- lookups
  - extensible, F-2
- Lookups window, F-1

## M

---

- Maintain Common PA and GL Periods
  - implementation option, C-4
- maintaining project resources, 2-62
- mapping
  - organization roles, 2-199
  - person roles, 2-199
  - probability values, 2-199
- menus
  - appendix, D-1
- Microsoft Project
  - limiting actions in, 6-57
- Microsoft Project integration
  - implementing, 6-55
- migrating data
  - resources, 2-60
- miscellaneous transactions
  - revenue, 4-66
- MO: Default Operating Unit
  - defining a default operating unit, 2-72
- MO: Operating Unit
  - operating unit access for a responsibility, 2-72
- MO: Security Profile
  - defining a security profile, 2-72
- MOAC, 2-71
  - defining the security profile, 2-72
- multi-currency
  - setup, 2-20
- multilingual support
  - lookups, F-1
- Multiple Organization Access
  - providing multiple operating unit access, 2-72
- multiple organization access control

- access, 2-71
- multiple organizations
  - AutoAccounting rules, G-17
  - burden schedules, 3-152
  - cost rate overrides, 3-84
  - cost rates, 3-83
  - implementing, 2-33
  - indirect projects, 2-144
  - numbering
    - invoices, C-14
    - projects, C-8
  - options, 2-48
  - PA periods, 2-43
  - profile options for, B-9
  - project types, 2-128

## N

---

- non-labor cost rates, 3-83
- non-labor resources
  - Fremont Corporation, 3-82
  - setting up, 3-18, 3-80
  - window, 3-81
- number formats, 6-74, 6-77
- numbering methods
  - invoices, C-14
  - projects, C-7

## O

---

- operating unit
  - default, 2-33
- Oracle Applications
  - setting up, 1-6
- Oracle Collaborative Development, 2-202
- Oracle Discoverer
  - post-installation tasks, 5-19
- Oracle E-Business Tax
  - application lookup codes, 4-13
  - application tax options, 4-14
  - application tax options sources, 4-14
    - See also* application tax options
  - assigning tax classification codes, 4-14
  - profile options, 4-14
  - tax setup, 4-13
- Oracle Federal Financials
  - implementing, 6-45
  - profile options, B-69



- Oracle General Ledger
  - integration, C-2
  - profile options, B-67
  - setting up, 6-41
- Oracle Human Resources
  - integrating with, 2-49
  - jobs, 2-51
  - organizations, 2-34
  - people, 2-58
- Oracle Internet Expenses
  - expense report template, 3-184
  - install, 3-182
  - integration, 3-182
  - profile options, 3-182, 3-183
  - Project Expense Account Generator, 3-184
  - setting up, 3-182
- Oracle Inventory
  - install, 3-184
  - integration, 3-184
  - setting up, 3-184
  - transaction types, 3-184
- Oracle Payables
  - account generators for, G-27
  - descriptive flexfields, 3-182
  - generating accounts for, G-25
  - install, 3-177
  - profile options, B-67
  - setting up, 3-177
  - supplier invoices
    - payment control, 3-186
  - system options, 3-178
- Oracle Payables invoices
  - profile options, 3-180
  - tax classification codes, 3-165
- Oracle Product Lifecycle Management, 2-202
- Oracle Project Billing
  - licensing, 4-12
  - setting up, 4-1
- Oracle Project Collaboration
  - licensing, 8-2
  - setting up, 8-1
- Oracle Project Costing
  - licensing, 3-17
  - required and optional steps by product, 2-14
  - setting up, 3-2
- Oracle Project Costing Workflows
  - overview, 9-3
- Oracle Project Foundation
  - feature setup, 2-14
  - setting up, 2-1
- Oracle Project Foundation Workflows
  - Overview, 9-25
  - PA: Mass Pipeline Projects Update Workflow, 9-25
  - PA: Oracle Projects Library Workflow, 9-25
  - PA: Project Workflow, 9-25
- Oracle Project Management
  - licensing, 6-10
  - setting up, 6-1
- Oracle Project Management Workflows
  - overview, 9-33
- Oracle Project Manufacturing
  - install, 3-185
  - integration, 3-185
- oracle project portfolio analysis
  - implementation, 7-3
- Oracle Project Portfolio Analysis
  - licensing, 7-3
  - setting up, 7-1
- Oracle Project Portfolio Analysis Workflow
  - Overview, 9-74
- Oracle Project Resource Management
  - licensing, 5-4
  - setting up, 5-1
  - staffing, 5-5
- Oracle Project Resource Management Workflows
  - overview, 9-82
- Oracle Projects
  - limiting actions in, 6-57
- Oracle Projects Lookups window, F-1
- Oracle Purchasing
  - generating accounts for, G-25
  - install, 3-177
  - integration
    - supplier payment control, 3-186
  - setting up, 3-177
- Oracle Receivables
  - integration, 4-93
  - setting up, 4-93, 4-96, B-67
  - invoice rounding, 4-79
  - payment terms, 4-17
  - units of measure, B-45
  - subledger accounting, 4-97
  - system options, 4-12

- tax setup, 4-16
- Oracle Receivables
  - transaction types
    - tax classification code, 4-16
- Oracle Receivables invoices
  - tax accounts, 3-165
  - tax classification codes, 3-165
- oracle sales
  - product hierarchy, 2-202
- Oracle Sales, 2-199
- Oracle Subledger Accounting
  - AutoAccounting, G-52
  - compare with AutoAccounting, G-54
  - Overview, G-53
- Oracle Time & Labor
  - client extensions, 3-186
  - install, 3-185
  - integration, 3-185
  - profile options, 3-185
- Oracle Workflow
  - Account Generator: Purge Runtime Data
    - profile option, B-61
  - account generators, G-24, G-27
  - customizing, 9-3
  - for autoallocations, B-24
  - integrating with, 9-1
  - processes
    - default, 9-1
  - Project Expense Report Account Generator, G-34
  - Project Supplier Invoice Account Generation, G-27
  - project types setup, 2-132
  - viewing attributes, G-40
  - workflows in Oracle Projects, 9-1
- organizational authority
  - implementing, 2-80
- organization forecasting
  - implementing, 2-189
  - prerequisite implementation tasks, 2-190
  - setup
    - defining adjustment reasons, 2-194
    - defining implementation options for, 2-193
    - generating initial forecasts, 2-194
    - updating project status controls for, 2-191
- organization forecasts
  - calculating
    - initial forecast amounts, 2-194
- organization hierarchy
  - default reporting hierarchy
    - Fremont Corporation, C-5
  - defining, 7-3
  - Fremont Corporation, 2-36, 2-37
- organization project templates
  - creating, 2-191
- organizations
  - burden schedules
    - adding to, 2-39
  - business group, 2-36
  - classifications, 2-29
  - defining, 2-28
  - expenditures and events, for, C-12
  - Fremont Corporation, 2-31
  - hierarchy of, 2-34, C-4, C-8
  - integrating with other applications, 2-28, 2-49
  - locations of, 2-29
  - multiple, 2-33
  - overview, 2-28
  - project expenditure, 2-33
- organization security
  - implementing, 2-71
- overrides
  - labor costing, 3-92
- overtime
  - adjusting, 3-112
  - AutoAccounting
    - Fremont Corporation, 3-100
  - AutoAccounting and, 3-99
  - billing, 3-100
  - calculating, C-10
    - hours, 3-108
    - program for, 3-111
  - entering, 3-108
  - expenditure types, 3-94
  - extensions for, 3-103
  - Fremont Corporation, 3-94
  - labor costing rules, 3-87
  - labor cost multipliers, 3-94, 3-98
    - Fremont Corporation, 3-95
  - overtime calculation extension
    - Fremont Corporation, 3-94
  - overtime expenditure types
    - Fremont Corporation, 3-94

- overtime project
  - Fremont Corporation, 3-95
- overtime tasks
  - Fremont Corporation, 3-96
- premium projects, 3-95
- tasks, 3-96
- tracking
  - setting up, 3-97
- overtime calculation extension, 3-114
- overtime processing, 3-93
- overviews
  - setting up Oracle Projects, 1-5

## P

---

- PA: Action Assignment without Signoff, 9-47
- PA: Action Assignment with Signoff
  - activities, 9-46
- PA: Action Closed FYI
  - activities, 9-48
- PA: Advertisement Notification Process
  - activities, 9-83
- PA: Advertisements Workflow, 9-83
- PA: Advertisements Workflow Processes, 9-83
- PA: Allow Project-Related Entry in Oracle Internet Expenses, B-40
- PA: Apply Team Template Process
  - activities, 9-85
- PA: Apply Team Template Workflow, 9-85
- PA: AutoApprove Timesheets, B-40, B-41
- PA: Budget Integration Process
  - activities, 9-41
- PA: Budget Integration Workflow
  - implementing, 9-39
- PA: Budget Integration Workflow Processes, 9-41
- PA: Budget Workflow
  - implementing, 9-34
- PA: Budget Workflow Processes, 9-35
- PA: Candidate Notification Process
  - implementing, 9-86
- PA: Candidate Notification Workflow Processes, 9-86
- PA: Control Item Owner Change FYI
  - activities, 9-43
- PA: Control Item Process Approval
  - activities, 9-44
- PA: CRM Workaround Workflow

- implementing, 9-89
- PA: CRM Workaround Workflow Processes, 9-89
- PA: Days to Maintain BC Packets, 6-36
- PA: Enable Budget Integration and Budgetary Control Feature, 6-36
- PA: Enable Microsoft Excel Integration for Budgeting and Forecasting, 6-29
- PA: HR Related Updates Workflow
  - implementing, 9-90
- PA: HR Related Updates Workflow Processes, 9-91
- PA: Issue and Change Action Workflow, 9-45
- PA: Issue and Change Action Workflow processes, 9-46
- PA: Issue and Change Workflow
  - implementing, 9-42
- PA: Issue and Change Workflow Processes, 9-43
- PA: Mass Assignment Approval Required Process
  - activities, 9-123
- PA: Mass Assignment Approval Resource Notification Process
  - activities, 9-102
- PA: Mass Assignment Approval Submission Notification Process
  - activities, 9-102
- PA: Mass Assignment Approval Submission Submitter Notification Process
  - activities, 9-103
- PA: Mass Assignment Approval Workflow, 9-99
- PA: Mass Assignment Approval Workflow Processes, 9-100
- PA: Mass Assignment Creation Approval Notification Process
  - activities, 9-104
- PA: Mass Assignment Creation Approval Submitter Notification Process
  - activities, 9-104
- PA: Mass Assignment Transaction Workflow, 9-107
- PA: Mass Assignment Transaction Workflow Processes, 9-107
- PA: Mass Assignment Update Approval Notification Process
  - activities, 9-105
- PA: Mass Assignment Update Approval Submitter Notification Process

- activities, 9-105
- PA: Mass Pipeline Projects Update Processes
  - PA: Mass Pipeline Projects Update, 9-26
- PA: Mass Pipeline Projects Update Workflow
  - PA: Mass Pipeline Projects Update process, 9-26
- PA: Mass Process Approval Result Process, 9-106
- PA: Mass Transaction Error Process
  - activities, 9-100
- PA: Missing Status Report Notification
  - activities, 9-69
- PA: Oracle Projects Library Workflow, 9-26
- PA: Overcommitment Notification Processes, 9-111
- PA: Overcommitment Notification Process Workflow, 9-111
- PA: Performance Notification Workflow, 9-61
- PA: Performance Notification Workflow process, 9-61
- PA: Project Assignment Approval
  - activities, 9-115
- PA: Project Assignments Workflow
  - implementing, 9-113
- PA: Project Assignments Workflow Processes, 9-114
- PA: Project Execution Process
  - activities, 9-60
- PA: Project Execution Workflow
  - implementing, 9-59
- PA: Project Execution Workflow Processes, 9-60
- PA: Project Workflow
  - processes, 9-27
- PA: Project Workflow Processes
  - project, 9-28
  - project approval subprocess, 9-28
- PA: Remove Advertisement Notification
  - activities, 9-84
- PA: Status Report Approval
  - activities, 9-63
- PA: Status Report Notification
  - activities, 9-67
- PA: Status Report Reminder
  - activities, 9-62
- PA: Status Report workflow
  - implementing, 9-62
- PA: Status Report Workflow Processes, 9-62
- PA: Step Down Allocations Processes, 9-5
- PA: Step Down Allocations Workflow
  - implementing, 9-4
- PA: Task Managers Must Be Project Members, 6-13
- PA: Workplan Approval
  - activities, 9-70
- PA: Workplan Approval Subprocess
  - activities, 9-71
- PA: Workplan Errors
  - activities, 9-72
- PA: Workplan Notification
  - activities, 9-73
- PA: Workplan Tasks Default View, 6-13
- PA: Workplan Workflow
  - implementing, 9-69
- PA: Workplan Workflow Processes, 9-69
- PA Allocation Generation Process
  - activities, 9-10
- PA Allocation Process
  - activities, 9-9
- PA Allocation Release Process
  - activities, 9-12
- PA Assignment Approval Notification
  - activities, 9-117
- PA Assignment Approval Subprocess
  - activities, 9-118
- PA Assignment Cancellation Notification
  - activities, 9-120
- PA Assignment Rejection Notification
  - activities, 9-122
- PA Auto Allocation Process
  - activities, 9-6
- PA Cost Process
  - activities, 9-15
- PA Customizable Allocation Process
  - activities, 9-14
- PA Customizable Distribute Cost Process
  - activities, 9-18
- PA Customizable Summarization Process
  - activities, 9-22
- PA Distribute Cost Process
  - activities, 9-16
- page layouts, 2-156
  - item associations, 2-202
  - project performance reporting, 6-66
  - team home page, 8-3
- PA Mass Asgmt Transaction Workflow Process

- activities, 9-107
- PA periods
  - Fremont Corporation, 2-42
  - setting up, 2-40
    - sectHead, 2-40
- PA Period Type
  - implementation option, C-4
- PA Step Down Allocation Process
  - activities, 9-7
- PA Summarization Process
  - activities, 9-19
- PA Update Projects Summary Process
  - activities, 9-20
- Payables Open Interface Workflow, 3-166, 3-169
- Payables options
  - Fremont Corporation, 3-178
- payment terms
  - Fremont Corporation, 4-17
  - setting up, 4-17
- pay types, 3-87
- people
  - setting up, 2-58
- performance exceptions reporting
  - exceptions, generating, 6-100
  - implementing, 6-93
  - key performance areas, 6-97
  - key performance area scores
    - calculating, 6-100
    - statuses, 6-100
  - notifications, status, 6-99
  - performance rules, 6-95
  - performance statuses, 6-94
  - scoring rules
    - See* key performance areas
  - status reports
    - automated, sending, 6-100
- Performance Notification Process
  - activities, 9-61
- performance reports, 6-58, 6-101
  - See* project performance reporting
  - See* reporting pack
- performance rules, 6-95
- performance statuses, 6-94
- period profiles, 6-21
  - creating, 6-24
  - current planning period, 6-23
  - examples, 6-22
- period types, C-3
  - defining, 7-4
    - Fremont Corporation, 2-22
- Personal Profile Values window, B-10
- phases
  - defining, 2-146
- PJP: Default Discount Rate
  - setting, 7-9
- PJP: Financial Plan Type for Project Benefit
  - setting, 7-7
- PJP: Financial Plan Type for Project Cost
  - setting, 7-7
- PJP: Nominate Risk from Investment Criteria
  - setting, 7-8
- PJP: Portfolio Organization Hierarchy
  - setting, 7-8
- PJP: Portfolio Selection Class Category
  - setting, 7-8
- PJP Approve Plan Process
  - activities, 9-80
- PJP Close Planning Cycle Process
  - activities, 9-77
- PJP Initiate Planning Cycle Process
  - activities, 9-74
- PJP Main Workflow Process
  - activities, 9-78
- PJP Submit Plan Process
  - activities, 9-79
- PJP User Force Collection Process
  - activities, 9-76
- planning rate schedules, 6-28
- planning resource lists, 2-112
  - centrally controlled, 2-112
  - project specific, 2-112
- planning resources, 2-112, 6-28
- portfolio analysis calendars
  - defining, 7-4
    - period types, 7-4
- portfolio organization hierarchy
  - defining, 7-3
- portfolio selection class category
  - defining, 7-5
- prepayments
  - setting up, 4-52
- primary contact, 2-81
- priority codes
  - staffing, 5-14

- probability, 2-106
- probability lists, 2-106
- proceeds of sale, defining, 3-117
- processes
  - Calculate Forecast Amounts (Initial), 2-194
  - Generate Organization Forecast, 2-194
  - Generate Utilization, 2-194
  - Optimize the Project Search Intermedia Index, 2-152
  - PRC: Maintain Project Resources, 2-62
  - Rebuild the Project Search Intermedia Index, 2-152
- Process to Perform Assignment Changes
  - activities, 9-92
- Process to Perform Changes to Persons' Addresses
  - activities, 9-91
- Process to Perform Changes to the Job Level
  - activities, 9-93
- Process to Perform CRM Workaround for Future Dated Resources
  - activities, 9-89
- Process to Perform Full Name Changes of a Person
  - activities, 9-94
- Process to Perform Job Billability Changes
  - activities, 9-95
- Process to Perform Operating Unit Changes for an Organization
  - activities, 9-96
- Process to Perform Project Job Relationship Changes
  - activities, 9-98
- Process to Perform Project Organization Changes
  - activities, 9-97
- product hierarchy, 2-202
- profile option
  - PA: Default Expenditure Item Date for Supplier Cost, B-41
- profile options, B-1, B-9, B-61
  - See* project performance reporting
  - See* project performance reporting, for Account Generator: Purge Runtime Data, G-47
  - AR: Transaction Flexfield QuickPick Attribute, B-68
  - AR: Use Invoice Accounting for Credit Memos, B-68

- Burden Schedule Type, 3-151
- categories
  - accessibility interaction, B-10
  - batch processing size, B-15
  - costing transactions - processing, B-19
  - date defaults, B-22
  - debug, B-24
  - deployment - licensing and implementation, B-26
  - forms interaction, B-33, B-33
  - list, B-1
  - organization defaults, B-34
  - other defaults, B-35
  - other product integration, B-37
  - processing threshold, B-46
  - reporting pack processing, B-49
  - revenue generation, B-50
  - security, B-51
  - self-service interaction, B-53
  - staffing defaults, B-55
  - utilization defaults, B-59
- cross business group, 2-33
- default values, B-10
- details, B-10
- eBTax: Allow Ad Hoc Tax Changes, B-68
- eBTax: Allow Override of Customer Exemptions, B-68
- eBTax: Allow Override of Tax Classification Code, B-68
- Enhanced Period Processing, 2-40
  - for budgetary controls, 6-36
  - for pa periods and calendars, 2-47
  - for revenue and invoicing, 4-49
  - for utilization, 2-197
- Fremont Corporation, B-69
  - for integration with other applications, B-69
  - options to control processing, B-69
- GL: Ledger Name, B-68
- Home Page Highlights, 2-189
- Ledger Name, 2-19
- OIE: Approver Required, B-68
- OIE: Enable Approver, B-68
- OIE: Enable Projects, B-68
- PA; View All Project Resources, B-53
- PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance, B-39, B-67

PA: Allow Future-Dated People as Project Members, B-11

PA: Allow Override of Budget Accounts, B-14, B-68

PA: Allow Override of PA Distributions in AP/PO, B-15, B-67

PA: Allow Project-Related Entry in Oracle Internet Expenses, B-68

PA: Allow Time Entry of Negative Hours, B-40, B-69

PA: AP Discounts Interface Start Date (mm/dd/yyyy), 3-181, B-41

PA: AutoApprove Expense Reports, B-68

PA: AutoApprove Timesheets, B-69

PA: Canceled Assignment Status, B-57

PA: Canceled Requirement's Candidate Status, B-58

PA: Canceled Requirement Status, B-57

PA: Commit Size for Archive and Purge, B-16

PA: Cost Distribution Lines Per Set, B-16

PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation, B-19

PA: Cross-Project User- Update, B-52

PA: Cross-Project User- View, B-52

PA: Days to Maintain BC Packets, B-20, B-68

PA: Debug Mode, B-25

PA: Default Burden Schedule Type, B-36

PA: Default Calendar, B-58

PA: Default Expenditure Item Date for Supplier Cost, B-68

PA: Default Expenditure Organization in AP/PO, B-35, B-68

PA: Default Public Sector, B-36

PA: Default Starting Candidate Status, B-58

PA: Display Find Tasks, B-11

PA: Display Terminated Employees: Number of Days, B-23

PA: Enable Budget Integration and Budgetary Control Feature, B-28, B-68

PA: Enable Business Messages on Time Entry, B-44, B-69

PA: Enable Enhanced Period Processing, B-20

PA: Enable Long List of Resource LOVs, B-33

PA: Expenditure Items Per Set, B-17

PA: Expense Report Invoices Per Set, B-18, B-68

PA: Filled Requirement Status, B-58

PA: Global Week Start Day, B-23

PA: Highlight Starting Tasks: Number of Days, B-54

PA: Home Page Highlights: Number of Weeks, B-54

PA: Interface Unreleased Revenue to GL, B-50

PA: Invalid Resource Candidate Status, B-58

PA: Licensed to Use Project Billing, B-29

PA: Licensed to Use Project Collaboration, B-29

PA: Licensed to Use Project Costing, B-29

PA: Licensed to Use Project Management, B-30

PA: Licensed to Use Project Resource Management, B-30

PA: Maintain Unbilled Receivables and Unearned Revenue Balances, B-51

PA: No of Instances for Auto Invoice Master Program, B-44

PA: Override Approver, B-34, B-69

PA: Process MS Excel Data, B-12

PA: Process MS Excel Data Threshold, B-48

PA: Process Structure Updates, B-12

PA: Process Structure Updates Threshold, B-48

PA: Project Costing Installed, B-25, B-31

PA: Project Resource Job Group, 2-57, B-58

PA: Projects Per Set, B-18

PA: Receivables Invoice Line UOM, B-45, B-68

PA: Reporting Pack E-mail Sender Address, B-49

PA: Reporting Pack SMTP Server Address, B-50

PA: Reporting Pack Worker Quantity , B-50

PA: Report Separate Burden Transactions with Source Resources, 3-159, B-21

PA: Require Assignment and Project Date Validation, B-23

PA: Resource Utilization Calculation Method, B-60

PA: Resource Utilization Period Type, B-60

PA: Retain Existing Period Spread Values for Plan Duration Changes, B-55

PA: Retirement Cost Processing Enabled, B-21

PA: Selective Flexfield Segment for AutoAccounting, B-15

PA: Staffing Home Default Organization, B-59

- PA: Starting Assignment Status, B-59
- PA: Starting Requirement Status, B-59
- PA: Streamline Process Sleep Interval, B-49
- PA: Tab to Budget Matrix Fields, B-13
- PA: Task Managers Must Be Project Members, B-53
- PA: Task Managers Must Be Project Memeers, 6-13
- PA: Tasks to Display for Expenditure Entry, B-34
- PA: Team Home Page Layout, B-55
- PA: Transaction Billability Derived from Work Type, B-22
- PA: Transfer DFF with AP, 3-182, B-36
- PA: Transfer DFF with PO, B-45
- PA: Upgrade Budget Types and Budget Versions, B-31
- PA: Use Auto Invoice Master Program, B-46
- PA: Utilization Calculation Begin Date, B-24
- PA: Utilization Manager Default Calculation Method, B-61
- PA: Utilization Manager Default Period Type, B-61
- PA: Workplan Tasks Default View, 6-13
- PJI: Default Reporting Calendar Type, B-37
- PJI: Default Reporting Currency Type, B-37
- PJP: Default Discount Rate, 7-9
- PJP: Financial Plan Type for Project Benefit, 7-7
- PJP: Financial Plan Type for Project Cost, 7-7
- PJP: Licensed to Use Project Portfolio Analysis, B-32
- PJP: Nominate Risk from Investment Criteria, 7-8
- PJP: Portfolio Organization Hierarchy, 7-8
- PJP: Portfolio Selection Class Category, 7-8
- reporting pack
  - addresses , 6-103
  - processing , 6-103
  - staffing status, 5-9
  - Team Member Home Page Layout, 8-4
- Profile Options
  - PA: Require Work Type Entry for Expenditures, B-13
- progress
  - status, 6-11
- progress status, 6-11

- project approval subprocess, 9-30
- Project Budget Account Generation Workflow
  - implementing, 9-49
  - processes, 9-51
- project classifications
  - Fremont Corporation, 2-100
- project deliverables, 6-14
  - billing integration setup, 6-17
  - defining deliverable status, 6-16
  - deliverable statuses, 6-15
  - deliverable types, 6-14
  - enabling, 6-14
  - manufacturing integration setup, 6-16
- project intelligence implementation
  - for utilization, 2-198
- Project Manager Missing Process
  - activities, 9-111
- Project Manager Warning Process
  - activities, 9-112
- project organization roles, 2-71
- project performance reporting
  - custom measures, 6-64
  - custom reports, 6-67
  - implementing, 6-58
  - page layouts, 6-66
  - profile options
    - default reporting, 6-60
    - global business intelligence, 6-59
  - public views, 6-67
  - row sets, 6-67
  - setup parameters, 6-61
    - additional currencies, 6-61
    - current reporting periods, 6-61
    - planning amount allocation method, 6-61
    - planning amount conversion method, 6-61
- Project Portfolio Analysis workflow
  - Processes, 9-74
- project process, 9-28
- project processing
  - client extensions, implementing, 2-151
  - workflows, implementing, 2-151
- Project Quick Entry window
  - fields, 2-150
- project roles, 2-68
  - configuring, 7-6
- projects



- budgetary controls, 6-38
- capital
  - setting up, 2-132
- class categories and codes, 2-98
- contact types, 2-104
- contract
  - setting up, 2-134
- customer relationships, 2-103
- defining, 2-87
- home page, 2-152
- indirect
  - setting up, 2-126
- lifecycles, 2-146
- linked, 6-57
- numbering, C-7
- resource lists, assigning, 2-108
- roles, 2-68
- service types, 2-101
- setting up
  - workflow, 2-132
- statuses, 2-88
- types of, 2-126
- project search, 2-152
- project security
  - implementing, 2-71
- project security client extension, 2-81
- project setup implementation options, C-7
- projects status reports
  - defining report types, 6-106
- project status
  - capitalized interest, 3-122
  - defining for organization forecasting, 2-190
- project-status
  - and role-based security, 2-79
- project status controls
  - updating for organization forecasting, 2-191
- project statuses, 2-88, 2-95
- project status inquiry
  - display columns, defining, 6-78
  - overview, 6-70
  - setup tips, 6-88
- Project Status Inquiry, 6-70
  - adding columns, 6-75
  - Column Setup window, 6-76
  - configuring, 6-75
  - defaults, 6-71, 6-75
  - formatting numbers and currencies, 6-74, 6-77
  - rounding, 6-74
  - totals, 6-77
- project status inquiry extension, 6-88
- project status reporting
  - implementing, 6-104
  - page layouts, 6-106
  - reminder rules, 6-107
  - reporting cycles, 6-107
  - sections, 6-105
  - statuses, 6-107
  - workflow, 6-108
- project status report workflow extension, 6-108
- project summary amounts
  - custom reporting of, 6-84
- Projects window
  - project templates
    - creating, 2-150
    - disabling, 2-151
    - updating, 2-150
  - resource lists, assigning, 2-108
- project templates
  - budgetary controls, 6-38
  - creating, 2-150
  - defining for organization forecasting projects, 2-191
  - disabling, 2-151
  - Oracle Sales integration, 2-201
  - updating, 2-150
- project types
  - attributes
    - billing, 2-134
    - budgetary control, 2-131
    - budget option, 2-130
    - capitalization, 2-132
    - class categories, 2-128
    - costing, 2-129
    - general, 2-128
  - budgetary controls, 6-37
  - capitalization and CIP, 3-121
  - capitalized interest
    - allow interest rate schedule override, 2-134
    - interest rate schedule, 2-134
  - defaults, 2-126
  - defining, 2-137
  - defining for organization forecasting, 2-191
  - Fremont Corporation, 2-137

- intercompany, 3-165
- multiple organization, 2-128
- overview, 2-126
- time intervals, 6-39
- window reference, 2-128
- project workflow example, 9-32
- provider and receiver controls, 3-161
- provider and receiver controls, 3-166
- provider cost reclassifications
  - AutoAccounting, 3-166
- PSA: Budgetary Control Report Template, 6-37
- public views, 6-67
- purchase orders
  - interfacing project information, 3-177
- purchasing transactions, 3-181
- purging
  - runtime data, G-47

## R

---

- rate
  - schedules
    - copying, 2-67
    - defining, 2-63
    - employee, 2-65
    - job, 2-65
    - non-labor, 2-66
    - resource class, 2-66
- rate schedules, 2-62
  - bill rate schedules, 4-18
  - cost rate schedules, 3-89
  - Fremont Corporation, 3-89, 4-18
  - labor costing, 3-89
- Receivables options
  - Fremont Corporation, 4-12
- relationships
  - customers and contacts, 2-103
- reporting functionality, 5-18
- reporting pack
  - addresses
    - profile options, 6-103
  - defining, 6-104
  - distributing, 6-104
  - generating, 6-104
  - implementing, 6-101
  - processing
    - profile option, 6-103
- profile options
  - processing, 6-103
  - reply-to address, 6-103
  - server address, 6-103
- report templates
  - creating, 6-103
- reports, 1-8
  - request groups, 2-153
- reports and listings
  - about
    - customizing, 6-84
- report templates
  - creating, 6-103
- report types
  - defining, 6-106
- request groups, D-22
  - creating, 2-153
- requirements
  - statuses, 2-90
- requirement statuses, 5-6
- resource breakdown structure
  - Any Used Resource, 2-115
  - creating, 2-113
  - expanding levels, 2-115
  - versions, 2-113
- resource breakdown structures, 6-28
- resource classes
  - define resource class, 2-110
- resource information
  - in Microsoft Project, 6-56
- resource lists, 2-107
  - assigning to projects, 2-108
  - Fremont Corporation, 2-109
- resources
  - migrating data from external systems, 2-60
  - PRC: Maintain Project Resources, 2-62
- responsibilities, 2-153
  - appendix, D-1
  - forms, D-8
  - HTML, D-1
  - maintaining, 2-152
- responsibility-based security
  - defining additional user-level security for, 2-73
  - implementing, 2-73
  - predefined responsibilities for, 2-75
- retention

- billing, 4-89
- retirement (RWIP)
  - assets
    - setting up, 2-132
- retirement cost processing
  - enabling, 3-117
- revenue, 4-12
  - AutoAccounting
    - implementing, 4-59
  - categories, 3-19
  - client extensions, 4-49
  - credit types, 4-36, 4-97
  - distribution rules, 4-41
  - percent complete, 4-41
  - profile options, 4-49
  - subledger accounting
    - implementing, 4-55
- revenue and billing
  - subledger accounting
    - account derivation rules, 4-58
    - application accounting definitions, 4-58
    - custom sources, 4-56
    - journal entry descriptions, 4-58
    - journal lines definitions, 4-58
    - journal line types, 4-56
    - mapping sets, 4-58
    - post-accounting program assignments, 4-59
    - subledger accounting methods, 4-58, 4-59
- revenue categories
  - Fremont Corporation, 3-20
- role-based security
  - by project status
    - defining, 2-79
  - for organizations, 2-80
  - implementing, 2-78
- role lists, 2-70
- roles, 2-68
  - configuring, 7-6
  - creating, 2-78
  - defining, 2-68
  - lists, 2-70
  - project organization, 2-71
- row sets, 6-67

## S

---

- sales credit, 4-97, 4-101
- sales credits option
  - Fremont Corporation, 4-101
- sales credit type, C-15
- sales representatives, 4-97
- search
  - project, 2-152
- security, 6-57
  - API controls, 2-203
  - based on responsibility, 2-73
    - defining additional user-level security for, 2-73
    - predefined responsibilities for, 2-75
  - based on role
    - implementing, 2-78
  - cross-business group access, 2-81
  - for organizations
    - implementing, 2-80
  - function
    - list, A-1
    - overview, A-1
  - groups, 2-37
  - implementing, 2-71
  - profiles, 2-81
  - project
    - roles, 2-68
- security functions
  - agreements and funding, A-2
  - allocation, A-2
  - application programming interface, A-3
  - applications data warehouse, A-2
  - archive and purge, A-5
  - AutoAccounting, A-5
  - billing, A-5
  - budget, A-7
  - budgeting and forecasting, A-8
  - capital projects, A-11
  - costing, A-12
  - customer, A-13
  - deliverable, A-14
  - events, A-14
  - expenditure adjustments, A-15
  - expenditure inquiry, A-16
  - expenditure inquiry options, A-17
  - financial structure, A-17
  - issue and change management, A-18
  - ledger, A-19

- oracle projects implementation, A-40
- page layout, A-20
- PA Period, A-20
- performance exceptions reporting, A-30
- pre-approved expenditure entry, A-20
- progress, A-22
- project assignments, A-22
- project collaboration, A-22
- project lifecycle, A-24
- project options, A-24
- project organization update, A-29
- project performance reporting, A-30
- project portfolio analysis, A-29
- project resource, A-31
- projects, A-23
- project setup, A-31
- project status, A-32
- project status inquiry, A-32
- project status reporting, A-33
- reporting pack, A-33
- resource management, A-34
- revenue review, A-36
- scheduling tool integration, A-36
- subledger, A-37
- task, A-37
- team member home, A-37
- transaction import, A-38
- utilization reporting, A-38
- workplan, A-39
- workplan progress, A-40
- security profiles, 2-81
  - for utilization, 2-197
- Self Overcommitment Warning Process
  - activities, 9-112
- Send AR Notification Workflow
  - implementing, 9-24
- service type, 2-101
- service types
  - Fremont Corporation, 2-102
  - setting up, 2-101
- set profile options, 7-7
- setting up
  - account generators, G-24
  - agreement templates, 4-51
  - agreement types, 4-50
  - budgetary controls, 6-35
  - budget change reasons, 6-28
  - budget entry methods, 6-33
  - budgeting and forecasting
    - integration with Microsoft Excel, 6-29
  - budgets and forecasts, 6-17
  - budget types, 6-32
  - business groups, C-2
  - capitalized interest, 3-117
    - extensions, 3-122
    - project status controls, 3-122
    - project types, 3-121
    - rate names, 3-118
    - rate schedules, 3-120
  - capital projects, 2-126, 2-132, 3-114
  - class categories and codes, 2-98
  - contact types, 2-104
  - contingent worker timecard integration, C-10
  - contract projects, 2-126, 2-134
  - cost rates
    - expenditure, 3-83
  - credit types, 4-36
  - cross charge, C-18
  - currencies, C-5, C-6
  - customer relationships, 2-103
  - customers, 4-53
  - default asset book, C-4
  - default supplier cost credit account, C-11
  - event organization, C-12
  - exchange rates, C-7
  - expenditure
    - cycles, C-10
    - types, 3-21
  - financial plan types, 6-19
  - indirect projects, 2-126
  - integration with Microsoft Excel, 6-29
  - internal billing, C-19
  - job groups, 2-49
  - journals, C-11, C-13
  - labor costing rules, 3-87
  - labor costs
    - multipliers, 3-86
  - ledgers, C-2
  - lifecycles, 2-146
  - lookups, F-1
  - non-labor costs, 3-80
  - numbering for
    - invoices, C-14
  - Oracle Project Billing, 4-1

- Oracle Project Collaboration, 8-1
- Oracle Project Costing, 3-2
- Oracle Project Foundation, 2-1
- Oracle Project Management, 6-1
- Oracle Project Portfolio Analysis, 7-1
- Oracle Project Resource Management, 5-1
- organization hierarchies
  - default reporting, C-4
- overtime calculations, C-10
- overview of, 1-5
- PA periods, 2-40
- people, 2-58
- period profiles, 6-21
- period types
  - PA, C-4
  - summarization, C-3
- planning, 1-1
- planning resources, 6-28
- prepayment, 4-52
- project
  - roles, 2-68
  - status, 2-88
  - types, 2-126
- resource breakdown structures, 6-28
- resources
  - non-labor, 3-80
- roles, 2-68
- security
  - function, A-1
- service types, 2-101
- Spread curves, 6-25
- transaction sources, 3-29
- units of measure, 3-20
- Setting up
  - statuses, 2-87
- setting up
  - planning rate schedules, 6-28
- setting up Oracle Projects
  - example
    - Fremont Corporation, 1-10
- setup
  - worktype, 2-124
- shared profiled options
  - BIS: Secondary Rate Type, B-64
- shared profile options, B-61
  - Account Generator: Purge Runtime Data, B-61
  - AR: Transaction Flexfield QuickPick Attribute, B-62
- AR: Use Invoice Accounting for Credit Memos, B-63
- BIS: Enterprise Calendar, B-63
- BIS: Global Start Date, B-64
- BIS: Period Type, B-63
- BIS: Primary Currency, B-63
- BIS: Primary Rate Type, B-63
- BIS: Secondary Currency, B-64
- BNE Upload Batch Size, B-64
- eBTax: Allow Ad Hoc Tax Changes, B-61
- eBTax: Allow Override of Customer Exemptions, B-62
- eBTax: Allow Override of Tax Classification Code, B-62
- GL: Ledger Name, B-63
- HR: Security Profile, B-64, B-65, B-65
- MO: Default Operating Unit, B-65
- MO: Operating Unit, B-65
- MO: Security Profile, B-66
- PJI: Debug Level, B-66
- PJI: Global Start Date Override, B-66
- PJI: Number of Parallel Extraction Programs, B-66
- PJI: Organization Security Profile, B-66
- PJI: Output Destination, B-67
- PJI: Truncate PJI Summary Tables, B-67
- PJI: Use DBI Request Set Generator, B-67
- PSA: Budgetary Control Report Template, B-67
- shift patterns, 2-45
- ship to sites
  - internal customer, 3-164
- Source Products window, 2-205
- Spread curves, 6-25
  - allocation factors
    - calculation examples, 6-26
    - ETC time periods, 6-27
    - full time periods, 6-26
    - partial time periods, 6-26
  - creating, 6-27
- SQL statements
  - optimizing, 2-189
- staffing, 5-5
  - client extensions, 5-14
  - implementation options, C-9
  - priority codes, 5-14

- profile options, 5-9
- statuses, 5-5
- team templates, 5-12
- workflow, 5-14
- staffing statuses
  - assignment, 5-7
  - assignment approval, 5-9
  - candidate, 5-7
  - predefined, 5-5
  - requirement, 5-6
- standard unit costs, defining, 3-116
- statuses
  - assignment approval, 2-93
  - assignments, 2-91
  - candidates, 2-92
  - for tasks, 2-82
  - requirements, 2-90
  - staffing, 5-5
- Statuses window, 2-87
- status indicators
  - See* performance statuses
- Status Report Approval Subprocess
  - activities, 9-65
- structures
  - processing updates for, 2-86
- structures setup option, 6-10
- subledger accounting
  - account derivation rules, 3-44, 4-58
  - application accounting definition, 3-46, 4-58
  - application accounting definitions, 3-45, 4-58
  - billing
    - implementing, 4-55
  - costs
    - implementing, 3-41
  - cross-entity balancing rules, 3-48
  - custom sources, 3-42, 4-56
  - journal entry descriptions, 3-43, 4-58
  - journal lines definitions, 3-45, 4-58
  - journal line types, 3-42, 4-56
  - mapping sets, 3-43, 4-58
  - Oracle Receivables, 4-97
  - post-accounting program assignments, 3-47, 4-59
  - revenue
    - implementing, 4-55
  - subledger accounting methods, 3-46, 3-46, 3-47, 4-58, 4-58, 4-59

- Summarization Period Type
  - implementation option, C-3
- summarizing data
  - for utilization, 2-199
- summary amounts
  - custom reports for, 6-84
- supplier
  - cost credit account, C-11
- supplier
  - cost credit account, 3-181
- supplier costs
  - transferring, 3-177
- Supplier Invoice Account Generator, 3-181
- supplier invoice charge account, 3-166
- Supplier Invoice Charge Account process
  - modifying, 3-170
- supplier invoices
  - client extension, 3-188
  - payment control, 3-186
  - payment holds
    - AR notifications, 3-188
    - release, 3-187
- supplier payment control
  - implementing, 3-186
    - AR notification, 3-188
  - implement Oracle Payables, 3-186
  - implement Oracle Purchasing, 3-186
  - implement profile option, 3-186
  - Oracle Purchasing
    - document style, 3-187
  - payment holds
    - release, 3-187
  - pay when paid holds
    - release, 3-187
  - purchase order
    - document style, 3-187
  - releasing holds
    - client extension, 3-188
- suppliers
  - employees as, 3-178
  - internal, 3-163
  - invoice accounts for, G-25
- supplier sites, 3-164
- supplier types
  - cross charge, 3-167
- system administration, 2-152
- system implementation options, C-2

## T

---

- task priorities
  - defining, 2-86
- tasks
  - defining, 2-82
  - status, 2-82
  - types, 2-83
- task statuses
  - defining, 2-82
- Task Type Details page, 2-83
- task types
  - defining, 2-83
- tax accounts
  - internal Oracle Receivables invoices, 3-169
  - Oracle Receivables invoices, 3-165
- tax classification code
  - transaction types, 4-16
- tax classification codes
  - application tax option sources, 4-15
    - See also* application tax options
  - internal Oracle Payables invoices, 3-169
  - internal Oracle Receivables invoices, 3-165, 3-169
  - invoices, 4-13
    - See* Oracle E-Business Tax
    - See* Oracle Receivables
  - Oracle Payables invoices, 3-165
- taxes
  - invoices, 4-13, 4-16
    - See* Oracle E-Business Tax
    - See* Oracle Receivables
  - transferring
    - to Oracle Receivables, 4-17
- team home page, 8-3
  - setting up, 8-3
- Team Member Home Page Layout profile option, 8-4
- team templates, 5-12
- testing, 1-5
- time interval
  - for budgetary controls, 6-37
- training, 1-5
- Transaction Control Extension, 3-40
- transactions
  - sources

- about, 3-29
  - defining, 3-40
- transaction sources
  - cross charge, 3-168
  - default expenditure type class, 3-35
  - Fremont Corporation, 3-40
- transaction types
  - creating, 4-94
  - Oracle Inventory, 3-184
- transaction types
  - tax classification code, 4-16
- transfer price rules, 3-160, 3-160, 3-163
- transfer price schedules, 3-160, 3-163
- transfer pricing
  - defining
    - rules, 3-170
    - schedules, 3-172

## U

---

- unassigned time
  - implementation options, 5-18
- unassigned time options, 2-195
- unbilled retention
  - AutoAccounting, 4-92
- units
  - Fremont Corporation, 3-21
- units of measure
  - defining, B-45
  - setting up, 3-20
- update all projects access, 2-73
- updating organizations
  - for utilization, 2-199
- updating periods
  - for utilization, 2-199
- usages
  - costs
    - rate overrides, 3-84
    - revenue, 4-64
    - setting up, 3-80
- user-defined attributes
  - and page regions, 2-149
  - defining attribute contexts for, 2-148
  - defining context types for, 2-149
  - setting up for Oracle Projects, 2-147
- user responsibilities, 2-153
- users

- additional, 2-153
- maintaining, 2-152
- utilization
  - global profile options, 2-197
  - implementing, 2-195
  - implementing discoverer, 2-199
  - Oracle Daily Business Intelligence for Projects implementation
    - See* project intelligence implementation
  - profile options, 2-197
  - project intelligence implementation, 2-198
  - security profiles, 2-197
  - summarizing data, 2-199
  - unassigned time options, 2-195
  - updating organizations, 2-199
  - updating periods, 2-199
  - utilization categories, 2-196
- utilization categories, 2-196

## V

---

- view all projects access, 2-73
- view all resources access, 2-73

## W

---

- window illustrations
  - AutoAllocation Workbench, 3-142
- workflow
  - budgeting and forecasting, 6-31
    - budget workflow, 6-32
    - budget workflow extension, 6-32
  - staffing, 5-14
- Workflow
  - AutoAllocations, 3-145
  - Payables Open Interface, 3-169
- workflow processes
  - deferred, 2-154
- workflows
  - costing
    - Send AR Notification Workflow, 9-24
    - PA: Mass Pipeline Projects Update, 9-26
- work in process, 3-27
  - revenue, 4-68
- work items, 6-11
  - defining, 2-83
- workplan
  - financial plan types, 6-19

- period profiles, 6-21
- workplan and progress management, 6-10
- workplan change reasons, 6-13
- workplan workflow extension, 6-14
- work quantity
  - defining work items for, 2-83
- worktypes
  - defining, 2-120
- work types
  - requiring for all expenditure items, B-13