Oracle® Projects
Implementation Guide
Release 12.1
Part No. E13582-04

August 2010
## Contents

Send Us Your Comments

Preface

1 Overview of Implementing Oracle Projects

- Planning Your Implementation ................................................................. 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

Overview of Setting Up Oracle Projects .................................................. 1-5

Oracle Projects Implementation Checklist ............................................... 1-6

Overview of the Oracle Projects Implementation Checklist ..................... 1-6

About Fremont Corporation: An Example of Setting Up Oracle Projects .... 1-10

2 Implementing Oracle Project Foundation

- Oracle Project Foundation Implementation Checklists .......................... 2-1
- Oracle Project Foundation Product Setup ............................................. 2-2
- Oracle Project Foundation Feature Setup ............................................ 2-14

- Define an Oracle Applications Ledger .................................................. 2-18
- Ledger Name Profile Option ................................................................ 2-19
- Enabling Currencies You Want to Use .................................................. 2-19

- Organizations ...................................................................................... 2-28
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview of Organizations</td>
<td>2-28</td>
</tr>
<tr>
<td>Organization Classifications</td>
<td>2-29</td>
</tr>
<tr>
<td>Locations</td>
<td>2-29</td>
</tr>
<tr>
<td>Defining Organizations</td>
<td>2-31</td>
</tr>
<tr>
<td>Setting the Cross Business Group Profile Option</td>
<td>2-33</td>
</tr>
<tr>
<td>Enabling Multiple Organization Architecture</td>
<td>2-33</td>
</tr>
<tr>
<td>Defining a Default Operating Unit for Project Expenditure Organizations</td>
<td>2-33</td>
</tr>
<tr>
<td>Defining Organization Hierarchies</td>
<td>2-34</td>
</tr>
<tr>
<td>Assigning Project Burdening Hierarchies</td>
<td>2-38</td>
</tr>
<tr>
<td><strong>Perfiods and Calendars</strong></td>
<td>2-40</td>
</tr>
<tr>
<td>Enhanced Period Processing Profile Option</td>
<td>2-40</td>
</tr>
<tr>
<td>Defining GL and PA Periods</td>
<td>2-40</td>
</tr>
<tr>
<td>Setting the GL Period Status</td>
<td>2-44</td>
</tr>
<tr>
<td>Defining Calendar Types</td>
<td>2-45</td>
</tr>
<tr>
<td>Defining Calendar Shifts and Shift Patterns</td>
<td>2-45</td>
</tr>
<tr>
<td>Defining Calendar Exceptions</td>
<td>2-46</td>
</tr>
<tr>
<td>Defining Calendars</td>
<td>2-46</td>
</tr>
<tr>
<td>Assigning Calendar Shifts and Exceptions</td>
<td>2-47</td>
</tr>
<tr>
<td>Setting Calendar Profile Options</td>
<td>2-47</td>
</tr>
<tr>
<td>Defining Default Calendars for Organizations</td>
<td>2-48</td>
</tr>
<tr>
<td>Generating Calendar Schedules</td>
<td>2-48</td>
</tr>
<tr>
<td><strong>Implementation Options</strong></td>
<td>2-48</td>
</tr>
<tr>
<td>Resources</td>
<td>2-49</td>
</tr>
<tr>
<td>Job Groups</td>
<td>2-49</td>
</tr>
<tr>
<td>Job Levels and Job Codes</td>
<td>2-51</td>
</tr>
<tr>
<td>Jobs</td>
<td>2-51</td>
</tr>
<tr>
<td>Job Mapping</td>
<td>2-54</td>
</tr>
<tr>
<td>Project Resource Job Group Profile Option</td>
<td>2-57</td>
</tr>
<tr>
<td>Job Competencies</td>
<td>2-57</td>
</tr>
<tr>
<td>Defining People</td>
<td>2-58</td>
</tr>
<tr>
<td>Migrating Resource Data From Other Systems</td>
<td>2-60</td>
</tr>
<tr>
<td>Maintaining Project Resources</td>
<td>2-62</td>
</tr>
<tr>
<td>Rate Schedule Definition</td>
<td>2-62</td>
</tr>
<tr>
<td>Roles</td>
<td>2-68</td>
</tr>
<tr>
<td>Project Roles</td>
<td>2-68</td>
</tr>
<tr>
<td>Role Lists</td>
<td>2-70</td>
</tr>
<tr>
<td>Implementing Project Organization Roles</td>
<td>2-71</td>
</tr>
<tr>
<td><strong>Project and Organization Security</strong></td>
<td>2-71</td>
</tr>
<tr>
<td>Multiple Organization Access Control</td>
<td>2-71</td>
</tr>
<tr>
<td>Responsibility-Based Security</td>
<td>2-73</td>
</tr>
<tr>
<td>Role-Based Security</td>
<td>2-78</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Organizational Authority</td>
<td>2-80</td>
</tr>
<tr>
<td>Project Security Extension</td>
<td>2-81</td>
</tr>
<tr>
<td>Security Profiles</td>
<td>2-81</td>
</tr>
<tr>
<td><strong>Task Definition</strong></td>
<td>2-82</td>
</tr>
<tr>
<td>Task Statuses</td>
<td>2-82</td>
</tr>
<tr>
<td>Task Types</td>
<td>2-83</td>
</tr>
<tr>
<td>Defining Task Priorities</td>
<td>2-86</td>
</tr>
<tr>
<td>Processing Structure Updates</td>
<td>2-86</td>
</tr>
<tr>
<td><strong>Project Definition</strong></td>
<td>2-87</td>
</tr>
<tr>
<td>Defining Statuses and Status Profile Options</td>
<td>2-87</td>
</tr>
<tr>
<td>Predefined Requirement Statuses and Status Controls</td>
<td>2-90</td>
</tr>
<tr>
<td>Project Classifications (Class Categories and Class Codes)</td>
<td>2-98</td>
</tr>
<tr>
<td>Service Types</td>
<td>2-101</td>
</tr>
<tr>
<td>Project Customer Relationships and Contact Types</td>
<td>2-103</td>
</tr>
<tr>
<td>Defining contact types</td>
<td>2-104</td>
</tr>
<tr>
<td>Probability Lists</td>
<td>2-106</td>
</tr>
<tr>
<td>Resource Lists</td>
<td>2-107</td>
</tr>
<tr>
<td>Resource Classes</td>
<td>2-110</td>
</tr>
<tr>
<td>Planning Resource Lists</td>
<td>2-112</td>
</tr>
<tr>
<td>Resource Breakdown Structures</td>
<td>2-113</td>
</tr>
<tr>
<td>Defining Cycles</td>
<td>2-118</td>
</tr>
<tr>
<td>Defining Work Types</td>
<td>2-120</td>
</tr>
<tr>
<td>Project Types</td>
<td>2-126</td>
</tr>
<tr>
<td>Project Types Window Reference</td>
<td>2-128</td>
</tr>
<tr>
<td>Defining Project Types</td>
<td>2-137</td>
</tr>
<tr>
<td>Project Types for Fremont Corporation (Example Setup)</td>
<td>2-137</td>
</tr>
<tr>
<td>Fremont Corporation: Using an Indirect Project to Track Indirect Costs</td>
<td>2-143</td>
</tr>
<tr>
<td>Implementing Project Lifecycles</td>
<td>2-146</td>
</tr>
<tr>
<td>Setting Up User-Defined Attributes</td>
<td>2-147</td>
</tr>
<tr>
<td>Defining Project Templates</td>
<td>2-150</td>
</tr>
<tr>
<td>Implementing Client Extensions and Workflows for Project Processing</td>
<td>2-151</td>
</tr>
<tr>
<td>Setting the Home Page Highlights Profile Option</td>
<td>2-152</td>
</tr>
<tr>
<td>Project Search</td>
<td>2-152</td>
</tr>
<tr>
<td><strong>System Administration and Maintenance</strong></td>
<td>2-152</td>
</tr>
<tr>
<td>Request Groups</td>
<td>2-153</td>
</tr>
<tr>
<td>User Responsibilities</td>
<td>2-153</td>
</tr>
<tr>
<td>Additional Users</td>
<td>2-153</td>
</tr>
<tr>
<td>Deferred Workflow Processes</td>
<td>2-154</td>
</tr>
<tr>
<td>Frequently Used Folders</td>
<td>2-154</td>
</tr>
<tr>
<td>Descriptive Flexfields</td>
<td>2-155</td>
</tr>
<tr>
<td>Page Layouts</td>
<td>2-156</td>
</tr>
</tbody>
</table>
Implementing Oracle Project Costing

Oracle Project Costing Implementation Checklists

Oracle Project Costing Product Implementation Checklist

Oracle Project Costing Features Implementation Checklist

Licensing Oracle Project Costing

Expenditure Definition

Expenditure Classifications

Expenditure Categories
Defining Expenditure Types, Agreement Types, Billing Cycles, Invoice Formats, and
Allocations................................................................. 3-122
  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
Setting up for AutoAllocations........................................... 3-142
  Burden Costing Definitions.......................................... 3-145
    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
Setting Up for Cross Charge Processing: Borrowed and Lent................... 3-160
  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
Setting Up for Cross Charge Processing: Intercompany Billing.................. 3-162
  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

Shared Setup Details for Cross Charge Processing................................................. 3-167
  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

Oracle Payables and Purchasing Integration......................................................... 3-177
  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

Implementing Oracle Internet Expenses Integration........................................... 3-182
  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
Implementing Oracle Inventory for Projects Integration........................................ 3-184
  Install and Implement Oracle Inventory.................................................. 3-184
  Define Project-Related Transaction Types in Oracle Inventory................. 3-184
Implementing Oracle Project Manufacturing.............................................. 3-185
  Install and Implement Oracle Project Manufacturing.......................... 3-185
Implementing Oracle Time & Labor Integration........................................ 3-186
  Install and Implement Oracle Time & Labor........................................ 3-186
  Set Profile Options for Project-Related Timecards............................. 3-186
  Implement Client Extensions to Route and Approve Timecards.............. 3-186
Implementing Supplier Payment Control................................................ 3-187
  Implementing Oracle Payables and Oracle Purchasing.......................... 3-187
  Enabling the PA: Pay When Paid Profile Option................................. 3-187
  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

  Oracle Project Billing Implementation Checklists.................................. 4-1
    Oracle Project Billing Product Implementation Checklist................... 4-2
    Oracle Project Billing Feature Implementation Checklist.................. 4-8

Licensing Oracle Project Billing.......................................................... 4-12

Revenue and Invoicing.............................................................................. 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........................................ 4-27
  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

Setting Up for Agreements and Funding............................................... 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

Customers ......................................................................................... 4-53

Accounting for Revenue and Billing .................................................... 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

Setting Up for Inter-Project Billing ...................................................... 4-86
  Global Setup .................................................................................... 4-86
  Operating Unit Setup ........................................................................ 4-86

Customer Billing Retention ................................................................. 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

Integration with Oracle Receivables ...................................................... 4-93
5 Implementing Oracle Project Resource Management

Oracle Project Resource Management Implementation Checklists........................................5-1
Licensing Oracle Project Resource Management........................................................................5-4
Project Staffing.....................................................................................................................5-5
  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
Implementing Organization Forecasting for Resources......................................................5-15
  Prerequisites for Organization Forecasting for Resources..............................................5-15
  Forecasting Implementation Options................................................................................5-17
  Unassigned Time Implementation Options......................................................................5-18
Implementing Reporting Functionality...................................................................................5-18
  Implementing Discoverer Reporting.................................................................................5-18
  Oracle Discoverer Post-Installation Tasks........................................................................5-19

6 Implementing Oracle Project Management

Oracle Project Management Implementation Checklists.....................................................6-1
Licensing Oracle Project Management....................................................................................6-10
Workplan and Progress Management................................................................................6-10
  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
Project Deliverables............................................................................................................6-14
  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

**Budgeting and Forecasting** ................................................................. 6-17
  Overview of Budget and Forecast Setup .................................................. 6-17
  Financial Plan Types ............................................................................... 6-19
  Period Profiles ...................................................................................... 6-21
  Spread Basis .......................................................................................... 6-25
  Spread Curves ....................................................................................... 6-25
  Planning Resources ............................................................................... 6-29
  Resource Breakdown Structures ............................................................. 6-29
  Planning Rate Schedules ...................................................................... 6-29
  Budget Change Reasons ....................................................................... 6-29
  Implementing Integration with Microsoft Excel ........................................ 6-30
  Implementing Client Extensions and Workflow for Budgeting and Forecasting ...................................................................................... 6-33
  Budget Types ........................................................................................ 6-33
  Budget Entry Methods .......................................................................... 6-34
  Implementing Budgetary Controls ........................................................... 6-37
  Implementing Budget Integration .............................................................. 6-42
  Implementing Integration with the Budget Execution Module .................. 6-46

**Issue and Change Management** ......................................................... 6-47
  Overview of Issue and Change Management ........................................... 6-47
  Control Item Classifications ................................................................... 6-48
  Control Item Statuses and Status Lists .................................................... 6-49
  Control Item Priorities, Levels of Effort, and Source Types ........................ 6-52
  Control Item Types ................................................................................ 6-54
  Implementing Client Extensions for Issue and Change Management .......... 6-57

**Microsoft Project Integration** ............................................................. 6-57
  Customizing the Resource Rates View ................................................... 6-58
  Limiting Access to Features ................................................................... 6-58

**Project Performance Reporting** .......................................................... 6-60
  Defining Global Business Intelligence Profile Options ............................ 6-61
  Setting Default Reporting Options ......................................................... 6-62
  Defining Project Performance Reporting Setup Parameters ...................... 6-63
  Defining Custom Measures .................................................................... 6-67
  Defining Page Layouts for Project Performance Reporting ....................... 6-69
  Defining Row Sets ................................................................................ 6-70
  Creating Custom Reports ....................................................................... 6-70

**Project Status Inquiry** ....................................................................... 6-73
  Project Status Inquiry Overview ............................................................ 6-73
  Defining Derived Columns in PSI ............................................................ 6-78
  Dynamic Formatting in PSI .................................................................... 6-81
Generating Exceptions, Calculating Key Performance Area Scores and Statuses, and Sending Automated Status Reports .......................... 6-103

Scheduling the Generation and Distribution of Reporting Packs ........................................... 6-107

Project Status Reporting ........................................................................................................... 6-107

Project Status Report Sections .............................................................................................. 6-108
Report Page Layouts .............................................................................................................. 6-109
Report Types .......................................................................................................................... 6-109
Reported Statuses .................................................................................................................. 6-110
Reporting Cycles .................................................................................................................... 6-110
Project Status Report Reminder Rules ................................................................................... 6-110
Project Status Report Workflow Extension ............................................................................. 6-112

7 Implementing Oracle Project Portfolio Analysis

Oracle Project Portfolio Analysis Implementation Checklist .................................................. 7-1
Licensing Oracle Project Portfolio Analysis ........................................................................... 7-3

Oracle Project Portfolio Analysis ............................................................................................. 7-3

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
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: Oracle Projects Library Workflow............................................................. 9-26
PA: Workplan Approval Subprocess................................. 9-76
PA: Workplan Errors................................................. 9-77
PA: Workplan Notification........................................... 9-78

Oracle Project Portfolio Analysis Workflow........................... 9-79
  Project Portfolio Analysis Workflow Processes......................... 9-79
  PJP Initiate Planning Cycle Process................................ 9-79
  PJP User Force Collection Process.................................. 9-81
  PJP Close Planning Cycle Process................................... 9-82
  PJP Main Workflow Process........................................ 9-83
  PJP Submit Plan Process........................................... 9-84
  PJP Approve Plan Process.......................................... 9-85

Oracle Project Resource Management Workflows....................... 9-87
  PA: Advertisements Workflow..................................... 9-88
  PA: Advertisements Workflow Processes.............................. 9-88
    PA: Advertisement Notification Process.......................... 9-88
    PA: Remove Advertisement Notification Process.................. 9-89
  PA: Apply Team Template Workflow.................................. 9-90
  Apply Team Template Workflow Processes.............................. 9-90
  PA: Apply Team Template Process.................................. 9-90
  PA: Candidate Notification Process.................................. 9-91
  PA: Candidate Notification Workflow Processes...................... 9-91
    Candidate Declined Process..................................... 9-91
    Candidate FYI Notification Process............................... 9-92
    Candidate Nominated Process.................................... 9-93
  PA: CRM Workaround Workflow...................................... 9-94
  PA: CRM Workaround Workflow Processes.............................. 9-94
    Process to Perform CRM Workaround for Future Dated Resources... 9-94
  PA: HR Related Updates Workflow.................................... 9-95
  PA: HR Related Updates Workflow Processes........................... 9-96
    Process to Perform Changes to Persons’ Addresses................ 9-96
    Process to Perform Assignment Changes................................ 9-97
    Process to Perform Changes to the Job Level....................... 9-98
    Process to Perform Full Name Changes of a Person.................. 9-99
    Process to Perform Job Billability Changes........................ 9-100
    Process to Perform Operating Unit Changes for an Organization... 9-101
    Process to Perform Project Organization Changes.................... 9-102
    Process to Perform Project Job Relationship Changes............... 9-103
  PA: Mass Assignment Approval Workflow................................ 9-104
  PA: Mass Assignment Approval Workflow Processes...................... 9-105
    PA: Mass Transaction Error Process................................ 9-105
    PA: Mass Assignment Approval Resource Notification Process........ 9-107
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
D Menus and Responsibilities

Predefined Menus and Responsibilities in Oracle Projects............................................. D-1
HTML Responsibilities..................................................................................................... D-1
Forms Responsibilities and Functions............................................................................. D-8

E Descriptive Flexfields

Descriptive Flexfields in Oracle Projects................................................................. E-1
Extensible and User Lookups in Oracle Projects..................................................... F-2

F Lookups

Oracle Projects Lookups............................................................................................... F-1
Extensible and User Lookups in Oracle Projects..................................................... F-2

G AutoAccounting, the Account Generator, and Subledger Accounting

AutoAccounting in Oracle Projects................................................................................... 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
AutoAccounting and the Account Generator.................................................................. G-22
AutoAccounting and Subledger Accounting.................................................................. G-52
Overview of Subledger Accounting.............................................................................. G-53
Comparing AutoAccounting and Oracle Subledger Accounting................................. G-54
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).

Send your comments to us using the electronic mail address: appsdoc_us@oracle.com

Please give your name, address, electronic mail address, and telephone number (optional).

If you need assistance with Oracle software, then please contact your support representative or Oracle Support Services.

If you require training or instruction in using Oracle software, then please contact your Oracle local office and inquire about our Oracle University offerings. A list of Oracle offices is available on our Web site at www.oracle.com.
Preface

Intended Audience

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

See Related Information Sources on page xxv for more Oracle E-Business Suite product information.

Deaf/Hard of Hearing Access to Oracle Support Services

To reach Oracle Support Services, use a telecommunications relay service (TRS) to call Oracle Support at 1.800.223.1711. An Oracle Support Services engineer will handle technical issues and provide customer support according to the Oracle service request process. Information about TRS is available at http://www.fcc.gov/cgb/consumerfacts/trs.html, and a list of phone numbers is available at http://www.fcc.gov/cgb/dro/trsphonebk.html.

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 E-Business Suite documentation is available online (HTML or PDF).

- **PDF** - See the Oracle E-Business Suite Documentation Library for current PDF documentation for your product with each release. The Oracle E-Business Suite Documentation Library is also available on My Oracle Support and is updated frequently.

- **Online Help** - Online help patches (HTML) are available on My Oracle Support.

- **Release Notes** - For information about changes in this release, including new features, known issues, and other details, see the release notes for the relevant product, available on My Oracle Support.

database tables, forms, reports, and programs for each Oracle E-Business Suite product. This information helps you convert data from your existing applications and integrate Oracle E-Business Suite data with non-Oracle applications, and write custom reports for Oracle E-Business Suite products. The Oracle eTRM is available on My Oracle Support.

Guides Related to All Products

Oracle E-Business Suite 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 E-Business Suite 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

Maintaining Oracle E-Business Suite Documentation Set

This documentation set provides maintenance and patching information for the Oracle E-Business Suite DBA. Oracle E-Business Suite Maintenance Procedures provides a description of the strategies, related tasks, and troubleshooting activities that will help ensure the continued smooth running of an Oracle E-Business Suite system. Oracle E-Business Suite Maintenance Utilities describes the Oracle E-Business Suite utilities that are supplied with Oracle E-Business Suite and used to maintain the application file system and database. It also provides a detailed description of the numerous options available to meet specific operational requirements. Oracle E-Business Suite Patching Procedures explains how to patch an Oracle E-Business Suite system, covering the key concepts and strategies. Also included are recommendations for optimizing typical patching operations and reducing downtime.

Oracle Alert User's Guide

This guide explains how to define periodic and event alerts to monitor the status of your Oracle E-Business Suite data.

Oracle E-Business Suite 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 E-Business Suite 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 E-Business Suite Developer's Guide

This guide contains the coding standards followed by the Oracle E-Business Suite development staff. It describes the Oracle Application Object Library components needed to implement the Oracle E-Business Suite user interface described in the Oracle E-Business Suite 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 E-Business Suite. In addition, this guide has information for customizations in features such as concurrent programs, flexfields, messages, and logging.
Oracle E-Business Suite Installation Guide: Using Rapid Install

This book is intended for use by anyone who is responsible for installing or upgrading Oracle E-Business Suite. It provides instructions for running Rapid Install either to carry out a fresh installation of Oracle E-Business Suite 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 E-Business Suite System Administrator’s Guide Documentation Set


Oracle E-Business Suite User Interface Standards for Forms-Based Products

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

Other Implementation Documentation

Oracle Diagnostics Framework User's Guide

This manual contains information on implementing and administering diagnostics tests for Oracle E-Business Suite using the Oracle Diagnostics Framework.

Oracle E-Business Suite 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 E-Business Suite product data. This guide also provides information on creating custom reports on flexfields data.

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.

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

Oracle iSetup User’s 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 Workflow Administrator’s Guide
This guide explains how to complete the setup steps necessary for any product that includes workflow-enabled processes. It also describes how to manage workflow processes and business events using Oracle Applications Manager, how to monitor the progress of runtime workflow processes, and how to administer notifications sent to workflow users.

Oracle Workflow Developer’s Guide
This guide explains how to define new workflow business processes and customize existing workflow processes embedded in Oracle E-Business Suite. It also describes how to define and customize business events and event subscriptions.

Oracle Workflow User’s Guide
This guide describes how Oracle E-Business Suite users can view and respond to workflow notifications and monitor the progress of their workflow processes.

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 E-Business Suite 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. This guide is available through the Oracle E-Business Suite online help.

**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. This guide is available through the Oracle E-Business Suite online help.

**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 E-Business Suite Data**

Oracle STRONGLY RECOMMENDS that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle E-Business Suite 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 E-Business Suite data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data. Because Oracle E-Business Suite tables are interrelated, any change you make using an Oracle E-Business Suite form can update many tables at once. But when you modify Oracle E-Business Suite data using anything other than Oracle E-Business Suite, 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 E-Business Suite. When you use Oracle E-Business Suite to modify your data, Oracle E-Business Suite automatically checks that your changes are valid. Oracle E-Business Suite 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.
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.

<table>
<thead>
<tr>
<th>API Name</th>
<th>Oracle Projects Dependencies</th>
<th>Support s Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Types</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Expenditure Categories</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Transaction Sources</td>
<td>None</td>
<td>Yes</td>
</tr>
<tr>
<td>Cost Bases</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Event Types</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Invoice Formats</td>
<td>None</td>
<td>No</td>
</tr>
<tr>
<td>Labor Costing Rules</td>
<td>Expenditure types - PA_PROJECT_EXPENDITURE_TYPES</td>
<td>No</td>
</tr>
<tr>
<td>Expenditure Types</td>
<td>Expenditure Categories - PA_EXPENDITURE_CATEGORIES</td>
<td>No</td>
</tr>
<tr>
<td>Burden Cost Codes</td>
<td>Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES</td>
<td>Yes</td>
</tr>
<tr>
<td>API Name</td>
<td>Oracle Projects Dependencies</td>
<td>Support Update</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Rate Schedules</td>
<td>Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Non Labor Resources - PA_NON_LABOR_RESOURCES</td>
<td></td>
</tr>
<tr>
<td>Non Labor Resources</td>
<td>Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES</td>
<td>No</td>
</tr>
<tr>
<td>Labor Costing Overrides - PA_LABOR_COSTING_OVERRIDES</td>
<td>Labor Costing Rules - PA_LABOR_COSTING_RULES</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Rate Schedules - PA_RATE_SCHEDULES</td>
<td></td>
</tr>
<tr>
<td>Organization Labor Costing Rules - PA_ORGANIZATION_LABOR_COSTING_RULES</td>
<td>Labor Costing Rules - PA_LABOR_COSTING_RULES</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Rate Schedules - PA_RATE_SCHEDULES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES</td>
<td></td>
</tr>
<tr>
<td>Burden Structures - PA_BURDEN_STRUCTURES</td>
<td>Cost bases - PA_COST_BASES</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Cost Codes - PA_COST_CODES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenditure types - PA_PROJECT_EXPENDITURE_TYPES</td>
<td></td>
</tr>
<tr>
<td>Burden Schedules - PA_BURDEN_SCHEDULES</td>
<td>Burden Structures - PA_BURDEN_STRUCTURES</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Cost Codes - PA_COST_CODES</td>
<td></td>
</tr>
<tr>
<td>Resource Breakdown Structures - PA_RESOURCE_BREAKDOWN_STRUCTURES</td>
<td>Non Labor Resources - PA_NON_LABOR_RESOURCES</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Event Types - PA_EVENT_TYPES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenditure Types - PA_PROJECT_EXPENDITURE_TYPES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Expenditure categories - PA_EXPENDITURE_CATEGORIES</td>
<td></td>
</tr>
<tr>
<td>API Name</td>
<td>Oracle Projects Dependencies</td>
<td>Support Update</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Planning Resource Lists</td>
<td>Non Labor Resources</td>
<td>No</td>
</tr>
<tr>
<td>PA_PLANNING_RESOURCE_LISTS</td>
<td>PA_NON_LABOR_RESOURCES</td>
<td></td>
</tr>
<tr>
<td>Event Types</td>
<td>PA_EVENT_TYPES</td>
<td></td>
</tr>
<tr>
<td>Expenditure Types</td>
<td>PA_PROJECT_EXPENDITURE_TYPES</td>
<td></td>
</tr>
<tr>
<td>Expenditure categories</td>
<td>PA_EXPENDITURE_CATEGORIES</td>
<td></td>
</tr>
</tbody>
</table>

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 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.

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.
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,
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.

<table>
<thead>
<tr>
<th>Product Abbreviation</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required - All</td>
<td>Required for all products in Oracle Projects Suite</td>
</tr>
</tbody>
</table>
### Optional - All 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:

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

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

**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:
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P3.1</td>
<td>Set the profile option PA: Enable Enhanced Period Processing</td>
<td>Optional - PJC, PJB</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJF-P3.2</td>
<td>Define GL and PA periods</td>
<td>Required - All</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P3.3</td>
<td>Set the GL period status</td>
<td>Optional - PJC, PJB</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P3.4</td>
<td>Define calendar types</td>
<td>Required - PJR, PJT</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional - PJJC</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P3.5</td>
<td>Define calendar shifts and shift patterns</td>
<td>Required - PJR, PJT</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional - PJJC</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P3.6</td>
<td>Define calendars</td>
<td>Required - PJR, PJT</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional - PJJC</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P3.7</td>
<td>Assign calendar shifts</td>
<td>Required - PJR, PJT</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional - PJJC</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Required/Optional</td>
<td>Setup Level</td>
<td>Responsibility</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>PJF-P3.9</td>
<td>Set the following profile options:</td>
<td>Required - PJR,</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td></td>
<td>PA: Default Calendar</td>
<td>PJT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA: Global Week Start Day</td>
<td>Optional - PJC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA: Availability/Overcommitment Calculation Period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA: Percentage of Resource's Capacity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA: Availability Duration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJF-P3.10</td>
<td>Define default calendar for the project expenditure organization</td>
<td>Required - PJR</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional - PJC,</td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PJT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJF-P3.11</td>
<td>Run the Generate Calendar Schedules process</td>
<td>Required - PJR</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Optional - PJC</td>
<td></td>
<td>Super User</td>
</tr>
</tbody>
</table>

**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:

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

**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:

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P5.10</td>
<td>Run PRC: Maintain Project Resources</td>
<td>Required - PJR</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td></td>
<td>Optional - PJC (utilization)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P6.1</td>
<td>Define rate schedules</td>
<td>Optional - PJC, PJB, PJT</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

#### 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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P7.1</td>
<td>Define roles</td>
<td>Required - PJR, PJT, PJL</td>
<td>Business Group</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td></td>
<td>Optional - PJC, PJB</td>
<td></td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJF-P7.2</td>
<td>Define role lists</td>
<td>Optional - All</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 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:

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

The following table lists the steps required for task definition:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P9.1</td>
<td>Define additional task statuses</td>
<td>Optional - PJT</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P9.2</td>
<td>Define additional task types</td>
<td>Optional - PJT</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJF-P9.3</td>
<td>Define additional task priorities</td>
<td>Optional - PJT</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P10.1</td>
<td>Define additional statuses</td>
<td>Optional - All</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**Note:** For details about the project and organization security steps, see Project and Organization Security, page 2-71.
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P10.2</td>
<td>Define additional classifications, class categories and class codes</td>
<td>Optional - All Site</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P10.3</td>
<td>Define service types</td>
<td>Required - All Site</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P10.4</td>
<td>Define project customer relationships</td>
<td>Required - PJB Site</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P10.5</td>
<td>Define contact types</td>
<td>Required - PJB Site</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P10.6</td>
<td>Define probability lists</td>
<td>Optional - All Site</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P10.7</td>
<td>Define resource lists</td>
<td>Required - All Business Group</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P10.8</td>
<td>Implement resource classes</td>
<td>Optional - PJT Site</td>
<td></td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJF-P10.9</td>
<td>Define resource breakdown structures</td>
<td>Optional - PJT Business Group</td>
<td></td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJF-P10.11</td>
<td>Define cycles</td>
<td>Required - PJB Site</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-P10.12</td>
<td>Define work types</td>
<td>Required - PJR Site</td>
<td></td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

Implementing Oracle Project Foundation 2-11
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-P10.13</td>
<td>Define project types</td>
<td>Required - All</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td></td>
<td>* This step should be revisited after you have defined your desired features across the suite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJF-P10.14</td>
<td>Define project lifecycles</td>
<td>Optional - All</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJF-P10.15</td>
<td>Define user-defined attributes</td>
<td>Optional - All</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJF-P10.16</td>
<td>Define project templates</td>
<td>Required - All</td>
<td>OU</td>
<td>Projects Implementation Super User , Project Super User</td>
</tr>
<tr>
<td></td>
<td>* This step should be revisited after you have defined your desired features across the suite</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJF-P10.17</td>
<td>Implement project verification extension</td>
<td>Optional - All</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJF-P10.18</td>
<td>Implement project workflow</td>
<td>Optional - All</td>
<td>Site</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJF-P10.19</td>
<td>Implement project workflow extension</td>
<td>Optional - All</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJF-P10.20</td>
<td>Implement the verify organization change extension</td>
<td>Optional - All</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJF-P10.21</td>
<td>Setup profile option PA: Home Page Highlights: Number of Weeks</td>
<td>Optional - All</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJF-P10.22</td>
<td>Implement Project Search</td>
<td>Optional - All</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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:

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

**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.

<table>
<thead>
<tr>
<th>Product Abbreviation</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required - All</td>
<td>Required for all products in Oracle Projects Suite</td>
</tr>
<tr>
<td>Optional - All</td>
<td>Optional for all products in Oracle Projects Suite</td>
</tr>
<tr>
<td>PJF</td>
<td>Project Foundation</td>
</tr>
<tr>
<td>PJC</td>
<td>Project Costing</td>
</tr>
<tr>
<td>PJB</td>
<td>Project Billing</td>
</tr>
<tr>
<td>PJR</td>
<td>Project Resource Management</td>
</tr>
</tbody>
</table>
1. Organization Forecasting

The following table lists the steps required for organization forecasting:

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

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

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-F3.1</td>
<td>Implement Oracle Sales opportunities with Oracle Projects</td>
<td>Required - All</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-F4.1</td>
<td>Implement Oracle Product Lifecycle Management Integration</td>
<td>Required - All</td>
<td>Site</td>
<td>Defined in PLM</td>
</tr>
</tbody>
</table>

**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:
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJF-F5.1</td>
<td>Define control actions</td>
<td>Required - All</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJF-F5.2</td>
<td>Define source products</td>
<td>Required - All</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Accounting Period Type</th>
<th>Number of Periods per Year</th>
<th>Year Type in Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week</td>
<td>52</td>
<td>Calendar</td>
</tr>
<tr>
<td>Month</td>
<td>12</td>
<td>Calendar</td>
</tr>
<tr>
<td>Quarter</td>
<td>4</td>
<td>Fiscal</td>
</tr>
<tr>
<td>Year</td>
<td>1</td>
<td>Fiscal</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Name</td>
<td>Fremont Corporation</td>
</tr>
<tr>
<td>Short Name</td>
<td>Fremont</td>
</tr>
<tr>
<td>Functional Currency</td>
<td>USD</td>
</tr>
<tr>
<td>Chart of Accounts</td>
<td>Fremont Corporation</td>
</tr>
<tr>
<td>Calendar</td>
<td>Standard</td>
</tr>
<tr>
<td>Period Type</td>
<td>Month</td>
</tr>
<tr>
<td>Allow Suspense Posting</td>
<td>No</td>
</tr>
<tr>
<td>Future Periods</td>
<td>2</td>
</tr>
<tr>
<td>Balance Intercompany Journals</td>
<td>Yes</td>
</tr>
<tr>
<td>Enable Budgetary Control</td>
<td>No</td>
</tr>
<tr>
<td>Require Budget Journals</td>
<td>No</td>
</tr>
</tbody>
</table>

**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.
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.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Company</th>
<th>Cost Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fremont Corporation</td>
<td>00</td>
<td>000</td>
</tr>
<tr>
<td>Administration</td>
<td>01</td>
<td>100</td>
</tr>
<tr>
<td>Executive Office</td>
<td>01</td>
<td>101</td>
</tr>
<tr>
<td>Human Resources</td>
<td>01</td>
<td>102</td>
</tr>
<tr>
<td>Finance</td>
<td>01</td>
<td>103</td>
</tr>
<tr>
<td>Information Services</td>
<td>01</td>
<td>104</td>
</tr>
<tr>
<td>Fremont Engineering</td>
<td>02</td>
<td>200</td>
</tr>
<tr>
<td>Electrical</td>
<td>02</td>
<td>201</td>
</tr>
<tr>
<td>Structural</td>
<td>02</td>
<td>202</td>
</tr>
<tr>
<td>Mechanical</td>
<td>02</td>
<td>203</td>
</tr>
<tr>
<td>Environmental</td>
<td>02</td>
<td>204</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td>Cash</td>
<td>Asset</td>
</tr>
<tr>
<td>1100</td>
<td>Accounts Receivable</td>
<td>Asset</td>
</tr>
<tr>
<td>1101</td>
<td>Unbilled Receivables</td>
<td>Asset</td>
</tr>
<tr>
<td>1110</td>
<td>Unbilled Retention</td>
<td>Asset</td>
</tr>
<tr>
<td>1200</td>
<td>Inventory</td>
<td>Asset</td>
</tr>
<tr>
<td>1500</td>
<td>Intercompany</td>
<td>Asset</td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td>Type</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>1600</td>
<td>Prepayments - Employee Advances</td>
<td>Asset</td>
</tr>
<tr>
<td>2100</td>
<td>Unearned Revenue</td>
<td>Liability</td>
</tr>
<tr>
<td>2200</td>
<td>Accounts Payable, Employee Liability</td>
<td>Liability</td>
</tr>
<tr>
<td>2300</td>
<td>Payroll Clearing</td>
<td>Liability</td>
</tr>
<tr>
<td>2400</td>
<td>Asset Usage Clearing</td>
<td>Liability</td>
</tr>
<tr>
<td>2500</td>
<td>Accounts Payable, Supplier Invoice</td>
<td>Liability</td>
</tr>
<tr>
<td>3100</td>
<td>Retained Earnings</td>
<td>Ownership</td>
</tr>
<tr>
<td>4100</td>
<td>Private Professional Fee Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4101</td>
<td>Public Professional Fee Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4102</td>
<td>Private Borrowed and Lent Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4103</td>
<td>Public Borrowed and Lent Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4200</td>
<td>Computer Fee Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4201</td>
<td>Vehicle and Equipment Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4202</td>
<td>Misc Asset Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4210</td>
<td>Usage Borrowed and Lent Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4300</td>
<td>Expense Report Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4400</td>
<td>Subcontractor Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>4500</td>
<td>Bonus Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td>Type</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>4520</td>
<td>Realized Gains</td>
<td>Revenue</td>
</tr>
<tr>
<td>4600</td>
<td>Other Misc Revenue</td>
<td>Revenue</td>
</tr>
<tr>
<td>5100</td>
<td>Private, Billable Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5101</td>
<td>Public, Billable Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5102</td>
<td>Private, Non-Billable Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5103</td>
<td>Public, Non-Billable Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5150</td>
<td>Marketing Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5151</td>
<td>Government Marketing Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5152</td>
<td>Research &amp; Development Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5153</td>
<td>Administration Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5154</td>
<td>Bid an Proposal Labor Cost</td>
<td>Expense</td>
</tr>
<tr>
<td>5170</td>
<td>Holiday Time</td>
<td>Expense</td>
</tr>
<tr>
<td>5171</td>
<td>Sick Time</td>
<td>Expense</td>
</tr>
<tr>
<td>5172</td>
<td>Vacation Time</td>
<td>Expense</td>
</tr>
<tr>
<td>5199</td>
<td>Transfer Out to Inventory</td>
<td>Expense</td>
</tr>
<tr>
<td>5200</td>
<td>Travel &amp; Lodging Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5201</td>
<td>Meals Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5202</td>
<td>Miscellaneous Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>Account</td>
<td>Description</td>
<td>Type</td>
</tr>
<tr>
<td>---------</td>
<td>----------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>5400</td>
<td>Computer Expense Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5401</td>
<td>Vehicle and Equipment Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5402</td>
<td>Other Asset Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5500</td>
<td>Write-Offs</td>
<td>Expense</td>
</tr>
<tr>
<td>5500</td>
<td>Realized Losses</td>
<td>Expense</td>
</tr>
<tr>
<td>5600</td>
<td>Construction Subcontracting Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5610</td>
<td>Consulting Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5620</td>
<td>Miscellaneous Subcontract Expense</td>
<td>Expense</td>
</tr>
<tr>
<td>5630</td>
<td>Supplies</td>
<td>Expense</td>
</tr>
</tbody>
</table>

**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:

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

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>HQ</td>
</tr>
<tr>
<td>Data Systems</td>
<td>HQ</td>
</tr>
<tr>
<td>East</td>
<td>East</td>
</tr>
<tr>
<td>Electrical</td>
<td>HQ</td>
</tr>
<tr>
<td>Environmental</td>
<td>HQ</td>
</tr>
<tr>
<td>Executive Office</td>
<td>HQ</td>
</tr>
<tr>
<td>Finance</td>
<td>HQ</td>
</tr>
<tr>
<td>Fremont Construction</td>
<td>HQ</td>
</tr>
<tr>
<td>Fremont Engineering</td>
<td>HQ</td>
</tr>
<tr>
<td>Fremont Services</td>
<td>HQ</td>
</tr>
<tr>
<td>Human Resources</td>
<td>HQ</td>
</tr>
<tr>
<td>Information Services</td>
<td>HQ</td>
</tr>
<tr>
<td>International</td>
<td>International</td>
</tr>
<tr>
<td>Mechanical</td>
<td>HQ</td>
</tr>
<tr>
<td>Midwest</td>
<td>HQ</td>
</tr>
<tr>
<td>Risk Analysis</td>
<td>HQ</td>
</tr>
<tr>
<td>South</td>
<td>HQ</td>
</tr>
<tr>
<td>Structural</td>
<td>HQ</td>
</tr>
</tbody>
</table>
Implementing Oracle Project Foundation

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>West</td>
<td>HQ</td>
</tr>
</tbody>
</table>

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

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-48
• 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 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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Map From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JOB A</td>
<td>MASTER JOB B</td>
</tr>
<tr>
<td>2</td>
<td>MASTER JOB B</td>
<td>JOB C</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Map From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JOB C</td>
<td>MASTER JOB B</td>
</tr>
<tr>
<td>2</td>
<td>MASTER JOB B</td>
<td>JOB A</td>
</tr>
</tbody>
</table>

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 master 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


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:

<table>
<thead>
<tr>
<th>Competence</th>
<th>Alias</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency in SQL PLUS</td>
<td>SQL</td>
</tr>
<tr>
<td>Proficiency in Oracle Customer Relationship Management</td>
<td>CRM</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Future-Dated People Uses and Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Setup</strong></td>
</tr>
<tr>
<td><strong>Costing and Billing</strong></td>
</tr>
<tr>
<td><strong>Agreements</strong></td>
</tr>
<tr>
<td><strong>Utilization</strong></td>
</tr>
<tr>
<td><strong>Authority and Access</strong></td>
</tr>
<tr>
<td><strong>Budgeting</strong></td>
</tr>
</tbody>
</table>

---

**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.
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*.

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Dates</td>
<td>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.</td>
</tr>
<tr>
<td>Role Controls</td>
<td>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.</td>
</tr>
</tbody>
</table>

#### 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 enhanced 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
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.

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*

**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:

<table>
<thead>
<tr>
<th>Status Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Status</td>
<td>Used to control processing at the various stages of a project.</td>
</tr>
<tr>
<td>Task Status</td>
<td>Used to control processing at the various stages of a task.</td>
</tr>
<tr>
<td>Status Type</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>Progress Status</td>
<td>Used to control processing for projects and tasks as progress is made towards their completion.</td>
</tr>
<tr>
<td>Requirement Status</td>
<td>Used to control processing for requirements as they are opened, filled, or canceled.</td>
</tr>
<tr>
<td>Assignment Status</td>
<td>Used to control processing for work assignments as resources are assigned to them or they are canceled.</td>
</tr>
<tr>
<td>Candidate Status</td>
<td>Used to control processing for job candidates as they are considered for a work requirement.</td>
</tr>
<tr>
<td>Assignment Approval Status</td>
<td>Used by workflow processes to control processing for assignment approval requests.</td>
</tr>
<tr>
<td>Control Item Progress</td>
<td>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.</td>
</tr>
<tr>
<td>Control Item Status</td>
<td>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.</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>User Status</th>
<th>System Status</th>
<th>Description</th>
<th>Suggested Next Allowable Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Open</td>
<td>The requirement is available for resource assignments.</td>
<td>Possible, Filled, Canceled</td>
</tr>
<tr>
<td>Filled</td>
<td>Filled</td>
<td>The requirement has an assigned resource.</td>
<td>N/A</td>
</tr>
<tr>
<td>Canceled</td>
<td>Canceled</td>
<td>The requirement was canceled.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>User Status</th>
<th>System Status</th>
<th>Description</th>
<th>Suggested Next Allowable Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional</td>
<td>Provisional</td>
<td>A resource is assigned to the assignment on a provisional basis.</td>
<td>Proposed, Confirmed, Canceled</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Confirmed</td>
<td>The resource is confirmed and scheduled for the assignment.</td>
<td>Proposed, Provisional, Canceled</td>
</tr>
<tr>
<td>Canceled</td>
<td>Canceled</td>
<td>The assignment was canceled.</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>User Status</th>
<th>System Status</th>
<th>Description</th>
<th>Suggested Next Allowable Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Review</td>
<td>Pending Review</td>
<td>The candidate is nominated for the requirement and is ready for review.</td>
<td>Under Review, Suitable, Declined, Withdrawn, Assigned</td>
</tr>
<tr>
<td>System Nominated</td>
<td>System Nominated</td>
<td>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.</td>
<td>All statuses</td>
</tr>
<tr>
<td>Under Review</td>
<td>Under Review</td>
<td>The nomination of the candidate is under review.</td>
<td>Suitable, Declined, Withdrawn, Assigned</td>
</tr>
<tr>
<td>Suitable</td>
<td>Suitable</td>
<td>The candidate is a suitable match for the requirement.</td>
<td>Under Review, Declined, Withdrawn, Assigned</td>
</tr>
</tbody>
</table>
### Implementing Oracle Project Foundation

<table>
<thead>
<tr>
<th>User Status</th>
<th>System Status</th>
<th>Description</th>
<th>Suggested Next Allowable Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigned</td>
<td>Assigned</td>
<td>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.</td>
<td>N/A</td>
</tr>
<tr>
<td>Declined</td>
<td>Declined</td>
<td>The candidate is unsuitable for the requirement. The default status control Requires Change Reason requires the user declining the candidate to enter a reason.</td>
<td>N/A</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Withdrawn</td>
<td>The candidate has withdrawn from consideration for the requirement.</td>
<td>Under Review</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>System Status</th>
<th>Description</th>
<th>Next Allowable Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>The assignment is new and has not yet been submitted, or the assignment has been changed and is waiting to be resubmitted for approval.</td>
<td>Submitted</td>
</tr>
<tr>
<td>Submitted</td>
<td>The assignment is submitted for approval. Approval can be sought either manually or through an automated workflow process.</td>
<td>Approved (Workflow: Success) Rejected (Workflow: Failure)</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>User Status</th>
<th>System Status</th>
<th>Success Status</th>
<th>Failure Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed</td>
<td>Provisional</td>
<td>Confirmed</td>
<td>Rejected</td>
</tr>
<tr>
<td>Provisional</td>
<td>Provisional</td>
<td>Confirmed</td>
<td>Rejected</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Confirmed</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Rejected</td>
<td>Canceled</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

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.
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.
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
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.

<table>
<thead>
<tr>
<th>Class Category Name</th>
<th>Description</th>
<th>Mandatory</th>
<th>AutoAccounting</th>
<th>Pick One Code Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Market Sector</td>
<td>Source of funding for project</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Source of funding for project</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Class Code Name</th>
<th>Class Category</th>
<th>Class Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Structural</td>
<td>Market Sector</td>
<td>Structural design and engineering</td>
</tr>
<tr>
<td>Mechanical</td>
<td>Market Sector</td>
<td>Mechanical design and engineering</td>
</tr>
<tr>
<td>Electrical</td>
<td>Market Sector</td>
<td>Electrical design and engineering</td>
</tr>
<tr>
<td>Impact</td>
<td>Market Sector</td>
<td>Environmental impact studies</td>
</tr>
<tr>
<td>Environmental</td>
<td>Market Sector</td>
<td>Environmental design and planning</td>
</tr>
</tbody>
</table>
### 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:

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.

<table>
<thead>
<tr>
<th>Service Type Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Work</td>
<td>Work in the field</td>
</tr>
<tr>
<td>Lab Work</td>
<td>Work in a corporate laboratory</td>
</tr>
<tr>
<td>Documentation</td>
<td>Preparing documentation</td>
</tr>
<tr>
<td>R &amp; D</td>
<td>Indirect Research and Development</td>
</tr>
<tr>
<td>Administration</td>
<td>Administrative Work</td>
</tr>
</tbody>
</table>
### Service Type Name

<table>
<thead>
<tr>
<th>Service Type Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>Indirect Marketing</td>
</tr>
<tr>
<td>B &amp; P</td>
<td>Bid &amp; Proposal work</td>
</tr>
<tr>
<td>Vacation</td>
<td>Vacation hours</td>
</tr>
<tr>
<td>Sick</td>
<td>Sick hours</td>
</tr>
<tr>
<td>Holiday</td>
<td>Holiday hours</td>
</tr>
<tr>
<td>Overtime</td>
<td>Overtime hours</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Customer Relationship Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Client is contributing majority of payment</td>
</tr>
<tr>
<td>Secondary</td>
<td>Client is contributing partial payment</td>
</tr>
<tr>
<td>Non-Paying</td>
<td>Client is involved with project but is contributing no payment</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Contact Type Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>Acts as technical resource for the project</td>
</tr>
<tr>
<td>Contract</td>
<td>Administers the contract</td>
</tr>
</tbody>
</table>
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
Implementing Oracle Project Foundation 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:

<table>
<thead>
<tr>
<th>Resource Group Name</th>
<th>Alias</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Labor</td>
<td>1</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel</td>
<td>2</td>
</tr>
<tr>
<td>Outside Services</td>
<td>Outside Services</td>
<td>3</td>
</tr>
<tr>
<td>Material</td>
<td>Material</td>
<td>4</td>
</tr>
<tr>
<td>In-House Recoverables</td>
<td>In-House Recoverables</td>
<td>5</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Other Expenses</td>
<td>6</td>
</tr>
</tbody>
</table>

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>
<thead>
<tr>
<th>Resource Type</th>
<th>Resource</th>
<th>Alias</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Risk Analysis</td>
<td>Risk Analysis</td>
<td>1</td>
</tr>
<tr>
<td>Organization</td>
<td>Data Systems</td>
<td>Data Systems</td>
<td>2</td>
</tr>
<tr>
<td>Organization</td>
<td>Mechanical</td>
<td>Mechanical</td>
<td>3</td>
</tr>
<tr>
<td>Organization</td>
<td>Midwest</td>
<td>Midwest</td>
<td>4</td>
</tr>
<tr>
<td>Organization</td>
<td>South</td>
<td>South</td>
<td>5</td>
</tr>
<tr>
<td>Organization</td>
<td>East</td>
<td>East</td>
<td>6</td>
</tr>
<tr>
<td>Organization</td>
<td>West</td>
<td>West</td>
<td>7</td>
</tr>
<tr>
<td>Organization</td>
<td>International</td>
<td>International</td>
<td>8</td>
</tr>
<tr>
<td>Organization</td>
<td>Environmental</td>
<td>Environmental</td>
<td>9</td>
</tr>
<tr>
<td>Organization</td>
<td>Structural</td>
<td>Structural</td>
<td>10</td>
</tr>
<tr>
<td>Organization</td>
<td>Human Resources</td>
<td>Human Resources</td>
<td>11</td>
</tr>
<tr>
<td>Organization</td>
<td>Finance</td>
<td>Finance</td>
<td>12</td>
</tr>
<tr>
<td>Organization</td>
<td>Information Services</td>
<td>Information Services</td>
<td>13</td>
</tr>
</tbody>
</table>

**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:
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:

<table>
<thead>
<tr>
<th>Outline Number</th>
<th>Resource Type</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization</td>
<td>Consulting - East</td>
</tr>
<tr>
<td>1.1</td>
<td>User Defined</td>
<td>Assembly</td>
</tr>
<tr>
<td>1.1.1</td>
<td>Inventory Item</td>
<td>Gear Assembly</td>
</tr>
<tr>
<td>1.1.2</td>
<td>Inventory Item</td>
<td>Motor Assembly</td>
</tr>
<tr>
<td>1.2</td>
<td>User Defined</td>
<td>Maintenance Items</td>
</tr>
<tr>
<td>1.2.1</td>
<td>Inventory Item</td>
<td>Lubricants</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Inventory Item</td>
<td>Fasteners</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Outline Number</th>
<th>Resource Type</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization</td>
<td>Consulting - East</td>
</tr>
<tr>
<td>1.1</td>
<td>Named Person</td>
<td>Amy Marlin</td>
</tr>
<tr>
<td>2</td>
<td>Organization</td>
<td>Consulting - West</td>
</tr>
<tr>
<td>2.1</td>
<td>Named Person</td>
<td>John Smith</td>
</tr>
</tbody>
</table>

**Example**
The following table demonstrates an asymmetric resource breakdown structure:
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:

<table>
<thead>
<tr>
<th>Outline Number</th>
<th>Resource Type</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Person Type</td>
<td>Employee</td>
</tr>
<tr>
<td>1.1</td>
<td>Named Person</td>
<td>John Smith</td>
</tr>
<tr>
<td>1.2</td>
<td>Job</td>
<td>Principal Consultant</td>
</tr>
<tr>
<td>2</td>
<td>Expenditure Category</td>
<td>Expenses</td>
</tr>
<tr>
<td>2.1</td>
<td>Projects Non-Labor Resource</td>
<td>Any Used Resource</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Outline Number</th>
<th>Resource Type</th>
<th>Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Person Type</td>
<td>Employee</td>
</tr>
<tr>
<td>1.1</td>
<td>Named Person</td>
<td>John Smith</td>
</tr>
<tr>
<td>1.2</td>
<td>Job</td>
<td>Principal Consultant</td>
</tr>
<tr>
<td>2</td>
<td>Expenditure Category</td>
<td>Expenses</td>
</tr>
<tr>
<td>2.1</td>
<td>Projects Non-Labor Resource</td>
<td>Crane</td>
</tr>
<tr>
<td>2.2</td>
<td>Projects Non-Labor Resource</td>
<td>Telephone Charges</td>
</tr>
<tr>
<td>2.3</td>
<td>Projects Non-Labor Resource</td>
<td>Server Utility</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Billing Cycle Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing cycle days</td>
<td>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 <em>Value</em> is the number of days in the cycle.</td>
</tr>
<tr>
<td>Date of the month</td>
<td>The cycle starts and ends on the same day of each calendar month. You enter the date under <em>Value</em>. 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.</td>
</tr>
<tr>
<td>Last day of the month</td>
<td>The last day of each calendar month.</td>
</tr>
<tr>
<td>First day of the month</td>
<td>The first day of each calendar month.</td>
</tr>
<tr>
<td>15th and month end</td>
<td>The 15th day and last day of each month.</td>
</tr>
<tr>
<td>Last weekday of the month</td>
<td>The last of a particular weekday in each calendar month. You enter the weekday under <em>Value</em>.</td>
</tr>
<tr>
<td>First weekday of the month</td>
<td>The first of a particular weekday in each calendar month. You enter the weekday under <em>Value</em>.</td>
</tr>
<tr>
<td>Project Completion</td>
<td>Completion date of the project.</td>
</tr>
<tr>
<td>Weekday each week</td>
<td>On the same day of each week. You enter the weekday under <em>Value</em>.</td>
</tr>
<tr>
<td>User defined</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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:
<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integer</td>
<td>For the Bill Cycle Days type, enter an integer greater than or equal to zero.</td>
</tr>
<tr>
<td>Range 1 through 31</td>
<td>For the Date of Month type, enter an integer in the range 1 through 31.</td>
</tr>
<tr>
<td>Monday through Sunday</td>
<td>For the Last Weekday of Month, First Weekday of Month, or Weekday Each Week type, select a weekday. Valid entries are Monday through Sunday.</td>
</tr>
<tr>
<td>User-Defined</td>
<td>For a user-defined cycle type, the Value can be anything meaningful for the client extension. Oracle Projects is seeded with three validated values (two date values and one day in the week value). You can specify two additional non-validated values. Weekdays are stored in the database as integers 1 to 7 for Monday to Sunday.</td>
</tr>
</tbody>
</table>

**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 types 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:
<table>
<thead>
<tr>
<th>Name</th>
<th>Required (Yes/No)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Yes</td>
<td>User-defined name</td>
</tr>
<tr>
<td>Description</td>
<td>No</td>
<td>User-defined description</td>
</tr>
<tr>
<td>Billable/ Capitalizable</td>
<td>Yes</td>
<td>Indicates whether the work type is billable or capitalizable depending on the project type class</td>
</tr>
<tr>
<td>Cross Charge Amount Type</td>
<td>Yes</td>
<td>Indicates the amount type for cross charged transactions. Valid values are Cost and Revenue.</td>
</tr>
<tr>
<td>Reduces Capacity</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>Unassigned</td>
<td>Yes</td>
<td>Indicates if the work type is classified as unassigned. Default value is No.</td>
</tr>
<tr>
<td>Training</td>
<td>Yes</td>
<td>Indicates if the work type is classified as training. Default value is No.</td>
</tr>
<tr>
<td>Resource Utilization Category</td>
<td>No</td>
<td>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.</td>
</tr>
<tr>
<td>Resource Weighting Percentage</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>Organization Utilization Category</td>
<td>No</td>
<td>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.</td>
</tr>
<tr>
<td>Organization Weighting Percentage</td>
<td>Yes</td>
<td>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.</td>
</tr>
<tr>
<td>Effective Dates</td>
<td>Yes</td>
<td>Standard effective dates</td>
</tr>
</tbody>
</table>

The following tables show examples of work types:
<table>
<thead>
<tr>
<th>Name</th>
<th>Billable / Capitalizable</th>
<th>Cross Charge Amount Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis</td>
<td>Yes</td>
<td>Revenue</td>
</tr>
<tr>
<td>Implementation</td>
<td>Yes</td>
<td>Revenue</td>
</tr>
<tr>
<td>Internal Support</td>
<td>No</td>
<td>Cost</td>
</tr>
<tr>
<td>Rework</td>
<td>Yes</td>
<td>Cost</td>
</tr>
<tr>
<td>Apprentice</td>
<td>Yes</td>
<td>Revenue</td>
</tr>
<tr>
<td>Billable-Training</td>
<td>Yes</td>
<td>Revenue</td>
</tr>
<tr>
<td>Unbillable-Training</td>
<td>No</td>
<td>Cost</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Training Flag</th>
<th>Reduces Capacity</th>
<th>Resource Utilization Category</th>
<th>Resource Weighting Percentage</th>
<th>Organization Utilization Category</th>
<th>Organization Weighting Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysis</td>
<td>No</td>
<td>No</td>
<td>External</td>
<td>80</td>
<td>External</td>
<td>80</td>
</tr>
<tr>
<td>Implementation</td>
<td>No</td>
<td>No</td>
<td>External</td>
<td>80</td>
<td>External</td>
<td>80</td>
</tr>
<tr>
<td>Internal Support</td>
<td>No</td>
<td>No</td>
<td>Internal</td>
<td>80</td>
<td>Internal</td>
<td>60</td>
</tr>
<tr>
<td>Rework</td>
<td>No</td>
<td>No</td>
<td>External</td>
<td>80</td>
<td>External</td>
<td>0</td>
</tr>
<tr>
<td>Apprentice</td>
<td>Yes</td>
<td>No</td>
<td>External</td>
<td>50</td>
<td>External</td>
<td>50</td>
</tr>
<tr>
<td>Billable-Training</td>
<td>Yes</td>
<td>No</td>
<td>External</td>
<td>80</td>
<td>External</td>
<td>80</td>
</tr>
<tr>
<td>Unbillable-Training</td>
<td>Yes</td>
<td>Yes</td>
<td>Internal</td>
<td>0</td>
<td>Internal</td>
<td>0</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Window Region</th>
<th>Information to set up</th>
</tr>
</thead>
<tbody>
<tr>
<td>General information, page 2-128</td>
<td>Operating Unit, name, description, class of project (indirect, capital, or contract), and effective dates</td>
</tr>
<tr>
<td>Budget Option, page 2-130</td>
<td>Budget entry and resource for status reporting</td>
</tr>
<tr>
<td>Budgetary Control, page 2-131</td>
<td>Budget integration information and budgetary controls</td>
</tr>
<tr>
<td>Classifications, page 2-128</td>
<td>Make class categories mandatory</td>
</tr>
<tr>
<td>Costing, page 2-129</td>
<td>Burden cost accounting schedule, if any</td>
</tr>
<tr>
<td>Details, page 2-128</td>
<td>Service type, probability list, and identify whether this project type will be used for administrative and/or intercompany billing projects</td>
</tr>
<tr>
<td>Project Status, Workflow, page 2-132</td>
<td>Starting status for new projects and workflows to be used for status changes</td>
</tr>
</tbody>
</table>

For capital project types, you enter the information shown in the following table:

<table>
<thead>
<tr>
<th>Window Region</th>
<th>Information to set up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitalization Information, page 2-132</td>
<td>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</td>
</tr>
</tbody>
</table>

For contract project types, you enter the information shown in the following table:

<table>
<thead>
<tr>
<th>Window Region</th>
<th>Information to set up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Information, page 2-134</td>
<td>Defaults for billing cycle, schedules, and invoice formats</td>
</tr>
<tr>
<td>Billing Assignments, page 2-136</td>
<td>Billing extension assignments</td>
</tr>
<tr>
<td>Distribution Rules, page 2-136</td>
<td>Distribution rules for revenue and billing</td>
</tr>
</tbody>
</table>

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 6-33.

(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:
<table>
<thead>
<tr>
<th>Is Override Asset Assignment selected?</th>
<th>Asset assignment of asset lines is...</th>
<th>Does the system call the client extension?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Unassigned</td>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
<td>Assigned</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Unassigned</td>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
<td>Assigned</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.

**Revaluate Funding:** Check this box if you want to revaluate funding for the project type. This option cannot be unchecked if the Revaluate 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:

- **Cost/Cost**
  - Accrue revenue and bill using the ratio of actual cost to budgeted cost (percent spent)

- **Cost/Event**
  - Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), bill based on events

- **Cost/Work**
  - Accrue revenue using the ratio of actual cost to budgeted cost (percent spent), bill as work occurs

- **Event/Event**
  - Accrue revenue and bill based on events

- **Event/Work**
  - Accrue revenue based on events, bill as work occurs

- **Work/Event**
  - Accrue revenue as work occurs, bill based on events

- **Work/Work**
  - Accrue revenue and bill as work occurs

**Default:** Check the box if you want to use the distribution rule as the default value for projects of this project type. You can only have one default distribution rule for each project type.
Defining Project Types

Prerequisites

- 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 6-34.

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,
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:

<table>
<thead>
<tr>
<th>Window /Page Region:</th>
<th>Project Type Attribute</th>
<th>Bid &amp; Proposal Project Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Name</td>
<td>Bid &amp; Proposal</td>
</tr>
<tr>
<td>Header</td>
<td>Class</td>
<td>Indirect</td>
</tr>
<tr>
<td>Header</td>
<td>Service Type</td>
<td>B &amp; P</td>
</tr>
</tbody>
</table>
• **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:

<table>
<thead>
<tr>
<th>Window /Page Region</th>
<th>Project Type Attribute</th>
<th>R&amp;D Project Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Header</td>
<td>Name</td>
<td>R &amp; D</td>
</tr>
<tr>
<td>Header</td>
<td>Class</td>
<td>Indirect</td>
</tr>
<tr>
<td>Header</td>
<td>Service Type</td>
<td>R &amp; D</td>
</tr>
<tr>
<td>Description</td>
<td>Burdened</td>
<td></td>
</tr>
<tr>
<td>Schedule Labor</td>
<td>Burdened</td>
<td></td>
</tr>
<tr>
<td>Schedule Labor</td>
<td>Burdened</td>
<td></td>
</tr>
<tr>
<td>Allow Schedule</td>
<td>Burdened</td>
<td></td>
</tr>
</tbody>
</table>
Window /Page Region:  

<table>
<thead>
<tr>
<th>Budget Option</th>
<th>Project Type Attribute</th>
<th>R&amp;D Project Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Allow Cost Budget Entry</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>(Cost) Entry Method</td>
<td>Project by GL Period</td>
</tr>
<tr>
<td></td>
<td>(Cost) Resource List</td>
<td>Labor by Job, Non-Labor by Expenditure Type</td>
</tr>
<tr>
<td></td>
<td>Allow Revenue Budget Entry</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Resource List for Status Reporting</td>
<td>Labor by Job, Non-Labor by Expenditure Type</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Project Type Attributes:</th>
<th>Product Development</th>
<th>Infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Product Development</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>Class</td>
<td>Capital</td>
<td>Capital</td>
</tr>
<tr>
<td>Service Type</td>
<td>Lab Work</td>
<td>Field Work</td>
</tr>
<tr>
<td>Description</td>
<td>Product development projects for which costs are burdened and later capitalized</td>
<td>Capital improvements to infrastructure</td>
</tr>
<tr>
<td>Project Type Attributes:</td>
<td>Product Development</td>
<td>Infrastructure</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Costing Information: Burdened</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>Schedule</td>
<td>Internal Costing</td>
<td>Labor Burden Only</td>
</tr>
<tr>
<td>Allow Schedule Override</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Budget Option: Allow Cost Budget Entry</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(Cost) Entry Method</td>
<td>Top Task by PA Period</td>
<td>Top Task by PA Period</td>
</tr>
<tr>
<td>(Cost) Resource List</td>
<td>Labor by Job, Non-Labor by Expenditure Type</td>
<td>Labor by Job, Non-Labor by Key Supplier</td>
</tr>
<tr>
<td>Allow Revenue Budget Entry</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Resource List for Status Reporting</td>
<td>Labor by Job, Non-Labor by Expenditure Type</td>
<td>Labor by Job, Non-Labor by Expenditure Type</td>
</tr>
<tr>
<td>Capitalization Information: CIP Cost Type</td>
<td>Burdened</td>
<td>Raw</td>
</tr>
<tr>
<td>Require Complete Asset Definition</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Override Asset Assignment</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>CIP Grouping Method</td>
<td>Expenditure Category</td>
<td>Expenditure Category</td>
</tr>
<tr>
<td>Group Supplier Invoices</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Project Type Attributes:</th>
<th>Time and Materials</th>
<th>Fixed Price</th>
<th>Cost Plus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Time and Materials</td>
<td>Fixed Price</td>
<td>Cost Plus</td>
</tr>
<tr>
<td>Class</td>
<td>Contract</td>
<td>Contract</td>
<td>Contract</td>
</tr>
<tr>
<td>Description</td>
<td>Field Work</td>
<td>Field Work</td>
<td>Field Work</td>
</tr>
<tr>
<td>Costing Information:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burdened</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Schedule</td>
<td>Internal Costing</td>
<td>Internal Costing</td>
<td>Internal Costing</td>
</tr>
<tr>
<td>Allow Schedule Override</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Budget Option:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow Cost Budget Entry</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>(Cost) Entry Method</td>
<td>Top Task by PA Period</td>
<td>Top Task by PA Period</td>
<td>Top Task by PA Period</td>
</tr>
<tr>
<td>(Cost) Resource List</td>
<td>Labor by Job</td>
<td>Labor by Job</td>
<td>Labor by Job</td>
</tr>
<tr>
<td>Allow Revenue Budget</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Entry</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Revenue) Entry Method</td>
<td>Project Level by Category</td>
<td>Project Level by Category</td>
<td>Project Level by Category</td>
</tr>
<tr>
<td>(Revenue) Resource List</td>
<td>Types by Revenue Categories</td>
<td>Types by Revenue Categories</td>
<td>Types by Revenue Categories</td>
</tr>
<tr>
<td>Resource List for Status Reporting</td>
<td>Labor by Job, Non-Labor by Expenditure Type</td>
<td>Labor by Job, Non-Labor by Expenditure Type</td>
<td>Labor by Job</td>
</tr>
<tr>
<td>Project Type Attributes:</td>
<td>Time and Materials</td>
<td>Fixed Price</td>
<td>Cost Plus</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Funding Level</td>
<td>Both</td>
<td>Both</td>
<td>Both</td>
</tr>
<tr>
<td>Labor Schedule Type</td>
<td>Bill Rate Schedule</td>
<td>Bill Rate Schedule</td>
<td>Burden Schedule</td>
</tr>
<tr>
<td>Organization</td>
<td>Fremont Corporation</td>
<td>Fremont Corporation</td>
<td></td>
</tr>
<tr>
<td>Schedule</td>
<td>Standard</td>
<td>Standard</td>
<td>Revenue Schedule: Cost Plus Billing,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Invoice Schedule: Cost Plus Billing</td>
</tr>
<tr>
<td>Non-Labor Schedule Type</td>
<td>Bill Rate Schedule</td>
<td>Bill Rate Schedule</td>
<td>Bill Rate Schedule</td>
</tr>
<tr>
<td>Organization</td>
<td>Fremont Corporation</td>
<td>Fremont Corporation</td>
<td>Fremont Corporation</td>
</tr>
<tr>
<td>Labor Invoice Format</td>
<td>Job</td>
<td>Job</td>
<td>Employee</td>
</tr>
<tr>
<td>Non-Labor Invoice Format</td>
<td>Expenditure Type</td>
<td>Expenditure Type</td>
<td>Expenditure Type</td>
</tr>
<tr>
<td>Billing Assignments</td>
<td>none</td>
<td>none</td>
<td>Fee (default = Yes)</td>
</tr>
<tr>
<td>Distribution Rules:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost/Event</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Cost/Work</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Work/Event</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Work/Work</td>
<td>Yes (default = Yes)</td>
<td>No</td>
<td>Yes (default = Yes)</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Description</th>
<th>Organization</th>
<th>Service Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick</td>
<td>Sick Hours</td>
<td>This task holds all sick hours for</td>
<td>Human Resources</td>
<td>Sick</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fremont Corporation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Vacation Hours</td>
<td>This task holds all vacation hours for</td>
<td>Human Resources</td>
<td>Vacation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fremont Corporation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holiday</td>
<td>Holiday Hours</td>
<td>This task holds all holiday hours for</td>
<td>Human Resources</td>
<td>Holiday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fremont Corporation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 phaseshort namesmust 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
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.

<table>
<thead>
<tr>
<th>Name of Extension or Workflow</th>
<th>Use This Extension / Workflow to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Verification Extension</td>
<td>Control whether an organization change is allowed for a Project/Task Owning Organization.</td>
</tr>
<tr>
<td>Project Status Change Workflow</td>
<td>Route project status changes to one or more destinations for approval</td>
</tr>
<tr>
<td>Project Workflow Extension</td>
<td>Control how the system identifies the approver for a project status change</td>
</tr>
<tr>
<td>Verify Organization Change Extension</td>
<td>Control how the system identifies the approver for a project status change</td>
</tr>
</tbody>
</table>

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
Deferred Workflow Processes

Oracle Projects uses many deferred workflow processes 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
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:
<table>
<thead>
<tr>
<th>Predefined Page Layout Names</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Project Home Page Layout</td>
<td>Open Notifications</td>
</tr>
<tr>
<td></td>
<td>Phases</td>
</tr>
<tr>
<td></td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td>Tasks Estimated to Finish Late</td>
</tr>
<tr>
<td>Default Project Home Personalization</td>
<td>Key Performance Area Summary</td>
</tr>
<tr>
<td></td>
<td>Worklist</td>
</tr>
<tr>
<td></td>
<td>Phases</td>
</tr>
<tr>
<td></td>
<td>Open Notifications</td>
</tr>
<tr>
<td></td>
<td>Tasks Estimated to Finish Late</td>
</tr>
<tr>
<td></td>
<td>Deliverable Due</td>
</tr>
<tr>
<td></td>
<td>In Trouble Issues</td>
</tr>
<tr>
<td></td>
<td>High Priority Change Orders</td>
</tr>
<tr>
<td></td>
<td>Cumulative Planned Value, Earned Value and Actual Cost</td>
</tr>
<tr>
<td></td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td>Financial Performance</td>
</tr>
<tr>
<td>Default Project Home Page Layout for Resource Management</td>
<td>Open Notifications</td>
</tr>
<tr>
<td></td>
<td>Open Resource Requirements</td>
</tr>
<tr>
<td></td>
<td>Upcoming Resource Changes</td>
</tr>
<tr>
<td>Default Project Overview Page Layout</td>
<td>Customer Details</td>
</tr>
<tr>
<td></td>
<td>Directory</td>
</tr>
<tr>
<td>Default Project Status Report Page Layout</td>
<td>Project Information</td>
</tr>
<tr>
<td></td>
<td>General Progress</td>
</tr>
<tr>
<td></td>
<td>Document Attachments</td>
</tr>
<tr>
<td></td>
<td>Phases</td>
</tr>
<tr>
<td></td>
<td>In Trouble Issues</td>
</tr>
<tr>
<td>Predefined Page Layout Names</td>
<td>Sections</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Default Task Overview Page Layout</td>
<td>General</td>
</tr>
<tr>
<td></td>
<td>Current Schedule</td>
</tr>
<tr>
<td></td>
<td>Current Progress</td>
</tr>
<tr>
<td>Default Task Progress Additional Information Page Layout</td>
<td>General Information</td>
</tr>
<tr>
<td>Default Team Home Personalization</td>
<td>Assigned Actions</td>
</tr>
<tr>
<td></td>
<td>Owned Work</td>
</tr>
<tr>
<td></td>
<td>Open Notifications</td>
</tr>
<tr>
<td></td>
<td>Task Assignments</td>
</tr>
<tr>
<td></td>
<td>Deliverables Due</td>
</tr>
<tr>
<td></td>
<td>In Trouble and At Risk Tasks</td>
</tr>
<tr>
<td></td>
<td>Open Issues</td>
</tr>
<tr>
<td></td>
<td>Open Change Documents</td>
</tr>
<tr>
<td>Default Team Member Home Page Layout</td>
<td>Open Actions</td>
</tr>
<tr>
<td></td>
<td>Open Issues</td>
</tr>
<tr>
<td></td>
<td>Open Change Documents</td>
</tr>
<tr>
<td></td>
<td>Open and Upcoming Tasks</td>
</tr>
<tr>
<td></td>
<td>Open Notifications</td>
</tr>
<tr>
<td>Predefined Page Layout Names</td>
<td>Sections</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Default Performance Overview Page Layout</td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td>Earned Value</td>
</tr>
<tr>
<td></td>
<td>Effort</td>
</tr>
<tr>
<td></td>
<td>Financial Performance</td>
</tr>
<tr>
<td></td>
<td>Revenue</td>
</tr>
<tr>
<td></td>
<td>Billing and Collection</td>
</tr>
<tr>
<td></td>
<td>Backlog</td>
</tr>
<tr>
<td></td>
<td>Billability</td>
</tr>
<tr>
<td></td>
<td>additionally for contract projects:</td>
</tr>
<tr>
<td></td>
<td>Capital Cost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Default Task Summary Page Layout</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Earned Value</td>
</tr>
<tr>
<td></td>
<td>additionally for contract projects:</td>
</tr>
<tr>
<td></td>
<td>Profitability</td>
</tr>
</tbody>
</table>

**Note:** Data is displayed by tasks in the work breakdown structure.

<table>
<thead>
<tr>
<th>Default Resource Summary Page Layout</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>additionally for contract projects:</td>
</tr>
<tr>
<td></td>
<td>Profitability</td>
</tr>
</tbody>
</table>

**Note:** Data is displayed by resources in the resource breakdown structure.
### Predefined Page Layout Names

<table>
<thead>
<tr>
<th>Layout</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Periodic Summary Page Layout</td>
<td>Cost</td>
</tr>
<tr>
<td></td>
<td>Profitability</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> Data is displayed by the period type given in the period filter.</td>
</tr>
<tr>
<td>Default Period-to-Date Summary Page</td>
<td>Cost</td>
</tr>
<tr>
<td>Layout</td>
<td>Profitability</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> The end date or to date is taken from the current reporting period set for the selected calendar.</td>
</tr>
</tbody>
</table>

### 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
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:
<table>
<thead>
<tr>
<th>Header Section Name</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Project Header</td>
<td>Organization, project manager, project type, status, start date, and completion date</td>
</tr>
<tr>
<td>Project Header with Customer and Project Value</td>
<td>All information in the Default Project Header, plus the customer and project value</td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Configurable Section Type</th>
<th>Page Layout Type</th>
<th>Required License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personalized List</td>
<td>Team Home</td>
<td>Oracle Project Management</td>
</tr>
<tr>
<td>- Cross Project: Tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cross Project: Issues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Cross Project: Change Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personalized List</td>
<td>Project Home</td>
<td>Oracle Project Management</td>
</tr>
<tr>
<td>- Inside Project: Task</td>
<td>Status Report</td>
<td></td>
</tr>
<tr>
<td>- Inside Project: Issues</td>
<td>Project Overview</td>
<td></td>
</tr>
<tr>
<td>- Inside Project: Change Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Inside Project: Change Order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>User-Defined Attributes Page Region: Project</td>
<td>Project Home Status Report Project Overview</td>
<td>Oracle Project Foundation</td>
</tr>
<tr>
<td>User-Defined Attributes Page Region: Task</td>
<td>Task Overview Task Progress Additional Information</td>
<td>Oracle Project Foundation</td>
</tr>
<tr>
<td>Gantt Sections</td>
<td>Project Home</td>
<td>Oracle Project Management</td>
</tr>
<tr>
<td></td>
<td>Project Overview</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Task Overview</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Notifications</td>
<td>Open notifications for the user</td>
</tr>
<tr>
<td>Section</td>
<td>Information Displayed</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>All Tasks</td>
<td>All tasks for the project</td>
</tr>
<tr>
<td>Critical Tasks</td>
<td>All tasks that fall on the critical path for the project</td>
</tr>
<tr>
<td>Tasks Estimated to Finish</td>
<td>All tasks that are estimated to finish late</td>
</tr>
<tr>
<td>Tasks Scheduled to Finish</td>
<td>All tasks that are scheduled to complete in the next user specified time period that are either <em>At Risk</em> or <em>In Trouble</em></td>
</tr>
<tr>
<td>Milestones</td>
<td>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.</td>
</tr>
<tr>
<td>Phases</td>
<td>The Product Lifecycle Management (PLM) phases table</td>
</tr>
<tr>
<td>Gantt</td>
<td>The Gantt chart</td>
</tr>
<tr>
<td>Compare to Estimated Gantt</td>
<td>Compares the current scheduled date to the estimated date of the workplan</td>
</tr>
<tr>
<td>Compare to Baseline Version Gantt</td>
<td>Compares the current scheduled date to the baseline version date of the workplan</td>
</tr>
<tr>
<td>Compare to Latest Published Version Gantt</td>
<td>Compares the current scheduled date the latest published date of the workplan</td>
</tr>
<tr>
<td>Compare to Prior Published Version Gantt</td>
<td>Compares the current scheduled date the prior published date of the workplan</td>
</tr>
<tr>
<td>Phases</td>
<td>The Product Lifecycle Management (PLM) phases table</td>
</tr>
<tr>
<td>Milestones</td>
<td>Milestones of the project in Gantt chart</td>
</tr>
<tr>
<td>High Priority Issues</td>
<td>High priority issues that are currently open</td>
</tr>
<tr>
<td>In Trouble Issues</td>
<td>Issues that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>All Draft and Open Issues</td>
<td>All draft and open issues in a project</td>
</tr>
<tr>
<td>Overdue Open Issues</td>
<td>All overdue open issues in a project</td>
</tr>
<tr>
<td>High Priority Change Requests</td>
<td>All open high priority change requests</td>
</tr>
<tr>
<td>High Priority Change Orders</td>
<td>All open high priority change orders</td>
</tr>
<tr>
<td>Section</td>
<td>Information Displayed</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>In Trouble Change Requests</td>
<td>All change requests that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>In Trouble Change Orders</td>
<td>All change orders that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>All Draft and Open Change Requests</td>
<td>All draft and open change requests in a project</td>
</tr>
<tr>
<td>All Draft and Open Change Orders</td>
<td>All draft and open change orders in a project</td>
</tr>
<tr>
<td>Overdue Open Change Requests</td>
<td>All overdue open change requests in a project</td>
</tr>
<tr>
<td>Overdue Open Change Orders</td>
<td>All overdue open change orders in a project</td>
</tr>
<tr>
<td>Cost (PSI)</td>
<td>PSI summary cost data for the project showing actual, committed, budgeted, and forecasted data</td>
</tr>
<tr>
<td>Labor Hours (PSI)</td>
<td>PSI summary labor hours data for the project showing actual, committed, budgeted, and forecasted data</td>
</tr>
<tr>
<td>Profitability (PSI)</td>
<td>PSI summary revenue data for the project showing actual, committed, budgeted, and forecasted data</td>
</tr>
<tr>
<td>Open Resource Requirements</td>
<td>All open requirements on the project</td>
</tr>
<tr>
<td>Upcoming Resource Requirements</td>
<td>All resource assignments starting, ending, and pending approval in the next two weeks</td>
</tr>
<tr>
<td>Worklist</td>
<td>Consolidated list of unfinished project related business objects like tasks, issues, change requests, change orders, and deliverables.</td>
</tr>
</tbody>
</table>

**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:
<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Details</td>
<td>Customer details for a project</td>
</tr>
<tr>
<td>Directory</td>
<td>Team members of a project</td>
</tr>
<tr>
<td>All Tasks</td>
<td>All tasks for the project</td>
</tr>
<tr>
<td>Critical Tasks</td>
<td>All tasks that fall on the critical path for the project.</td>
</tr>
<tr>
<td>Milesions</td>
<td>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.</td>
</tr>
<tr>
<td>Tasks Estimated To Finish Late</td>
<td>Tasks that are estimated to finish late</td>
</tr>
<tr>
<td>Tasks Scheduled To Finish</td>
<td>All tasks that are scheduled to complete in the next user specified time period that are either At Risk or In Trouble</td>
</tr>
<tr>
<td>Phases</td>
<td>The Product Lifecycle Management (PLM) phases table</td>
</tr>
<tr>
<td>Gantt</td>
<td>The Gantt chart</td>
</tr>
<tr>
<td>Compare to Estimated Gantt</td>
<td>Compares the current scheduled date to the estimated date of the workplan</td>
</tr>
<tr>
<td>Compare to Baseline Version Gantt</td>
<td>Compares the current scheduled date to the baseline version date of the workplan</td>
</tr>
<tr>
<td>Compare to Latest Published Version Gantt</td>
<td>Compares the current scheduled date to the latest published date of the workplan</td>
</tr>
<tr>
<td>Compare to Prior Published Version Gantt</td>
<td>Compares the current scheduled date to the prior published date of the workplan</td>
</tr>
<tr>
<td>Milestones Gantt</td>
<td>Milestones of the project in Gantt chart</td>
</tr>
<tr>
<td>High Priority Issues</td>
<td>High priority issues that are currently open</td>
</tr>
<tr>
<td>In Trouble Issues</td>
<td>Issues that have the progress status In Trouble</td>
</tr>
<tr>
<td>All Draft and Open Issues</td>
<td>All draft and open issues in a project</td>
</tr>
<tr>
<td>Overdue Open Issues</td>
<td>All overdue open issues in a project</td>
</tr>
<tr>
<td>Section</td>
<td>Information Displayed</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>High Priority Change Requests</td>
<td>All open high priority change requests</td>
</tr>
<tr>
<td>High Priority Change Orders</td>
<td>All open high priority change orders</td>
</tr>
<tr>
<td>In Trouble Change Requests</td>
<td>All change requests that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>In Trouble Change Orders</td>
<td>All change orders that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>All Draft and Open Change Requests</td>
<td>All draft and open change requests in a project</td>
</tr>
<tr>
<td>Overdue Open Change Requests</td>
<td>All open overdue change requests in a project</td>
</tr>
<tr>
<td>Overdue Open Change Orders</td>
<td>All open overdue change orders in a project</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Information</td>
<td>Project information for status report and workplan layouts</td>
</tr>
<tr>
<td>General Progress</td>
<td>Allows entry of general progress information for status reporting</td>
</tr>
<tr>
<td>Document Attachments</td>
<td>Allows attaching of documents for status reporting</td>
</tr>
<tr>
<td>All Tasks</td>
<td>All tasks for the project</td>
</tr>
<tr>
<td>Critical Tasks</td>
<td>All tasks that fall on the critical path for the project</td>
</tr>
<tr>
<td>Milestones</td>
<td>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.</td>
</tr>
<tr>
<td>Tasks Estimated To Finish Late</td>
<td>Tasks that are estimated to finish late</td>
</tr>
<tr>
<td>Tasks Scheduled To Finish</td>
<td>All tasks that are scheduled to complete in the next user specified time period that are either At Risk or In Trouble</td>
</tr>
<tr>
<td>Phases</td>
<td>The Project Lifecycle Management phases table</td>
</tr>
<tr>
<td>Gantt</td>
<td>The Gantt chart</td>
</tr>
<tr>
<td>Compare to Estimated Gantt</td>
<td>Compares the current scheduled date to the estimated date of the workplan</td>
</tr>
<tr>
<td>Compare to Baseline Version Gantt</td>
<td>Compares the current scheduled date to the baseline version date of the workplan</td>
</tr>
<tr>
<td>Compare to Latest Published Version Gantt</td>
<td>Compares the current scheduled date the latest published date of the workplan</td>
</tr>
<tr>
<td>Section</td>
<td>Information Displayed</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Compare to Prior Published Version Gantt</td>
<td>Compares the current scheduled date to the prior published date of the workplan</td>
</tr>
<tr>
<td>Milestones Gantt</td>
<td>Milestones of the project in Gantt chart</td>
</tr>
<tr>
<td>High Priority Issues</td>
<td>High priority issues that are currently open</td>
</tr>
<tr>
<td>In Trouble Issues</td>
<td>Issues that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>All Draft and Open Issues</td>
<td>All draft and open issues in a project</td>
</tr>
<tr>
<td>Overdue Open Issues</td>
<td>All overdue open issues in a project</td>
</tr>
<tr>
<td>High Priority Change Requests</td>
<td>All open high priority change requests</td>
</tr>
<tr>
<td>In Trouble Change Requests</td>
<td>All change requests that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>High Priority Change Orders</td>
<td>All open high priority change orders</td>
</tr>
<tr>
<td>All Draft and Open Change Requests</td>
<td>All draft and open change requests in a project</td>
</tr>
<tr>
<td>Overdue Open Change Requests</td>
<td>All overdue open change requests in a project</td>
</tr>
<tr>
<td>Overdue Open Change Orders</td>
<td>All overdue open change orders in a project</td>
</tr>
<tr>
<td>Cost (PSI)</td>
<td>PSI summary cost data for the project showing actual, committed, budgeted, and forecasted data</td>
</tr>
<tr>
<td>Labor Hours (PSI)</td>
<td>PSI summary labor hours data for the project showing actual, committed, budgeted, and forecasted data</td>
</tr>
<tr>
<td>Profitability (PSI)</td>
<td>PSI revenue summary data for the project showing actual, committed, budgeted, and forecasted data</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Information</td>
<td>Financial information about the task</td>
</tr>
<tr>
<td>Dates</td>
<td>Task dates</td>
</tr>
<tr>
<td>Work Quantity</td>
<td>Work quantity information</td>
</tr>
<tr>
<td>General</td>
<td>General information about the task. This section is required for all Task Overview page layouts.</td>
</tr>
<tr>
<td>Current Schedule</td>
<td>Current schedule of the task</td>
</tr>
<tr>
<td>Schedule Change History</td>
<td>Schedule change history of the task</td>
</tr>
<tr>
<td>Current Progress</td>
<td>Current progress of the task</td>
</tr>
<tr>
<td>Progress History</td>
<td>Progress history of the task</td>
</tr>
<tr>
<td>Progress Options</td>
<td>Progress options of the task</td>
</tr>
<tr>
<td>Financial Setup</td>
<td>The financial setup of the task</td>
</tr>
<tr>
<td>Attachments</td>
<td>The attachments attached to the task</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>General information about the task and project</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Notifications</td>
<td>Open notifications for a user</td>
</tr>
<tr>
<td>Open and Upcoming Tasks</td>
<td>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.</td>
</tr>
<tr>
<td>In Trouble and At Risk Tasks</td>
<td>All tasks for the task manager that have the progress status <em>In Trouble</em> or <em>At Risk</em></td>
</tr>
<tr>
<td>Open Issues</td>
<td>All open issues for the user</td>
</tr>
<tr>
<td>Overdue Open Issues</td>
<td>All overdue and open issues</td>
</tr>
<tr>
<td>High Priority Issues</td>
<td>High priority open issues</td>
</tr>
<tr>
<td>In Trouble Issues</td>
<td>All issues that have the progress status <em>In Trouble</em></td>
</tr>
<tr>
<td>Section</td>
<td>Information Displayed</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Open and Draft Issues</td>
<td>Open and draft issues for a user</td>
</tr>
<tr>
<td>Open Change Documents</td>
<td>Open change documents for the user</td>
</tr>
<tr>
<td>High Priority Change Documents</td>
<td>High priority open change documents</td>
</tr>
<tr>
<td>In Trouble Change Documents</td>
<td>All change documents that have the progress status In Trouble</td>
</tr>
<tr>
<td>Open and Draft Change Documents</td>
<td>All open and draft change documents for a user</td>
</tr>
<tr>
<td>Overdue Open Change Documents</td>
<td>Overdue open change documents for a user</td>
</tr>
<tr>
<td>Open Actions</td>
<td>Open actions for a user</td>
</tr>
<tr>
<td>Closed Actions</td>
<td>Closed actions for a user</td>
</tr>
<tr>
<td>Cancelled Actions</td>
<td>Cancelled actions for a user</td>
</tr>
<tr>
<td>All Actions</td>
<td>All actions for a user</td>
</tr>
<tr>
<td>Owned Work</td>
<td>Consolidated list of unfinished project related business objects like tasks, issues, change requests, change orders, and deliverables owned by team member</td>
</tr>
<tr>
<td>Assigned Actions</td>
<td>Consolidated list of unfinished actions assigned to the team member for any of the issues, change requests, change orders, and deliverables.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Displays to-date cost information including variances, and commitments for the duration of the project and the reporting period.</td>
</tr>
<tr>
<td>Section</td>
<td>Information Displayed</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Capital Cost</td>
<td>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.</td>
</tr>
<tr>
<td>Earned Value</td>
<td>Displays metric for earned value including schedule and cost variances for the duration of the project till date.</td>
</tr>
<tr>
<td>Effort</td>
<td>Displays to-date effort or labor for the duration of the project and the reporting period.</td>
</tr>
<tr>
<td>Financial Performance</td>
<td>Displays at-completion and to-date revenue, cost, margin, and margin percent for the reporting period and for the duration of the project.</td>
</tr>
</tbody>
</table>
| Revenue                  | 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.  
|                          | **Note:** Only displays revenue amounts for which you have generated revenue accounting events. |
| 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 displays performance information by tasks or by resources.

The following table lists the predefined sections for the Task Summary and Resource Summary page layout types.
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.

**Note:** 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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Displays budgeted, burdened, and committed cost by period.</td>
</tr>
<tr>
<td>Profitability</td>
<td>Displays cost and revenue including budgeted and forecast revenue and margin by period.</td>
</tr>
</tbody>
</table>

**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.
<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Displays period-to-date commitments and cost (budgeted, actual, ETC, and EAC).</td>
</tr>
<tr>
<td>Profitability</td>
<td>Displays period-to-date revenue, cost, and margin and compares budgeted revenue with actual revenue.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Information Displayed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost</td>
<td>Displays and compares period-to-date and inception-to-date cost and effort.</td>
</tr>
<tr>
<td>Profitability</td>
<td>Displays and compares period-to-date revenue and margin.</td>
</tr>
</tbody>
</table>

**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*:

<table>
<thead>
<tr>
<th>Shortcut Name/Menu Prompt</th>
<th>Menu Function</th>
<th>Target Page Name</th>
<th>Security Function</th>
<th>Included in Default Shortcut Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Team Members</td>
<td>Add Team Members</td>
<td>Add Team Members</td>
<td>Projects: Options: Key Members</td>
<td>Yes</td>
</tr>
<tr>
<td>Add to Project Set</td>
<td>Add to Project Set</td>
<td>Add to Project Set</td>
<td>Projects: Project Sets: Create and Delete</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The following table shows the predefined shortcuts to *resource information*:

<table>
<thead>
<tr>
<th>Shortcut Name/Menu Prompt</th>
<th>Menu Function</th>
<th>Target Page Name</th>
<th>Security Function</th>
<th>Included in Default Shortcut Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Requirements</td>
<td>Add Requirements</td>
<td>Add Requirements</td>
<td>Projects: Assignment: Create and Delete</td>
<td>Yes</td>
</tr>
<tr>
<td>Add Assignments</td>
<td>Add Assignments</td>
<td>Add Assignments</td>
<td>Projects: Assignment: Create and Delete</td>
<td>Yes</td>
</tr>
<tr>
<td>Apply Team Template</td>
<td>Apply Team Template</td>
<td>Apply Team Template</td>
<td>Projects: Assignment: Create and Delete</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The following table shows the predefined shortcuts to *workplan information*:
### Shortcut Name/Menu Prompt

<table>
<thead>
<tr>
<th>Shortcut Name/Menu Prompt</th>
<th>Menu Function</th>
<th>Target Page Name</th>
<th>Security Function</th>
<th>Included in Default Shortcut Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasks</td>
<td>Update Tasks Page Handler</td>
<td>Update Tasks</td>
<td>Projects: Options: Workplan: Workplan Structure</td>
<td>Yes</td>
</tr>
<tr>
<td>Delete Tasks</td>
<td>Delete Tasks Page Handler</td>
<td>Delete Tasks</td>
<td>Projects: Options: Workplan: Workplan Structure</td>
<td>No</td>
</tr>
</tbody>
</table>

The following table shows the predefined shortcuts to control information:

<table>
<thead>
<tr>
<th>Shortcut Name/Menu Prompt</th>
<th>Menu Function</th>
<th>Target Page Name</th>
<th>Security Function</th>
<th>Included in Default Shortcut Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Issue</td>
<td>Create Issue Page Handler</td>
<td>Create Issue</td>
<td>Projects: Control Items: Issues: View</td>
<td>Yes</td>
</tr>
<tr>
<td>Create Change Request</td>
<td>Create Change Request Page Handler</td>
<td>Create Change Request</td>
<td>Projects: Control Items: Change Requests: View</td>
<td>Yes</td>
</tr>
<tr>
<td>Create Change Order</td>
<td>Create Change Request Page Handler</td>
<td>Create Change Order</td>
<td>Projects: Control Items: Change Orders: View</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The following table shows the predefined shortcuts to financial information:

<table>
<thead>
<tr>
<th>Shortcut Name/Menu Prompt</th>
<th>Menu Function</th>
<th>Target Page Name</th>
<th>Security Function</th>
<th>Included in Default Shortcut Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial: Project: Maintain Cost Versions</td>
<td></td>
</tr>
<tr>
<td>Shortcut Name/Menu Prompt</td>
<td>Menu Function</td>
<td>Target Page Name</td>
<td>Security Function</td>
<td>Included in Default Shortcut Menu</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------</td>
<td>-------------------------</td>
<td>--------------------------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Edit Revenue Budget</td>
<td>Edit Revenue Page Handler</td>
<td>Edit Revenue Budget</td>
<td>Financial: Financial Plan Security</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financials: Project: Budgets and Forecasts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financials: Project: Maintain Revenue Versions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financials: Project: Budgets and Forecasts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financials: Project: Maintain Cost Versions</td>
<td></td>
</tr>
<tr>
<td>Edit Revenue Forecast</td>
<td>Edit Revenue Forecast Page Handler</td>
<td>Edit Revenue Forecast</td>
<td>Financial: Financial Plan Security</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financials: Project: Budgets and Forecasts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financials: Project: Maintain Revenue Versions</td>
<td></td>
</tr>
<tr>
<td>Shortcut Name/Menu Prompt</td>
<td>Menu Function</td>
<td>Target Page Name</td>
<td>Security Function</td>
<td>Included in Default Shortcut Menu</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>--------------------------------</td>
<td>----------------------------------</td>
<td>------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial: Project: Budgets and Forecasts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial: Project: Maintain Cost Versions</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial: Project: Budgets and Forecasts</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Financial: Project: Maintain Revenue Versions</td>
<td></td>
</tr>
</tbody>
</table>

**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


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
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:
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Header Section</td>
<td>Default Project Header</td>
</tr>
<tr>
<td>Project Home Layout</td>
<td>Default Org Project Home Page Layout</td>
</tr>
<tr>
<td>Project Overview Layout</td>
<td>Default Project Overview Page Layout</td>
</tr>
<tr>
<td>Project Workbench Tab Structure</td>
<td>Org Project Tab Menu</td>
</tr>
</tbody>
</table>

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:


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
Implementing Oracle Project Foundation

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include in Forecast</td>
<td>Enable this check box if you want the project financial forecast totals to include summarized unassigned time.</td>
</tr>
<tr>
<td>Unassigned Time Project</td>
<td>The name of the project to which unassigned time should be reported</td>
</tr>
<tr>
<td>Expenditure Type Class</td>
<td>The expenditure type class with which unassigned time should be associated</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>The expenditure type with which the unassigned time should be associated</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>(Optional) A long description for the utilization category.</td>
</tr>
<tr>
<td>Reporting Order</td>
<td>Determines the display order for the categories in windows and reports.</td>
</tr>
</tbody>
</table>
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-61
- 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 6-61

*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.

<table>
<thead>
<tr>
<th>Reporting Period</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL Period</td>
<td>Utilization totals are summarized by general ledger period.</td>
</tr>
<tr>
<td>PA Period</td>
<td>Utilization totals are summarized by PA period.</td>
</tr>
<tr>
<td>Enterprise Period</td>
<td>Utilization totals are summarized by the global period. This option is useful for obtaining an</td>
</tr>
<tr>
<td></td>
<td>accurate picture of the totals in an enterprise whose organizations use different general ledger</td>
</tr>
<tr>
<td></td>
<td>periods.</td>
</tr>
</tbody>
</table>

For more information on setting up Oracle Daily Business Intelligence for Projects, see the *Oracle Daily Business Intelligence Implementation Guide*. 

2-198  Oracle Projects 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

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
To map probability information:

1. Login using the Project Super User responsibility.


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
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.
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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-P1.1</td>
<td>Set the profile option PA: Licensed to Use Project Costing</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-P2.1</td>
<td>Define expenditure categories</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P2.2</td>
<td>Define revenue categories</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P2.3</td>
<td>Define units</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P2.4</td>
<td>Define expenditure types</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P2.5</td>
<td>Define transaction sources</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P2.6</td>
<td>Implement transaction control extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P2.7</td>
<td>Implement auto-approval extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-P3.1</td>
<td>Define custom sources</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.2</td>
<td>Define journal line types</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.3</td>
<td>Define journal entry descriptions</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.4</td>
<td>Define mapping sets</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.5</td>
<td>Define account derivation rules</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.6</td>
<td>Define journal lines definitions</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.7</td>
<td>Define subledger accounting methods</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.8</td>
<td>Assign application accounting definitions to a subledger accounting method</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.9</td>
<td>Assign a subledger accounting method to a ledger</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.10</td>
<td>Update post-accounting program assignments</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.11</td>
<td>Define cross-entity balancing rules</td>
<td>Optional</td>
<td>Ledger</td>
<td>General Ledger Super User</td>
</tr>
</tbody>
</table>

The following table lists the steps required to set up accounting for costs in Oracle Projects AutoAccounting:
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-P3.13</td>
<td>Define accounting for labor costs</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.14</td>
<td>Define accounting for expense report costs</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.15</td>
<td>Define accounting for usage costs</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.16</td>
<td>Define accounting for miscellaneous costs</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.17</td>
<td>Define accounting for burden transactions</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.18</td>
<td>Define accounting for WIP and Inventory costs</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-P3.19</td>
<td>Define accounting for supplier cost adjustments</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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 **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
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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F1.1</td>
<td>Define non-labor resources</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F1.2</td>
<td>Define non-labor cost rates</td>
<td>Required</td>
<td>OU (based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F1.3</td>
<td>Define non-labor cost rate</td>
<td>Optional</td>
<td>OU (based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F2.1</td>
<td>Define labor costing multipliers</td>
<td>Optional</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.2</td>
<td>Define labor costing rules</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.3</td>
<td>Define cost rate schedules</td>
<td>Optional</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.4</td>
<td>Assign costing rule and rate schedule</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.5</td>
<td>Define labor costing overrides</td>
<td>Optional</td>
<td>OU (based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.6</td>
<td>Implement labor costing extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.7</td>
<td>Implement labor transaction extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.8</td>
<td>Implement overtime processing</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F2.9</td>
<td>Implement overtime calculation extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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:
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F3.1</td>
<td>Implement asset extensions</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F3.2</td>
<td>Define standard unit costs for asset cost allocations</td>
<td>Optional</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F3.3</td>
<td>Enable retirement cost processing</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F3.4</td>
<td>Define proceeds of sale expenditure types</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F4.1</td>
<td>Define capitalized interest rate names</td>
<td>Required</td>
<td>Site / Exclusions OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F4.2</td>
<td>Define capitalized interest rate schedules</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F4.3</td>
<td>Specify default capitalized interest rate schedules for capital project types</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F4.4</td>
<td>Update project status controls to enable capitalized interest processing</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F4.5</td>
<td>Implement the Capitalized Interest Extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>
5. Allocations

The following table lists the step required for allocations:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F5.1</td>
<td>Define allocation rules</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

Note: For details about the allocations step, see Allocations, page 3-122.

6. AutoAllocations

The following table lists the steps required for AutoAllocations:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F6.1</td>
<td>Define AutoAllocation sets</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F6.2</td>
<td>Implement Workflow for AutoAllocations</td>
<td>Required</td>
<td>Site</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJC-F6.3</td>
<td>Implement allocation extensions</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
</table>

Implementing Oracle Project Costing  3-9
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F7.1</td>
<td>Define cost bases and cost base types</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F7.2</td>
<td>Define burden cost codes</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F7.3</td>
<td>Define burden structures</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F7.4</td>
<td>Set the profile option PA: Default Burden Schedule Type</td>
<td>Required</td>
<td>OU</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJC-F7.5</td>
<td>Define burden schedules</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F7.6</td>
<td>Implement burden costing extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F7.7</td>
<td>Enable the profile option PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJC-F7.8</td>
<td>Set the Profile Option PA: Report Separate Burden Transactions with Source Resources</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

**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:
### 8. Cross Charge: Borrowed and Lent Processing

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F8.1</td>
<td>Define transfer price rules</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F8.2</td>
<td>Define transfer price schedules</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F8.3</td>
<td>Define cross charge implementation options (for all operating units using borrowed and lent processing)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F8.4</td>
<td>Define provider and receiver controls</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F8.5</td>
<td>Define accounting for borrowed and lent transactions</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F8.6</td>
<td>Implement cross charge client extensions</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F9.1</td>
<td>Define transfer price rules</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.2</td>
<td>Define transfer price schedules</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

Implementing Oracle Project Costing  3-11
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F9.3</td>
<td>Define additional expenditure types, agreement types, billing cycles, invoice formats, transaction sources, and supplier types for intercompany billing</td>
<td>Optional</td>
<td>See individual definitions</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.4</td>
<td>Define an internal supplier for the provider operating unit (global setup)</td>
<td>Required</td>
<td>OU</td>
<td>Defined in Oracle Payables or Oracle Purchasing</td>
</tr>
<tr>
<td>PJC-F9.5</td>
<td>Define an internal customer for the receiver operating unit (global setup)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.6</td>
<td>Define supplier sites for internal supplier (for each receiver operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Defined in Oracle Payables or Oracle Purchasing</td>
</tr>
<tr>
<td>PJC-F9.7</td>
<td>Define bill to and ship to sites for internal customer (for each provider operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.8</td>
<td>Define internal billing implementation options (for each operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.9</td>
<td>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</td>
<td>Required</td>
<td>OU</td>
<td>Tax Managers</td>
</tr>
<tr>
<td>PJC-F9.10</td>
<td>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</td>
<td>Required</td>
<td>OU</td>
<td>Tax Managers</td>
</tr>
<tr>
<td>PJC-F9.11</td>
<td>Define an agreement for intercompany billing projects</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Required/Optional</td>
<td>Setup Level</td>
<td>Responsibility</td>
</tr>
<tr>
<td>----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>PJC-F9.12</td>
<td>Define an intercompany project type and project template (for each operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.13</td>
<td>Define intercompany billing projects (for each provider operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.14</td>
<td>Define provider and receiver controls (for each operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.15</td>
<td>Define the Supplier Invoice Charge Account for internal invoicing</td>
<td>Required</td>
<td>OU</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJC-F9.16</td>
<td>Implement Payables Open Interface Workflow</td>
<td>Required</td>
<td>Site</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJC-F9.17</td>
<td>Define accounting for intercompany billing transactions</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.18</td>
<td>Define accounting for provider cost reclassification</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.19</td>
<td>Define invoice rounding account for intercompany transactions</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F9.20</td>
<td>Implement Cross Charge extensions</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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
### Oracle Payables and Purchasing Integration

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F10.1</td>
<td>Install and implement Oracle Payables and Purchasing</td>
<td>Required</td>
<td>Site</td>
<td>Site Administrator</td>
</tr>
<tr>
<td>PJC-F10.2</td>
<td>Set the profile options for project-related document entry</td>
<td>Required</td>
<td>Site</td>
<td>Site Administrator</td>
</tr>
<tr>
<td></td>
<td>(PA: AP Discounts Interface Start Date (mm/dd/yyyy))</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PJC-F10.3</td>
<td>Set the profile option PA: AP Discount Interface Start Date (mm/dd/yyyy)</td>
<td>Optional</td>
<td>Site</td>
<td>Site Administrator</td>
</tr>
<tr>
<td>PJC-F10.4</td>
<td>Define the Account Generator for the supplier invoice account</td>
<td>Required</td>
<td>Site</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJC-F10.5</td>
<td>Define the Account Generator for project-related purchasing transactions</td>
<td>Required</td>
<td>Site</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJC-F10.6</td>
<td>Specify a default supplier cost credit account</td>
<td>Optional</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F10.7</td>
<td>Define project-related distribution sets</td>
<td>Optional</td>
<td>Site</td>
<td>Payables Manager</td>
</tr>
<tr>
<td>PJC-F10.8</td>
<td>Define Payables Descriptive Flexfields</td>
<td>Optional</td>
<td>Site</td>
<td>Payables Manager</td>
</tr>
<tr>
<td>PJC-F10.9</td>
<td>Set the following profile options:</td>
<td>Optional</td>
<td>Site</td>
<td>Site Administrator</td>
</tr>
<tr>
<td></td>
<td>PA: Transfer DFF with AP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PA: Transfer DFF with PO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:
### Implementing Oracle Project Costing

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F11.1</td>
<td>Install and implement Oracle Internet Expenses</td>
<td>Required</td>
<td>Site</td>
<td>Internet Expenses</td>
</tr>
<tr>
<td>PJC-F11.2</td>
<td>Set profile options to enable project-related expense report entry</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJC-F11.3</td>
<td>Set expense report approval profile options</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJC-F11.4</td>
<td>Define the Project Expense Report Account Generator</td>
<td>Required</td>
<td>Site</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJC-F11.5</td>
<td>Define a project-related expense report template in Oracle Payables</td>
<td>Required</td>
<td>Site</td>
<td>Payables Manager</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F12.1</td>
<td>Install and implement Oracle Inventory</td>
<td>Required</td>
<td>Site (by Inventory Organization)</td>
<td></td>
</tr>
<tr>
<td>PJC-F12.2</td>
<td>Define project-related transaction types in Oracle Inventory</td>
<td>Required</td>
<td>Site (by Inventory Organization)</td>
<td>Inventory</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F13.1</td>
<td>Install and implement Oracle Project Manufacturing</td>
<td>Required</td>
<td>Site (by Inventory Organization)</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F14.1</td>
<td>Install and implement Oracle Time &amp; Labor</td>
<td>Required</td>
<td>Site</td>
<td>Oracle Time &amp; Labor</td>
</tr>
<tr>
<td>PJC-F14.2</td>
<td>Set profile options for project-related timecards</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJC-F14.3</td>
<td>Implement client extensions to route and approve timecards</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJC-F15.1</td>
<td>Install and implement Oracle Payables and Purchasing for integration with Oracle Project Costing</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJC-F15.2</td>
<td>Set the PA: Pay When Paid profile option to Yes</td>
<td>Required</td>
<td>Responsibility</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJC-F15.3</td>
<td>Set up a document style with complex payment terms</td>
<td>Required</td>
<td>OU</td>
<td>Purchasing Implementation User</td>
</tr>
<tr>
<td>PJC-F15.4</td>
<td>Enable project for automatic release of pay when paid invoices</td>
<td>Required</td>
<td>Project Type, Project</td>
<td>Projects Implementation User</td>
</tr>
<tr>
<td>PJC-F15.5</td>
<td>Implement Send AR Notification workflow and enable project for AR receipt notification</td>
<td>Optional</td>
<td>Responsibility</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJC-F15.6</td>
<td>Implement Pay When Paid client extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Expenditure Category Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Labor costs</td>
</tr>
<tr>
<td>Travel</td>
<td>Travel expenditures</td>
</tr>
<tr>
<td>Expenditure Category Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>In-House Recoverables</td>
<td>Use of corporate assets</td>
</tr>
<tr>
<td>Outside Services</td>
<td>Outside services</td>
</tr>
<tr>
<td>Material</td>
<td>Materials</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Expenses, excluding travel</td>
</tr>
</tbody>
</table>

**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 defines revenue categories for labor and others for all other revenue. Fremont’s revenue categories are shown in the following table:

<table>
<thead>
<tr>
<th>Revenue Category Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>Fee Earned</td>
</tr>
<tr>
<td>Labor</td>
<td>Labor Revenue</td>
</tr>
<tr>
<td>Other</td>
<td>Non-Labor Revenue</td>
</tr>
<tr>
<td>Payment</td>
<td>Payment</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Unit Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency</td>
<td>Currency</td>
</tr>
<tr>
<td>Hours</td>
<td>Hours</td>
</tr>
<tr>
<td>Miles</td>
<td>Miles</td>
</tr>
<tr>
<td>Days</td>
<td>Days</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Module Where Expenditure Originated</th>
<th>Expenditure Type Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials</td>
<td>Oracle Payables</td>
<td>Supplier Invoice</td>
</tr>
<tr>
<td>Materials</td>
<td>Oracle Inventory</td>
<td>Inventory</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Expenditure Type Name</th>
<th>Unit</th>
<th>Description</th>
<th>Expenditure Category</th>
<th>Revenue Category</th>
<th>Expenditure Type Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Hours</td>
<td></td>
<td>Administrative labor hours</td>
<td>Labor</td>
<td>Labor</td>
<td>Straight Time</td>
</tr>
<tr>
<td>Clerical Hours</td>
<td></td>
<td>Clerical labor hours</td>
<td>Labor</td>
<td>Labor</td>
<td>Straight Time</td>
</tr>
<tr>
<td>Other Labor</td>
<td>Hours</td>
<td>Other labor hours</td>
<td>Labor</td>
<td>Labor</td>
<td>Straight Time</td>
</tr>
<tr>
<td>Overtime</td>
<td>Hours</td>
<td>Overtime labor hours</td>
<td>Labor</td>
<td>Labor</td>
<td>Overtime</td>
</tr>
<tr>
<td>Expenditure Type Name</td>
<td>Unit</td>
<td>Description</td>
<td>Expenditure Category</td>
<td>Revenue Category</td>
<td>Expenditure Type Class</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------</td>
<td>----------------------------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Professional</td>
<td>Hours</td>
<td>Professional labor hours</td>
<td>Labor</td>
<td>Labor</td>
<td>Straight Time</td>
</tr>
<tr>
<td>Air Travel</td>
<td>Currency</td>
<td>Air travel expenses</td>
<td>Travel</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Automobile Rental</td>
<td>Currency</td>
<td>Auto rental expenses</td>
<td>Travel</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Entertainment</td>
<td>Currency</td>
<td>Entertainment expenses</td>
<td>Other Expenses</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Meals</td>
<td>Currency</td>
<td>Meal expenses</td>
<td>Travel</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>Currency</td>
<td>Other expenses</td>
<td>Other Expenses</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Personal Auto Use</td>
<td>Miles</td>
<td>Personal auto mileage</td>
<td>Travel</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Computer Services</td>
<td>Hours</td>
<td>Use of corporate computers</td>
<td>In-House Recoverables</td>
<td>Other</td>
<td>Usages</td>
</tr>
<tr>
<td>Field Equipment</td>
<td>Hours</td>
<td>Use of company equipment</td>
<td>In-House Recoverables</td>
<td>Other</td>
<td>Usages</td>
</tr>
<tr>
<td>Other Asset</td>
<td>Currency</td>
<td>Use of other company asset</td>
<td>In-House Recoverables</td>
<td>Other</td>
<td>Usages</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Days</td>
<td>Use of corporate vehicle</td>
<td>In-House Recoverables</td>
<td>Other</td>
<td>Usages</td>
</tr>
<tr>
<td>Construction</td>
<td>Currency</td>
<td>Outside construction work</td>
<td>Outside Services</td>
<td>Other</td>
<td>Supplier Invoices</td>
</tr>
<tr>
<td>Consulting</td>
<td>Currency</td>
<td>Outside consultants</td>
<td>Outside Services</td>
<td>Other</td>
<td>Supplier Invoices</td>
</tr>
<tr>
<td>Other Invoice</td>
<td>Currency</td>
<td>Other outside work</td>
<td>Other Expenses</td>
<td>Other</td>
<td>Supplier Invoices</td>
</tr>
<tr>
<td>Expenditure Type Name</td>
<td>Unit</td>
<td>Description</td>
<td>Expenditure Category</td>
<td>Revenue Category</td>
<td>Expenditure Type Class</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------</td>
<td>------------------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Supplies</td>
<td>Currency</td>
<td>Supplies</td>
<td>Other Expenses</td>
<td>Other</td>
<td>Supplier Invoices</td>
</tr>
<tr>
<td>Misc Travel Expenses</td>
<td>Currency</td>
<td>Misc travel expenses</td>
<td>Travel</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Lodging</td>
<td>Currency</td>
<td>Lodging expenses</td>
<td>Travel</td>
<td>Other</td>
<td>Expense Reports</td>
</tr>
<tr>
<td>Material</td>
<td>Currency</td>
<td>Materials</td>
<td>Material</td>
<td>Other</td>
<td>Supplier Invoices</td>
</tr>
</tbody>
</table>

**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 include equipment rentals, legal fees, and training expenditures.
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
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.

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Used to Import...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonrecoverable Tax from Payables</td>
<td>Nonrecoverable tax amounts on item costs and invoice price variance amounts from Oracle Payables</td>
</tr>
<tr>
<td>Nonrecoverable Tax from Purchasing Receipt</td>
<td>Nonrecoverable tax amounts from purchasing receipts in Oracle Purchasing</td>
</tr>
<tr>
<td>Nonrecoverable Tax Price Adjustment from Purchasing Receipt</td>
<td>Nonrecoverable tax price adjustment amounts from receipts in Oracle Purchasing</td>
</tr>
<tr>
<td>Oracle Interproject Invoices</td>
<td>Oracle Projects interproject invoices from Oracle Payables</td>
</tr>
<tr>
<td>Oracle Payables Expense Reports</td>
<td>Expense reports from Oracle Payables</td>
</tr>
<tr>
<td>Oracle Payables Invoice Variance</td>
<td>Invoice price and tax variance amounts from Oracle Payables</td>
</tr>
<tr>
<td>Oracle Payables Supplier Cost Exchange Rate Variance</td>
<td>Exchange rate variances on invoice cost and tax from Oracle Payables</td>
</tr>
<tr>
<td>Oracle Payables Supplier Invoices</td>
<td>Supplier invoices from Oracle Payables</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Used to Import...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Projects Intercompany Supplier Invoices</td>
<td>Oracle Projects intercompany supplier invoices from Oracle Payables</td>
</tr>
<tr>
<td>Oracle Purchasing Receipt Accruals</td>
<td>Receipt accruals from Oracle Purchasing</td>
</tr>
<tr>
<td>Oracle Purchasing Receipt Accruals Price Adjustment</td>
<td>Price adjustments for receipt accruals in Oracle Purchasing</td>
</tr>
<tr>
<td>Supplier Invoice Discounts from Payables</td>
<td>Supplier invoice discount amounts from Oracle Payables</td>
</tr>
</tbody>
</table>
Predefined Transaction Sources for Manufacturing and Inventory Costs

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Used to Import...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Misc</td>
<td>Inventory issues and receipts entered in the Miscellaneous Transactions window in Oracle Inventory</td>
</tr>
<tr>
<td>Inventory</td>
<td>Manufacturing material costs for which Oracle Project Manufacturing creates accounting in Oracle Subledger Accounting</td>
</tr>
<tr>
<td>Inventory with Accounts</td>
<td>Manufacturing material costs with account information for which Oracle Projects creates accounting in Oracle Subledger Accounting</td>
</tr>
<tr>
<td>Inventory with No Accounts</td>
<td>Manufacturing material costs for which Oracle Projects uses AutoAccounting to derive accounts and creates accounting in Oracle Subledger Accounting</td>
</tr>
<tr>
<td>Work In Process</td>
<td>Manufacturing resource costs for which Oracle Project Manufacturing creates accounting in Oracle Subledger Accounting</td>
</tr>
<tr>
<td>WIP with Accounts</td>
<td>Manufacturing nonlabor resource costs with account information that Oracle Projects categorizes as work in process. Transactions are accounted in Oracle Manufacturing.</td>
</tr>
<tr>
<td>WIP with No Accounts</td>
<td>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</td>
</tr>
<tr>
<td>WIP Straight Time with Accounts</td>
<td>Manufacturing labor resource costs with account information that Oracle Projects categorizes as straight time. Transactions are accounted in Oracle Manufacturing.</td>
</tr>
<tr>
<td>WIP Straight Time with No Accounts</td>
<td>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</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Used to Import...</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSE_INV_ISSUE</td>
<td>Transactions of the type Issue for non-depreciable items</td>
</tr>
<tr>
<td>CSE_INV_ISSUE_DEPR</td>
<td>Transactions of the type Issue for depreciable items</td>
</tr>
<tr>
<td>CSE_IPV_ADJUSTMENT</td>
<td>Supplier cost adjustments for non-depreciable items</td>
</tr>
<tr>
<td>CSE_IPV_ADJUSTMENT_DEPR</td>
<td>Supplier cost adjustments for depreciable items</td>
</tr>
<tr>
<td>CSE_PO_RECEIPT</td>
<td>Transactions of the type Receipt for non-depreciable items</td>
</tr>
<tr>
<td>CSE_PO_RECEIPT_DEPR</td>
<td>Transactions of the type Receipt for depreciable items</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Used to Import...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Time and Labor</td>
<td>Timecards from Oracle Time and Labor</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Used to Import...</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOLD</td>
<td>Actual costs from Oracle Labor Distribution</td>
</tr>
<tr>
<td></td>
<td>For additional information, see: Using Transaction Import in Oracle Grants Accounting, <em>Oracle Grants Accounting User Guide</em>.</td>
</tr>
<tr>
<td>GOLDE</td>
<td>Encumbrances from Oracle Labor Distribution</td>
</tr>
<tr>
<td></td>
<td>For additional information, see: Using Transaction Import in Oracle Grants Accounting, <em>Oracle Grants Accounting User Guide</em>.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Used to Import...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Allocations</td>
<td>Project allocations generated in Oracle Projects</td>
</tr>
<tr>
<td>Capitalized Interest</td>
<td>Capitalized Interest transactions generated in Oracle Projects</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Transaction Source</th>
<th>Expenditure Type Class</th>
<th>Import Raw Cost Amounts</th>
<th>Purge After Import</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faxed Timecard</td>
<td>Straight Time</td>
<td>Disabled</td>
<td>Enabled</td>
</tr>
<tr>
<td>PBX</td>
<td>Usages</td>
<td>Enabled</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Input Value</th>
<th>Output Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>1110</td>
</tr>
<tr>
<td>Business Development</td>
<td>1120</td>
</tr>
<tr>
<td>Inventory Control</td>
<td>1130</td>
</tr>
<tr>
<td>Security</td>
<td>1140</td>
</tr>
</tbody>
</table>

**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
Implementing Oracle Project Costing

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:
<table>
<thead>
<tr>
<th>Lookup Set Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization to Company</td>
<td>Map organization to the appropriate company code</td>
</tr>
<tr>
<td>Organization to Cost Center</td>
<td>Map organization to the appropriate cost center code</td>
</tr>
<tr>
<td>Indirect Labor Cost</td>
<td>Map the service type for labor on indirect projects to indirect cost accounts</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Intermediate Value (Organization)</th>
<th>Segment Value (Company Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>01</td>
</tr>
<tr>
<td>Executive Office</td>
<td>01</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>01</td>
</tr>
<tr>
<td>Human Resources</td>
<td>01</td>
</tr>
<tr>
<td>Finance</td>
<td>01</td>
</tr>
<tr>
<td>Information Services</td>
<td>01</td>
</tr>
<tr>
<td>Fremont Engineering</td>
<td>02</td>
</tr>
<tr>
<td>Electrical</td>
<td>02</td>
</tr>
<tr>
<td>Structural</td>
<td>02</td>
</tr>
<tr>
<td>Mechanical</td>
<td>02</td>
</tr>
<tr>
<td>Environmental</td>
<td>02</td>
</tr>
<tr>
<td>Fremont Construction</td>
<td>03</td>
</tr>
<tr>
<td>West</td>
<td>03</td>
</tr>
</tbody>
</table>
### 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:

<table>
<thead>
<tr>
<th>Intermediate Value (Organization)</th>
<th>Segment Value (Cost Center Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fremont Corporation</td>
<td>000</td>
</tr>
<tr>
<td>Administration</td>
<td>100</td>
</tr>
<tr>
<td>Executive Office</td>
<td>101</td>
</tr>
<tr>
<td>Human Resources</td>
<td>102</td>
</tr>
<tr>
<td>Finance</td>
<td>103</td>
</tr>
<tr>
<td>Information Services</td>
<td>104</td>
</tr>
<tr>
<td>Fremont Engineering</td>
<td>200</td>
</tr>
<tr>
<td>Electrical</td>
<td>201</td>
</tr>
<tr>
<td>Structural</td>
<td>202</td>
</tr>
<tr>
<td>Mechanical</td>
<td>203</td>
</tr>
<tr>
<td>Intermediate Value (Organization)</td>
<td>Segment Value (Cost Center Code)</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Environmental</td>
<td>204</td>
</tr>
<tr>
<td>Fremont Construction</td>
<td>300</td>
</tr>
<tr>
<td>West</td>
<td>301</td>
</tr>
<tr>
<td>Midwest</td>
<td>302</td>
</tr>
<tr>
<td>East</td>
<td>303</td>
</tr>
<tr>
<td>South</td>
<td>304</td>
</tr>
<tr>
<td>International</td>
<td>305</td>
</tr>
<tr>
<td>Fremont Services</td>
<td>400</td>
</tr>
<tr>
<td>Data Systems</td>
<td>401</td>
</tr>
<tr>
<td>Risk Analysis</td>
<td>402</td>
</tr>
</tbody>
</table>

**Segment Value Lookups for Indirect Labor Lookup Set:**
The segment value lookups for the Indirect Labor lookup set are shown in the following table:

<table>
<thead>
<tr>
<th>Intermediate Value (Service Type)</th>
<th>Segment Value (Account Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>5150</td>
</tr>
<tr>
<td>R &amp; D</td>
<td>5152</td>
</tr>
<tr>
<td>Administration</td>
<td>5153</td>
</tr>
<tr>
<td>B &amp; P</td>
<td>5154</td>
</tr>
<tr>
<td>Holiday</td>
<td>5170</td>
</tr>
<tr>
<td>Sick</td>
<td>5171</td>
</tr>
<tr>
<td>Vacation</td>
<td>5172</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Intermediate Value (Service Type)</th>
<th>Segment Value (Account Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime</td>
<td>5173</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Segment Value Derived by the Rule</th>
<th>Name of Rule</th>
<th>Description</th>
<th>Intermediate Value Source</th>
<th>Parameter Name or Constant Value</th>
<th>Segment Value Source</th>
<th>Lookup Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Employee Company</td>
<td>Map an employee’s organization to a company</td>
<td>Parameter</td>
<td>Expenditure Organization</td>
<td>Segment Value Lookup Set</td>
<td>Organization to Company</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Employee Cost Center</td>
<td>Map an employee’s organization to a cost center</td>
<td>Parameter</td>
<td>Expenditure Organization</td>
<td>Segment Value Lookup Set</td>
<td>Organization to Cost Center</td>
</tr>
<tr>
<td>Account: Indirect Private Labor</td>
<td>Indirect Private Labor</td>
<td>Indirect private labor cost account</td>
<td>Parameter</td>
<td>Task Service Type</td>
<td>Segment Value Lookup Set</td>
<td>Indirect Labor Cost</td>
</tr>
<tr>
<td>Account: Indirect Public Labor</td>
<td>Government Marketing Labor</td>
<td>Government marketing labor cost account</td>
<td>Constant</td>
<td>5151</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
<tr>
<td>Segment Value Derived by the Rule</td>
<td>Name of Rule</td>
<td>Description</td>
<td>Intermediate Value Source</td>
<td>Parameter Name or Constant Value</td>
<td>Segment Value Source</td>
<td>Lookup Set</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------------------------</td>
<td>---------------------------</td>
<td>----------------------------------</td>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Account: Private Billable Labor</td>
<td>Private, Billable Labor</td>
<td>Private, billable labor cost account</td>
<td>Constant</td>
<td>5100</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
<tr>
<td>Account: Private Non-Billable Labor</td>
<td>Private, Non-Billable Labor</td>
<td>Private, non-billable labor cost account</td>
<td>Constant</td>
<td>5102</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
<tr>
<td>Account: Public Billable Labor</td>
<td>Public, Billable Labor</td>
<td>Public, billable labor cost account</td>
<td>Constant</td>
<td>5101</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
<tr>
<td>Account: Public Non-Billable Labor</td>
<td>Public, Non-Billable Labor</td>
<td>Public, non-billable labor cost account</td>
<td>Constant</td>
<td>5103</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
</tbody>
</table>

*Enable the Transactions and Assign Rules:*

Fremont enables the transactions shown in the following table:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Transaction Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Cost Account</td>
<td>Indirect, Private Labor</td>
</tr>
<tr>
<td>Labor Cost Account</td>
<td>Indirect, Public Labor</td>
</tr>
<tr>
<td>Labor Cost Account</td>
<td>Private, Non-Billable Labor</td>
</tr>
<tr>
<td>Labor Cost Account</td>
<td>Public Billable Labor</td>
</tr>
<tr>
<td>Labor Cost Account</td>
<td>Public Non-Billable Labor</td>
</tr>
</tbody>
</table>

The segment rule pairings for these transactions are shown in the following table:
<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect Private Labor</td>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>Indirect Private Labor</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Indirect Private Labor</td>
<td>2</td>
<td>Account</td>
<td>Indirect Private Labor</td>
</tr>
<tr>
<td>Indirect Public Labor</td>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>Indirect Public Labor</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Indirect Public Labor</td>
<td>2</td>
<td>Account</td>
<td>Government Marketing Labor</td>
</tr>
<tr>
<td>Private Billable Labor</td>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>Private Billable Labor</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Private Billable Labor</td>
<td>2</td>
<td>Account</td>
<td>Private, Billable Labor</td>
</tr>
<tr>
<td>Private Non-Billable Labor</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Private Non-Billable Labor</td>
<td>2</td>
<td>Account</td>
<td>Private, Non-Billable Labor</td>
</tr>
<tr>
<td>Public Billable Labor</td>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>Public Billable Labor</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Public Billable Labor</td>
<td>2</td>
<td>Account</td>
<td>Public, Billable Labor</td>
</tr>
<tr>
<td>Public Non-Billable Labor</td>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>Public Non-Billable Labor</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Transaction Name</td>
<td>Segment Number</td>
<td>Segment Name</td>
<td>Rule Name</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------</td>
<td>--------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Public Non-Billable Labor</td>
<td>2</td>
<td>Account</td>
<td>Public, Non-Billable Labor</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Lookup Set Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Org to Division Cost Center</td>
<td>Map organization to the cost center of the division to which it is subordinate</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Intermediate Value (Organization)</th>
<th>Segment Value (Cost Center Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fremont Corporation</td>
<td>100</td>
</tr>
<tr>
<td>Administration</td>
<td>100</td>
</tr>
<tr>
<td>Executive Office</td>
<td>100</td>
</tr>
<tr>
<td>Human Resources</td>
<td>100</td>
</tr>
<tr>
<td>Finance</td>
<td>100</td>
</tr>
<tr>
<td>Information Services</td>
<td>100</td>
</tr>
<tr>
<td>Fremont Engineering</td>
<td>200</td>
</tr>
<tr>
<td>Electrical</td>
<td>200</td>
</tr>
<tr>
<td>Structural</td>
<td>200</td>
</tr>
<tr>
<td>Mechanical</td>
<td>200</td>
</tr>
<tr>
<td>Environmental</td>
<td>200</td>
</tr>
<tr>
<td>Fremont Construction</td>
<td>300</td>
</tr>
<tr>
<td>West</td>
<td>300</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Segment Value Derived by the Rule</th>
<th>Name of Rule</th>
<th>Description</th>
<th>Intermediate Value Source</th>
<th>Parameter Name or Constant Value</th>
<th>Segment Value Source</th>
<th>Lookup Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center</td>
<td>Division Cost Center</td>
<td>Cost center of an organization's division</td>
<td>Parameter Expenditure Organization</td>
<td>Organization</td>
<td>Org to Division Cost Center</td>
<td></td>
</tr>
<tr>
<td>Account</td>
<td>Payroll Clearing</td>
<td>Payroll clearing account</td>
<td>Constant 2200</td>
<td>Intermediate Value</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Division Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Payroll Clearing</td>
</tr>
</tbody>
</table>

**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:
Implementing Oracle Project Costing

<table>
<thead>
<tr>
<th>Lookup Set Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exp Type to Expense Account</td>
<td>Map the expenditure type for expense report items to the appropriate expense account</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Intermediate Value (Expenditure Type)</th>
<th>Segment Value (Account Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Travel</td>
<td>5200</td>
</tr>
<tr>
<td>Automobile Rental</td>
<td>5200</td>
</tr>
<tr>
<td>Personal Auto Use</td>
<td>5200</td>
</tr>
<tr>
<td>Meals</td>
<td>5201</td>
</tr>
<tr>
<td>Entertainment</td>
<td>5202</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>5202</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Expense Report Cost</td>
</tr>
</tbody>
</table>

**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 usage costs.

The Usage Cost Account function consists of the following transactions:

• All Usages

• Capital, All

• Capital, Private, 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:

<table>
<thead>
<tr>
<th>Lookup Set Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usage to Expense</td>
<td>Map the expenditure type for a usage item to the appropriate expense account</td>
</tr>
</tbody>
</table>

**Segment Value Lookups:**
The segment value lookups for the Usage to Expense lookup set are shown in the following table:

<table>
<thead>
<tr>
<th>Intermediate Value (Expenditure Type)</th>
<th>Segment Value (Account Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Services</td>
<td>5400</td>
</tr>
<tr>
<td>Vehicle</td>
<td>5401</td>
</tr>
<tr>
<td>Segment Value Derived by the Rule</td>
<td>Name of Rule</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Company</td>
<td>Resource Company</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Resource Cost Center</td>
</tr>
<tr>
<td>Account</td>
<td>Usage Costs</td>
</tr>
</tbody>
</table>

**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:

**Enable the All Usages Transaction and Assign Rules:**
Fremont enables the following transaction:
• Function Name: Usage Cost Clearing Account

• Transaction Name: All Usages

The segment rule pairings for this transaction are shown in the following table:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Resource Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Resource Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Usage Costs</td>
</tr>
</tbody>
</table>

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 usage 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:
<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Resource Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Resource Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Usage Clearing</td>
</tr>
</tbody>
</table>

**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.

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:

<table>
<thead>
<tr>
<th>Segment Value Derived by the Rule</th>
<th>Name of Rule</th>
<th>Description</th>
<th>Intermediate Value Source</th>
<th>Parameter Name or Constant Value</th>
<th>Segment Value Source</th>
<th>Lookup Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Project Company</td>
<td>Map the project managing organization to a company</td>
<td>Parameter</td>
<td>Project Organization</td>
<td>Segment Value Lookup Set</td>
<td>Organization to Company</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Project Cost Center</td>
<td>Map the project managing organization to a cost center</td>
<td>Parameter</td>
<td>Project Organization</td>
<td>Segment Value Lookup Set</td>
<td>Organization to Cost Center</td>
</tr>
<tr>
<td>Account</td>
<td>Transfer Out to Inventory</td>
<td>Expense account used to reverse burden labor cost from the employee's owning organization</td>
<td>Constant 5199</td>
<td>Intermed</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
<tr>
<td>Account</td>
<td>Inventory</td>
<td>Inventory asset account records burdened labor cost incurred on a project</td>
<td>Constant 1200</td>
<td>Intermediate</td>
<td>Value</td>
<td>NA</td>
</tr>
</tbody>
</table>

Enable Transactions and Assign Rules:
Fremont enables the transactions shown in the following table:
The segment rule pairings for these transactions are shown in the following table:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Burdened Cost Credit</td>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>Total Burdened Cost Credit</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Total Burdened Cost Credit</td>
<td>2</td>
<td>Account</td>
<td>Transfer Out to Inventory</td>
</tr>
<tr>
<td>Total Burdened Cost Debit</td>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>Total Burdened Cost Debit</td>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>Total Burdened Cost Debit</td>
<td>2</td>
<td>Account</td>
<td>Inventory</td>
</tr>
</tbody>
</table>

**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
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:

<table>
<thead>
<tr>
<th>Lookup Set Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Cost</td>
<td>Map supplier invoice expenditure types to appropriate cost account</td>
</tr>
</tbody>
</table>

**Segment Value Lookups:**
The segment value lookups for the Supplier Cost lookup set are shown in the following table:

<table>
<thead>
<tr>
<th>Intermediate Value (Expenditure Type)</th>
<th>Segment Value (Account Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>5600</td>
</tr>
<tr>
<td>Consulting</td>
<td>5610</td>
</tr>
<tr>
<td>Other Invoice</td>
<td>5620</td>
</tr>
<tr>
<td>Supplies</td>
<td>5630</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Supplier Costs</td>
</tr>
</tbody>
</table>

**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*

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.

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.

<table>
<thead>
<tr>
<th>Resource Name</th>
<th>Description</th>
<th>Expenditure Type</th>
<th>Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC</td>
<td>PC on the HQ Network</td>
<td>Computer Services</td>
<td>Information Services, Data Systems, Finance, Risk Analysis</td>
</tr>
<tr>
<td>HQ1 Sequent</td>
<td>Headquarters Accounting</td>
<td>Computer Services</td>
<td>Information Services</td>
</tr>
<tr>
<td>Vax 9000</td>
<td>Data Systems Vax</td>
<td>Computer Services</td>
<td>Data Systems</td>
</tr>
<tr>
<td>Sparc</td>
<td>Engineering, Services Sun SparcStation</td>
<td>Computer Services</td>
<td>Fremont Engineering, Fremont Services</td>
</tr>
<tr>
<td>Survey</td>
<td>Standard surveying equipment</td>
<td>Field Equipment</td>
<td>Fremont Engineering</td>
</tr>
<tr>
<td>Van</td>
<td>Heavy Duty Van</td>
<td>Vehicle</td>
<td>Fremont Construction, West, Midwest, East, South, International</td>
</tr>
<tr>
<td>Resource Name</td>
<td>Description</td>
<td>Expenditure Type</td>
<td>Organizations</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------</td>
<td>------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Minivan</td>
<td>Site Visit Minivan</td>
<td>Vehicle</td>
<td>Fremont Construction,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>West,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Midwest,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>East,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>South,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>International</td>
</tr>
<tr>
<td>Pickup Truck</td>
<td>Heavy Duty Pickup</td>
<td>Vehicle</td>
<td>West,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Midwest,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>East</td>
</tr>
<tr>
<td>Other Assets</td>
<td>Other Assets</td>
<td>Other Assets</td>
<td>Administration,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fremont Construction,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fremont Engineering,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fremont Services</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Unit</th>
<th>Cost Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Auto Use</td>
<td>Miles</td>
<td>0.25</td>
</tr>
<tr>
<td>Computer Services</td>
<td>Hours</td>
<td>7.00</td>
</tr>
<tr>
<td>Vehicle</td>
<td>Days</td>
<td>25.00</td>
</tr>
<tr>
<td>Field Equipment</td>
<td>Hours</td>
<td>24.00</td>
</tr>
</tbody>
</table>

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:


**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:

Labor Cost Rate * Labor Cost Multiplier = 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:

Overtime Premium Labor Cost Rate * OT Hours = 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:

Overtime Premium + (Total Hours x Labor Cost Rate) = 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:

<table>
<thead>
<tr>
<th>Labor Cost Multiplier Name</th>
<th>Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time</td>
<td>1.0</td>
</tr>
<tr>
<td>Time and Half</td>
<td>0.5</td>
</tr>
<tr>
<td>Labor Cost Multiplier Name</td>
<td>Multiplier</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Uncompensated OT</td>
<td>-1.0</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Labor Costing Rule Name</th>
<th>Costing Method</th>
<th>Project</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rates</td>
<td>Overtime</td>
<td>Time and Half</td>
</tr>
<tr>
<td>Non-Exempt</td>
<td>Rates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly</td>
<td>Rates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following table shows the Overtime Cost Multipliers associated with the costing rules:
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:

<table>
<thead>
<tr>
<th>Rate Schedule Attributes:</th>
<th>Standard Schedule</th>
<th>Hazardous Work Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>Fremont Corporation</td>
<td>Environmental</td>
</tr>
<tr>
<td>Schedule Name:</td>
<td>Standard Rates by Employee</td>
<td>Hazardous Work</td>
</tr>
<tr>
<td>Description:</td>
<td>Corporate standard cost rates</td>
<td>Hazardous area cost rates</td>
</tr>
<tr>
<td>Schedule Type:</td>
<td>Employee</td>
<td>Employee</td>
</tr>
<tr>
<td>Currency:</td>
<td>USD</td>
<td>USD</td>
</tr>
</tbody>
</table>
The following table shows the cost rates defined under the rate schedules:

<table>
<thead>
<tr>
<th>Rate Schedule</th>
<th>Employee</th>
<th>Cost Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Rates by Employee</td>
<td>James Robinson</td>
<td>90/hr</td>
</tr>
<tr>
<td>Standard Rates by Employee</td>
<td>Donald Gray</td>
<td>100/hr</td>
</tr>
<tr>
<td>Standard Rates by Employee</td>
<td>Amy Marlin</td>
<td>110/hr</td>
</tr>
<tr>
<td>Hazardous Work</td>
<td>James Robinson</td>
<td>120/hr</td>
</tr>
<tr>
<td>Hazardous Work</td>
<td>Donald Gray</td>
<td>140/hr</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Cost Rate Schedule</th>
<th>Labor Costing Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Standard Rates by Employee</td>
<td>Exempt</td>
</tr>
<tr>
<td>Engineering</td>
<td>Hazardous Work</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and Half</td>
<td>0.5</td>
</tr>
<tr>
<td>Double Time</td>
<td>1.0</td>
</tr>
<tr>
<td>Uncompensated OT</td>
<td>-1.0</td>
</tr>
</tbody>
</table>

_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:

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Description</th>
<th>Organization</th>
<th>Task Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double</td>
<td>Double Time</td>
<td>Double time overtime</td>
<td>Human Resources</td>
<td>Overtime</td>
</tr>
<tr>
<td></td>
<td></td>
<td>labor hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half</td>
<td>Time and Half</td>
<td>Time and a half overtime</td>
<td>Human Resources</td>
<td>Overtime</td>
</tr>
<tr>
<td></td>
<td></td>
<td>labor hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uncomp</td>
<td>Uncompensated</td>
<td>Uncompensated overtime</td>
<td>Human Resources</td>
<td>Overtime</td>
</tr>
<tr>
<td></td>
<td></td>
<td>labor hours</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
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.

<table>
<thead>
<tr>
<th>Task Number</th>
<th>Task Name</th>
<th>Labor Cost Multiplier Name</th>
<th>Labor Cost Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double</td>
<td>Double Time</td>
<td>Double Time</td>
<td>1.0</td>
</tr>
<tr>
<td>Half</td>
<td>Time and Half</td>
<td>Time and Half</td>
<td>0.5</td>
</tr>
<tr>
<td>Uncomp</td>
<td>Uncompensated Overtime</td>
<td>Uncompensated OT</td>
<td>-1.0</td>
</tr>
</tbody>
</table>

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:

\[
(\text{Overtime Hours} \times \text{Hourly Cost Rate}) + (\text{Overtime Hours} \times \text{Hourly Cost Rate}\times\text{Labor Cost Multiplier})
\]

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.

<table>
<thead>
<tr>
<th>Source</th>
<th>Expenditure Type Class</th>
<th>Quantity</th>
<th>Cost Rate</th>
<th>Raw Cost</th>
<th>Bill Rate</th>
<th>Billable Status</th>
<th>Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional</td>
<td>Straight Time</td>
<td>8</td>
<td>$40</td>
<td>$320</td>
<td>$140</td>
<td>Yes</td>
<td>$1,120</td>
</tr>
<tr>
<td>Time and Half (Source Transaction)</td>
<td>Straight Time</td>
<td>2</td>
<td>$40</td>
<td>$80</td>
<td>$140</td>
<td>Yes</td>
<td>$280</td>
</tr>
<tr>
<td>Time and Half Premium</td>
<td>Overtime</td>
<td>0</td>
<td>20 (40 X .5)</td>
<td>$40 (A)</td>
<td>NA</td>
<td>Yes</td>
<td>$40 (B)</td>
</tr>
</tbody>
</table>

Table Legend:

(A) Raw Cost = Raw Cost Amount * Time and Half Premium Multiplier: $80 * .5
(B) Bill Amount = Raw Cost Amount of Overtime Premium Transaction: (A) = (B)

List Business Requirements

After you define the business rule you want to solve using client extensions, list the business requirements behind the business problem. This will help ensure that you are acknowledging all of the aspects of the business problem during the design stage.

- Create overtime premium items for any overtime charged to projects on timecards.
- Charge the overtime premium costs to the same project that incurred the straight time costs for the overtime worked.
- Calculate raw cost overtime premium using the appropriate labor cost multiplier and the source transaction raw cost amount.
- Overtime premium is not burdened.
- Bill overtime premium at cost. (Straight time is billed using appropriate bill or burden rates based on the project setup.)
- Separate items are required for the overtime premium and the straight time, to bill
the overtime premium and straight time differently.

- Overtime premium costs are not accounted for differently than straight time costs.

Required Extensions

To implement charging and billing overtime to a contract project, you use two extensions:

- Labor Transaction Extension to create the overtime premium transactions as related transactions
- Labor Billing Extension to determine the bill amount of the overtime premium transactions

Additional Implementation Data

Before you start charging overtime to a contract project, you need to create the appropriate implementation data to implement this business requirement.

First, you define expenditure types classified with the Straight Time expenditure type class; these expenditure types are used by employees to identify overtime worked when recording their timecards.

Next, you define expenditure types classified with the Overtime expenditure type class, which is used to identify the overtime premium transactions. These expenditure types are named using the corresponding expenditure type that identifies the overtime worked along with the word Premium concatenated to the end of it. For example, the Double Time Premium expenditure type holds the overtime premium costs for the overtime worked identified by the expenditure type of Double Time. The following table shows these expenditure types and their corresponding expenditure type classes.

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Expenditure Type Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time</td>
<td>Straight Time</td>
</tr>
<tr>
<td>Time and Half</td>
<td>Straight Time</td>
</tr>
<tr>
<td>Double Time Premium</td>
<td>Overtime</td>
</tr>
<tr>
<td>Time and Half Premium</td>
<td>Overtime</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Related Item Expenditure Type</th>
<th>Labor Cost Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time Premium</td>
<td>1</td>
</tr>
<tr>
<td>Time and Half Premium</td>
<td>.5</td>
</tr>
</tbody>
</table>

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 \((\text{hours} \times \text{employee hourly cost rate})\).

**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.

<table>
<thead>
<tr>
<th>Source Expenditure Type</th>
<th>Related Transaction Expenditure Type</th>
<th>Related Transaction Expenditure Type Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Time</td>
<td>Double Time Premium</td>
<td>Overtime</td>
</tr>
<tr>
<td>Time and Half</td>
<td>Time and Half Premium</td>
<td>Overtime</td>
</tr>
</tbody>
</table>

**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:

\[ \text{Source transaction raw cost amount} \times \text{appropriate labor cost multiplier} \]

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).


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:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>April 18</td>
<td>8</td>
</tr>
<tr>
<td>Tuesday</td>
<td>April 19</td>
<td>9</td>
</tr>
<tr>
<td>Wednesday</td>
<td>April 20</td>
<td>10</td>
</tr>
<tr>
<td>Thursday</td>
<td>April 21</td>
<td>10</td>
</tr>
<tr>
<td>Friday</td>
<td>April 22</td>
<td>8</td>
</tr>
<tr>
<td>Saturday</td>
<td>April 23</td>
<td>7</td>
</tr>
<tr>
<td>Sunday</td>
<td>April 24</td>
<td>0</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Costing Rule</th>
<th>Time and a Half</th>
<th>Double Time</th>
<th>Uncompensated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly</td>
<td>First 4 hours over 8 per day</td>
<td>Every hour over 12 per day; Every hour on weekends</td>
<td></td>
</tr>
<tr>
<td>Compensated</td>
<td>First 40 hours over 40 per week</td>
<td>Every hour over 80 per week</td>
<td>All hours over 40 hours per week</td>
</tr>
<tr>
<td>Exempt</td>
<td>All hours over 40 hours per week</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.
Implementing Oracle Project Costing

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

<table>
<thead>
<tr>
<th>Target Project</th>
<th>Target Task</th>
<th>Allocation Amount (Total = $1,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>A</td>
<td>$200</td>
</tr>
<tr>
<td>P1</td>
<td>B</td>
<td>$200</td>
</tr>
<tr>
<td>P1</td>
<td>C</td>
<td>$200</td>
</tr>
<tr>
<td>P2</td>
<td>Y</td>
<td>$200</td>
</tr>
<tr>
<td>P2</td>
<td>Z</td>
<td>$200</td>
</tr>
</tbody>
</table>

**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 Percent and Prorate Basis Method

In the target percent and prorate basis method shown below, the source pool amount is multiplied by the target line percentage. The product is multiplied by the target task labor hours divided by all target project labor hours for the target line. The formula is shown below:

\[
\text{(Source Pool Amount } \times \text{ Target Line Percentage)} \times \left(\frac{\text{Target Task Labor Hours}}{\text{All Target Project Labor Hours for the Target Line}}\right)
\]

<table>
<thead>
<tr>
<th>Target Project</th>
<th>Target Task</th>
<th>Target Percent</th>
<th>Allocation Amount (Total = $1,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>A</td>
<td>90%</td>
<td>$300</td>
</tr>
<tr>
<td>P1</td>
<td>B</td>
<td>90%</td>
<td>$300</td>
</tr>
<tr>
<td>P1</td>
<td>C</td>
<td>90%</td>
<td>$300</td>
</tr>
<tr>
<td>P2</td>
<td>Y</td>
<td>10%</td>
<td>$50</td>
</tr>
<tr>
<td>P2</td>
<td>Z</td>
<td>10%</td>
<td>$50</td>
</tr>
</tbody>
</table>

### 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:

\[
\text{Source Pool Amount } \times \left(\frac{\text{Task Labor Hours}}{\text{All Target Project Labor Hours}}\right)
\]
<table>
<thead>
<tr>
<th>Target Project</th>
<th>Target Task</th>
<th>Target Percent</th>
<th>Labor Hours</th>
<th>Allocation Amount (Total = $1,000)</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>A</td>
<td>90</td>
<td>100</td>
<td>$150</td>
</tr>
<tr>
<td>P1</td>
<td>B</td>
<td>90</td>
<td>20</td>
<td>$300</td>
</tr>
<tr>
<td>P1</td>
<td>C</td>
<td>90</td>
<td>300</td>
<td>$450</td>
</tr>
<tr>
<td>P2</td>
<td>Y</td>
<td>10</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>P2</td>
<td>Z</td>
<td>10</td>
<td>50</td>
<td>$100</td>
</tr>
</tbody>
</table>

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.


4. For Allocation Method, select Full or Incremental. The results will be as shown below:

   - **Full**: Allocate only once within the same GL or PA run period (as set up in Step 5, page 3-126)
   - **Incremental**: 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:

**Target Selection**

When you select targets on the Targets window, you can select projects owned by the entity. If you select Legal Entity, Business Group, or All, you must set up your system to use cross charge and intercompany billing.

**Auto Release**

Enable this option if you want to release automatically the transactions generated by the allocation rule. If this option is not enabled, you must release the transactions in a separate step. See: Releasing the Allocation Run, Oracle Project Costing User Guide.

**Allow Duplicate Targets**

(Available only if the rule uses the full allocation method)

Enable this option if you want to be able to allocate an amount to a chargeable task two or more times. **Note:** If you do not allow duplicates, the rule creates one transaction per target project and task, even if an allocation run returns a particular target project and task several times.

(Descriptive flexfield)

Enter the information specified by your system administrator. This descriptive flexfield is set up using an extension. See: Allocation Descriptive Flexfields Extension, Oracle Projects APIs, Client Extensions, and Open Interfaces Reference.

**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:

<table>
<thead>
<tr>
<th>Amount Class</th>
<th>Period Type: PA</th>
<th>Period Type: GL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTD</td>
<td>Yes</td>
<td>Yes</td>
<td>Period-to-Date</td>
</tr>
<tr>
<td>QTD</td>
<td></td>
<td>Yes</td>
<td>Quarter-to-Date</td>
</tr>
<tr>
<td>FYTD</td>
<td></td>
<td>Yes</td>
<td>Year-to-Date</td>
</tr>
<tr>
<td>ITD</td>
<td>Yes</td>
<td></td>
<td>Inception-to-Date</td>
</tr>
</tbody>
</table>

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 Step 2, 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.

---

**Defining the Offset**

Offsets are reversing transactions used to balance the allocation transactions with the source or other project. All projects and tasks to which you apply offsets must be open and chargeable.

Do not specify an offset to the source project if you do not want to change the total amount in the source project.

All offset projects and tasks must be open and chargeable, and in the same operating unit as the source projects.

The rule creates the offset transactions for the offset project and task when you run the PRC: Generate Allocations Transactions process.

To define the offset:

1.  In the Allocation Rule window, choose Offset.

   The Offset window opens.

2.  Select an offset method.

   **Note:** If the source is an Oracle General Ledger account and you want to create offsetting transactions, select the offset method *Use Client Extension for Project and Task* or *Specific Project and Task*. Then you can specify the project and task that you want to receive
the offset transactions. The following table provides a description of each offset method you can select in the Offset window.

<table>
<thead>
<tr>
<th>Offset Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>None (Default)</td>
<td>The PRC: Generate Allocations Transactions process does not create any offset transactions.</td>
</tr>
<tr>
<td>Source Project and Task</td>
<td>The rule creates reversing transactions for the source projects and tasks.</td>
</tr>
<tr>
<td>Source Project, Use Client Extension for Task</td>
<td>The rule creates reversing transactions in specific tasks in the source project. Specify the tasks in the Allocation Offset Tasks client extension.</td>
</tr>
<tr>
<td>Use Client Extension for Project and Task</td>
<td>The rule creates reversing transactions in projects and tasks as specified in the Allocation Offset Projects and Tasks client extension.</td>
</tr>
<tr>
<td>Specific Project and Task</td>
<td>The rule creates reversing transactions in one project and one of its tasks, as specified in the Project and Task fields.</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>To...</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify a rule</td>
<td>Navigate to the appropriate window and enter the changes.</td>
</tr>
<tr>
<td>Delete a rule</td>
<td>Choose Delete Record from the Edit menu.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Field</th>
<th>Full Allocation Rule</th>
<th>Incremental Allocation Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>ADMIN FULL</td>
<td>ADMIN INCR</td>
</tr>
<tr>
<td>Description</td>
<td>Administrative overhead</td>
<td>Administrative overhead</td>
</tr>
<tr>
<td>Effective Dates</td>
<td>[date]</td>
<td>[date]</td>
</tr>
<tr>
<td>Basis Method</td>
<td>Prorate</td>
<td>Prorate</td>
</tr>
<tr>
<td>Allocation Method</td>
<td>Full</td>
<td>Incremental</td>
</tr>
<tr>
<td>Allocation Period Type</td>
<td>GL</td>
<td>GL</td>
</tr>
<tr>
<td>Allocation Transaction Attributes</td>
<td>Finance</td>
<td>Finance</td>
</tr>
<tr>
<td>Expnd Org</td>
<td>Allocation</td>
<td>Allocation</td>
</tr>
<tr>
<td>Expnd Type Class</td>
<td>Finance</td>
<td>Miscellaneous</td>
</tr>
<tr>
<td>Expnd Type</td>
<td>Miscellaneous</td>
<td>Allocation</td>
</tr>
<tr>
<td>Auto Release</td>
<td>[unselected]</td>
<td>[unselected]</td>
</tr>
<tr>
<td>Allow Duplicate Targets</td>
<td>[unselected]</td>
<td>[unselected]</td>
</tr>
</tbody>
</table>

Fremont has business reasons for the way they set certain fields:

- Allocation Period Type is set to GL so that Fremont can perform allocation based on a monthly accounting cycle.
- Auto Release is disabled, at least initially, so that Fremont can review the results of the draft allocation run before releasing it.
- Allow Duplicate Targets is disabled so that Fremont can let the system prevent duplicate targets.

**Source, Target, Offset, and Basis**

The two rules use the same source, target, offset, and basis information.

**Sources.** Fremont collects all administrative costs in a single project, ADMINISTRATION. Fremont uses the amount type Total Raw Costs. The following table shows Fremont’s entries in the Sources window.
Field | Entry
---|---
Allocation Pool % | 100
Fixed Source Amount | [not entered]
GL Amount Class | PTD
Amount Type | Total Raw Cost
Project [in Line 1] | ADMINISTRATION
[Project Org and other columns] | [unused]

**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.

<table>
<thead>
<tr>
<th>Line</th>
<th>Project</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BUILDING</td>
<td>Floors</td>
</tr>
<tr>
<td>2</td>
<td>POWER PLANT</td>
<td>Generator</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basis Category</td>
<td>Actuals</td>
</tr>
<tr>
<td>GL Amount Class</td>
<td>PTD</td>
</tr>
<tr>
<td>Budget Type</td>
<td>[unused]</td>
</tr>
</tbody>
</table>
**Note:** *All three allocation runs described below use the following formula to determine the allocation amount:*

\[
\text{allocation} = \frac{\text{source pool amount} \times \text{raw cost of target task}}{\text{total raw costs of target tasks}}
\]

**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.
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.

<table>
<thead>
<tr>
<th>Target Project</th>
<th>Task</th>
<th>Raw Cost</th>
<th>Formula*</th>
<th>Total Allocation</th>
<th>Previous Allocation</th>
<th>Current Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING</td>
<td>Floors</td>
<td>6000</td>
<td>2000</td>
<td>2400</td>
<td>200</td>
<td>2200</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(10/100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POWER PLANT</td>
<td>Generator</td>
<td>4000</td>
<td>2000</td>
<td>1600</td>
<td>1800</td>
<td>(200)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(90/100)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Target Project</th>
<th>Task</th>
<th>Raw Cost</th>
<th>Formula*</th>
<th>Total Allocation</th>
<th>Previous Allocation</th>
<th>Current Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUILDING</td>
<td>Floors</td>
<td>6000</td>
<td>2000</td>
<td>2400</td>
<td>0</td>
<td>2400</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(10/100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>POWER PLANT</td>
<td>Generator</td>
<td>4000</td>
<td>2000</td>
<td>1600</td>
<td>0</td>
<td>1600</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(90/100)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>10000</td>
<td></td>
<td>4000**</td>
<td>0</td>
<td>4000</td>
</tr>
</tbody>
</table>

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.


   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.

Batch/Rule
Select a GL allocation batch (if GL is installed and integrated) or a Projects allocation rule from the list of values. Items available in the list of values depend on the selection in the Type field.

Contact
(Available only for step-down autoallocations) Select or enter the user ID (or accept the default) for the person to be notified about the status of the process for this rule.

Allocation Method
(For GL batches) Select Incremental or Full. For more information, see: Full and Incremental Allocations, Oracle Project Costing User Guide

(Display only for Project Allocations rules) 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
Implementing Oracle Project Costing

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:

<table>
<thead>
<tr>
<th>Cost Base</th>
<th>Report Order</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>10</td>
<td>Burden Cost</td>
</tr>
<tr>
<td>Material</td>
<td>20</td>
<td>Burden Cost</td>
</tr>
<tr>
<td>Expenses</td>
<td>30</td>
<td>Burden Cost</td>
</tr>
</tbody>
</table>

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

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:

<table>
<thead>
<tr>
<th>Burden Cost Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fringe</td>
<td>Employer paid payroll costs, insurance, and pension</td>
</tr>
<tr>
<td>Overhead</td>
<td>Support staff, equipment rental, supplies, building rent, facilities</td>
</tr>
<tr>
<td>G&amp;G</td>
<td>Corporate expenses like corporate staff and marketing</td>
</tr>
<tr>
<td>Materials Handling</td>
<td>Materials handling costs</td>
</tr>
</tbody>
</table>

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:

**Labor Only Structure**
- Structure Type: Additive
- Structure Usage in Override Schedule: Allowed

**CP Buildup Structure**
- Structure Type: Precedence
- Structure Usage in Override Schedule: Allowed, Default

**Labor Only Structure**
Details of the Labor Only Structure are shown below:
- **Cost Base: Labor**
  - 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:
- **Cost Base: Labor**
  - 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

- **Cost Base: Materials**
  - Burden Cost Codes: Materials Handling (Precedence=25), G&A (Precedence=30)
  - Expenditure Types: Material

- **Cost Base: Expenses**
  - 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:

<table>
<thead>
<tr>
<th>Burden Schedule Name</th>
<th>Description</th>
<th>Structure</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Burden Only</td>
<td>Burden schedule for labor</td>
<td>Labor Only</td>
<td>Firm</td>
</tr>
<tr>
<td></td>
<td>costing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Costing</td>
<td>Burden schedule for internal costing</td>
<td>CP Buildup</td>
<td>Firm</td>
</tr>
<tr>
<td>Cost Plus Billing</td>
<td>Burden schedule for billing</td>
<td>CP Buildup</td>
<td>Provisional</td>
</tr>
</tbody>
</table>

_Labor Burden Only Schedule Revisions_

The following table shows the Labor Burden Only schedule revisions:
Implementing Oracle Project Costing

<table>
<thead>
<tr>
<th>Revision Name</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1993 Multipliers</td>
<td>01-JAN-1993</td>
<td>31-DEC-1993</td>
</tr>
<tr>
<td>1995 Multipliers</td>
<td>01-JAN-1995</td>
<td>(no end date)</td>
</tr>
</tbody>
</table>

The following table shows the multipliers for the Labor Burden Only schedule revisions:

<table>
<thead>
<tr>
<th>Revision Name</th>
<th>Organization</th>
<th>Burden Cost Code</th>
<th>Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1993 Multipliers</td>
<td>Fremont Corporation</td>
<td>Overhead</td>
<td>1.20</td>
</tr>
<tr>
<td>1994 Multipliers</td>
<td>Fremont Corporation</td>
<td>Overhead</td>
<td>1.25</td>
</tr>
<tr>
<td>1995 Multipliers</td>
<td>Fremont Corporation</td>
<td>Overhead</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Burden Cost Code</th>
<th>Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fremont Corporation</td>
<td>Overhead</td>
<td>0.95</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>G&amp;A</td>
<td>0.15</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Fringe</td>
<td>0.30</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Materials Handling</td>
<td>0.08</td>
</tr>
</tbody>
</table>
**Cost Plus Billing Schedule Revision**

The following table shows the Cost Plus Billing schedule revisions:

<table>
<thead>
<tr>
<th>Revision Name</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1994 Prov Multipliers</td>
<td>27-DEC-1993</td>
<td>(no end date)</td>
</tr>
</tbody>
</table>

The following table shows the multipliers for the Cost Plus Billing schedule 1993-1 Prov Multipliers revision:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Burden Cost Code</th>
<th>Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fremont Corporation</td>
<td>Overhead</td>
<td>1.02</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>G&amp;A</td>
<td>0.15</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Fringe</td>
<td>0.35</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Materials Handling</td>
<td>0.05</td>
</tr>
<tr>
<td>Administration</td>
<td>Overhead</td>
<td>1.10</td>
</tr>
</tbody>
</table>

The following table shows the multipliers for the Cost Plus Billing schedule 1993-2 Prov Multipliers revision:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Burden Cost Code</th>
<th>Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fremont Corporation</td>
<td>Overhead</td>
<td>1.10</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>G&amp;A</td>
<td>0.15</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Fringe</td>
<td>0.35</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Materials Handling</td>
<td>0.05</td>
</tr>
</tbody>
</table>
The following table shows the multipliers for the Cost Plus Billing schedule 1994 Prov Multipliers revision:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Burden Cost Code</th>
<th>Multiplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Overhead</td>
<td>1.10</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Overhead</td>
<td>1.00</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>G&amp;A</td>
<td>0.16</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Fringe</td>
<td>0.30</td>
</tr>
<tr>
<td>Fremont Corporation</td>
<td>Materials Handling</td>
<td>0.05</td>
</tr>
<tr>
<td>Administration</td>
<td>Overhead</td>
<td>1.05</td>
</tr>
<tr>
<td>Fremont Engineering</td>
<td>Overhead</td>
<td>0.95</td>
</tr>
<tr>
<td>Fremont Services</td>
<td>Overhead</td>
<td>0.90</td>
</tr>
<tr>
<td>Fremont Construction</td>
<td>Overhead</td>
<td>0.80</td>
</tr>
<tr>
<td>Fremont Construction</td>
<td>Materials Handling</td>
<td>.015</td>
</tr>
</tbody>
</table>

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


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
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


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
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, 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
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

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:

<table>
<thead>
<tr>
<th>Method</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basis</td>
<td>Use the transfer price with no further adjustments.</td>
</tr>
<tr>
<td>Burden Schedule</td>
<td>Specify the name of an existing burden schedule to apply to the basis. See Burden Schedules, page 3-152.</td>
</tr>
<tr>
<td>Bill Rate Schedule</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 rules.

5. Enter the schedule lines, as shown below:

<table>
<thead>
<tr>
<th>Line Num</th>
<th>Enter a number greater than zero to specify the display order for the lines.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider</td>
<td>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</td>
</tr>
<tr>
<td>(Optional) Receiver</td>
<td>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.</td>
</tr>
<tr>
<td>Labor Rule, Non Labor Rule</td>
<td>For Labor Rule, choose a valid transfer type rule with the type Labor for this provider and receiver organization pair. For Non Labor Rule, choose a rule with the type Non Labor. You must specify at least one transfer price rule (labor, non-labor, or both) for each schedule line.</td>
</tr>
<tr>
<td>Apply %</td>
<td>(One Apply % field applies to labor rules, the other to non-labor rules.) 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.</td>
</tr>
<tr>
<td>Transfer Price Amount Type</td>
<td>Select one of the following:</td>
</tr>
<tr>
<td></td>
<td>• Cost Transfer: The schedule line is applied to transactions when the assigned work type has the amount type Cost</td>
</tr>
</tbody>
</table>
• 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Unit</strong></td>
<td>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).</td>
</tr>
<tr>
<td><strong>Legal Entity, Supplier</strong></td>
<td>After you enter an operating unit, Oracle Projects displays the name of the corresponding legal entity and supplier.</td>
</tr>
<tr>
<td><strong>Supplier Site</strong></td>
<td>Enter a supplier site to use for this operating unit.</td>
</tr>
<tr>
<td><strong>Expenditure Type</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Expenditure Org</strong></td>
<td>Enter an organization to use as the expenditure organization for all distribution lines of the internal Payables invoices from this provider operating unit.</td>
</tr>
</tbody>
</table>

3. Save your work.
Implementing Oracle Project Costing

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
Implementing Oracle Project Costing

Implementing Oracle Project Costing

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 6-37.

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 6-82.

Related Topics

Payables Options, Oracle Payables Implementation Guide
Integrating Commitments from External Systems, page 6-82
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 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-46
  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
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.
• Specify whether to automatically approve timecards submitted in Oracle Time & Labor.

• 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.

• 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.
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
5. Accounting for Revenue and Billing, page 4-6

1. Licensing

The following table lists the step required for licensing:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-P1.1</td>
<td>Set the profile option PA: Licensed to Use Project Billing</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-P2.1</td>
<td>Define Receivables System Options</td>
<td>Required</td>
<td>OU</td>
<td>Receivables Manager (Defined in Oracle Receivables)</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Required/Optional</td>
<td>Setup Level</td>
<td>Responsibility</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>PJB-P2.2</td>
<td>Set up tax in Oracle E-Business Tax and assign tax classification codes</td>
<td>Required</td>
<td>OU</td>
<td>Tax Managers</td>
</tr>
<tr>
<td>PJB-P2.3</td>
<td>Define payment terms</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P2.4</td>
<td>Define rate schedules</td>
<td>Optional</td>
<td>OU (based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P2.5</td>
<td>Define invoice formats</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P2.6</td>
<td>Define invoice print method</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P2.7</td>
<td>Define credit types</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P2.8</td>
<td>Define event types</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P2.10</td>
<td>Define percent complete revenue accrual and invoicing options</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJB-P2.11</td>
<td>Set the profile option PA: Maintain Unbilled Receivables and Unearned Revenue Balances</td>
<td>Optional</td>
<td>OU (can vary by OU)</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJB-P2.12</td>
<td>Set the profile option: PA Interface Unreleased Revenue to GL</td>
<td>Optional</td>
<td>OU (can vary by OU)</td>
<td>System Administrator</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Required / Optional</td>
<td>Setup Level</td>
<td>Responsibility</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td>---------------------</td>
<td>-------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>PJB-P2.13</td>
<td>Implement billing extensions</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.14</td>
<td>Implement labor billing extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.15</td>
<td>Implement billing cycle extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.16</td>
<td>Implement retention billing extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.17</td>
<td>Implement automatic invoice approve/release extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.18</td>
<td>Implement the AR transaction type extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.19</td>
<td>Implement the output tax extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.20</td>
<td>Implement revenue-based cost accrual extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P2.21</td>
<td>Implement cost accrual billing extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-P3.1</td>
<td>Define agreement types</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-P3.2</td>
<td>Define agreement templates</td>
<td>Optional</td>
<td>OU</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Implementation Super User</td>
</tr>
<tr>
<td>PJB-P3.3</td>
<td>Enter prepayment receivable activities</td>
<td>Optional</td>
<td>OU</td>
<td>Receivables</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Super User</td>
</tr>
<tr>
<td>PJB-3.4</td>
<td>Implement funding revaluation factor</td>
<td>Optional</td>
<td>Site</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td>extension</td>
<td></td>
<td></td>
<td>Implementation Super User</td>
</tr>
<tr>
<td>PJB-P3.5</td>
<td>Implement Advance extension</td>
<td>Optional</td>
<td>Site</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Implementation Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-P4.1</td>
<td>Define customers</td>
<td>Required</td>
<td>OU</td>
<td>Receivables Manager</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-P5.1</td>
<td>Define custom sources</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.2</td>
<td>Define journal line types</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.3</td>
<td>Define journal entry descriptions</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.4</td>
<td>Define mapping sets</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.5</td>
<td>Define account derivation rules</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.6</td>
<td>Define journal lines definitions</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.7</td>
<td>Assign application accounting definitions to a subledger accounting method</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.8</td>
<td>Assign a subledger accounting method to a ledger</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.10</td>
<td>Update post-accounting program assignments</td>
<td>Optional</td>
<td>Ledger</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

The following table lists the steps required to set up accounting for revenue and billing in Oracle Projects AutoAccounting:
<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-P5.11</td>
<td>Set the profile option PA: Selective Flexfield Segment for AutoAccounting</td>
<td>Required</td>
<td>Site (cannot vary by OU)</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJB-P5.12</td>
<td>Define accounting for labor revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.13</td>
<td>Define accounting for expense report revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.14</td>
<td>Define accounting for usage revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.15</td>
<td>Define accounting for miscellaneous revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.16</td>
<td>Define accounting for burden transaction revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.17</td>
<td>Define accounting for inventory revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.18</td>
<td>Define accounting for work in process revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.19</td>
<td>Define accounting for supplier invoice revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.20</td>
<td>Define accounting for event revenue</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>
**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

---

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-P5.21</td>
<td>Define accounting for unbilled receivables, unearned revenue, and receivables</td>
<td>Required</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.22</td>
<td>Define accounting for realized gains</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.23</td>
<td>Define accounting for realized losses</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.24</td>
<td>Define accounting for interproject transactions</td>
<td>Optional</td>
<td>OU (AutoAccounting, based on PJF)</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.25</td>
<td>Define invoice rounding account</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-P5.26</td>
<td>Define accounting for invoice write-offs</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

---

**Note:** For details about setting up AutoAccounting for revenue and billing, see Accounting for Revenue and Billing, page 4-55.
1. Inter-Project Billing

The following table lists the steps required for inter-project billing:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-F1.1</td>
<td>Define additional expenditure types, agreement types, billing cycles, invoice formats, and supplier types for inter-project billing</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-F1.2</td>
<td>Define an internal supplier for the provider operating unit (global setup)</td>
<td>Required</td>
<td>OU</td>
<td>Purchasing Super User, Payables Manager Defined in Oracle Payables or Oracle Purchasing</td>
</tr>
<tr>
<td>PJB-F1.3</td>
<td>Define an internal customer for the receiver operating unit (global setup)</td>
<td>Required</td>
<td>OU</td>
<td>Receivables Manager</td>
</tr>
<tr>
<td>PJB-F1.4</td>
<td>Define supplier sites for internal suppliers (for each receiver operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Purchasing Super User, Payables Manager Defined in Oracle Payables or Oracle Purchasing</td>
</tr>
<tr>
<td>PJB-F1.5</td>
<td>Define bill to and ship to sites for internal customer (for each provider operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Receivables Manager</td>
</tr>
<tr>
<td>PJB-F1.6</td>
<td>Define internal billing implementation options (for each operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-F1.7</td>
<td>Define provider and receiver controls (for each operating unit)</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-F1.8</td>
<td>In Oracle E-Business Tax, set up tax for internal Oracle Receivables invoices and configure for each provider operating unit</td>
<td>Required</td>
<td>OU</td>
<td>Tax Managers</td>
</tr>
</tbody>
</table>
### 1. Payables Setup

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-F1.9</td>
<td>In Oracle E-Business Tax, set up tax for internal Oracle Payables invoices and configure for each receiver operating unit</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-F1.10</td>
<td>Define provider and receiver projects</td>
<td>Required</td>
<td>OU</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJB-F1.11</td>
<td>Define the Supplier Invoice Charge Account for internal invoicing</td>
<td>Required</td>
<td>OU</td>
<td>Workflow Builder</td>
</tr>
<tr>
<td>PJB-F1.12</td>
<td>Implement Payables Open Interface Workflow</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-F1.13</td>
<td>Implement Inter-Project Billing extensions</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-F2.1</td>
<td>Define billing implementation options</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-2.2</td>
<td>Define retention invoice format</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJB-2.3</td>
<td>Define accounting for unbilled retention</td>
<td>Optional</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

*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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJB-F3.1</td>
<td>Install and implement Oracle Receivables</td>
<td>Required</td>
<td>OU</td>
<td>Receivables Manager defined in Oracle Receivables</td>
</tr>
<tr>
<td>PJB-F3.2</td>
<td>Define transaction types</td>
<td>Required</td>
<td>OU</td>
<td>Receivables Manager defined in Oracle Receivables</td>
</tr>
<tr>
<td>PJB-F3.3</td>
<td>Set profile options for project invoices</td>
<td>Required</td>
<td>OU</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJB-F3.4</td>
<td>Define Automatic Accounting in Receivables</td>
<td>Optional</td>
<td>OU</td>
<td>Receivables Manager defined in Oracle Receivables</td>
</tr>
<tr>
<td>PJB-F3.5</td>
<td>Define salespersons for sales credit</td>
<td>Optional</td>
<td>OU</td>
<td>Receivables Manager defined in Oracle Receivables</td>
</tr>
<tr>
<td>PJB-F3.6</td>
<td>Implement Receivables installation override</td>
<td>Optional</td>
<td>Site</td>
<td>Receivables Manager</td>
</tr>
</tbody>
</table>

**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.


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
Implementing Oracle Project Billing

• 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, use the Integration SOA Gateway responsibility to access the Oracle Integration Repository and navigate to the Projects Suite to find the Output Tax Client Extension.

**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 AutoInvoice 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:

<table>
<thead>
<tr>
<th>Bill Rate Schedule Attributes:</th>
<th>Standard Schedule</th>
<th>Hazardous Work Schedule</th>
<th>Block Rates Schedule</th>
<th>Standard Non-Labor Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization:</td>
<td>Fremont Corporation</td>
<td>Environmental</td>
<td>Fremont Construction</td>
<td>Fremont Corporation</td>
</tr>
<tr>
<td>Schedule Name:</td>
<td>Standard</td>
<td>Hazardous Work</td>
<td>Block Rates</td>
<td>Standard Non-Labor</td>
</tr>
<tr>
<td>Description:</td>
<td>Corporate standard bill rates</td>
<td>Hazardous area bill rates</td>
<td>Construction block rate schedule</td>
<td>Corporate standard non-labor schedule</td>
</tr>
<tr>
<td>Schedule Type:</td>
<td>Employee</td>
<td>Employee</td>
<td>Job</td>
<td>Non-Labor</td>
</tr>
<tr>
<td>Job Group:</td>
<td></td>
<td></td>
<td>Engineering</td>
<td></td>
</tr>
</tbody>
</table>

The following table shows the bill rates defined under the Standard and Hazardous Work bill rate schedules:

<table>
<thead>
<tr>
<th>Rate Schedule</th>
<th>Employee</th>
<th>Bill Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>James Robinson</td>
<td>120/hr</td>
</tr>
<tr>
<td>Standard</td>
<td>Donald Gray</td>
<td>140/hr</td>
</tr>
<tr>
<td>Standard</td>
<td>Amy Marlin</td>
<td>130/hr</td>
</tr>
<tr>
<td>Hazardous Work</td>
<td>James Robinson</td>
<td>170/hr</td>
</tr>
<tr>
<td>Hazardous Work</td>
<td>Donald Gray</td>
<td>190/hr</td>
</tr>
</tbody>
</table>

In addition, the following bill rates are defined for jobs under the Block Rates schedule:

<table>
<thead>
<tr>
<th>Job</th>
<th>Bill Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Engineer</td>
<td>140/hr</td>
</tr>
</tbody>
</table>
The following table shows the bill rates and markup percentages assigned to each expenditure type under the Standard Non-Labor bill rate schedule:

<table>
<thead>
<tr>
<th>Expenditure Type</th>
<th>Resource</th>
<th>Bill Rate</th>
<th>Markup Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Travel</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Automobile Rental</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Personal Auto Use</td>
<td></td>
<td>0.26/mi</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other Expense</td>
<td></td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Computer Services</td>
<td>VAX 9000</td>
<td>40/hr</td>
<td></td>
</tr>
<tr>
<td>Computer Services</td>
<td>HQ1 Seq</td>
<td>30/hr</td>
<td></td>
</tr>
<tr>
<td>Computer Services</td>
<td>Sparc</td>
<td>15/hr</td>
<td></td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>Resource</td>
<td>Bill Rate</td>
<td>Markup Percentage</td>
</tr>
<tr>
<td>------------------</td>
<td>----------</td>
<td>-----------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Vehicle</td>
<td></td>
<td>90/day</td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td>Van</td>
<td>70/day</td>
<td></td>
</tr>
<tr>
<td>Field Equipment</td>
<td></td>
<td>8/hr</td>
<td></td>
</tr>
<tr>
<td>Other Asset</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Consulting</td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td>40</td>
</tr>
<tr>
<td>Other Invoice</td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td>10</td>
</tr>
</tbody>
</table>

**Related Topics**

Standard Rate Schedules Listing, *Oracle Projects Fundamentals*

**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 Freemont are shown in the following table:

<table>
<thead>
<tr>
<th>Invoice Format Name</th>
<th>Format Type</th>
<th>Grouping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td>Labor</td>
<td>job</td>
</tr>
<tr>
<td>Employee</td>
<td>Labor</td>
<td>Employee</td>
</tr>
<tr>
<td>Job by Task</td>
<td>Labor</td>
<td>Top Task, Job</td>
</tr>
<tr>
<td>Invoice Format Name</td>
<td>Format Type</td>
<td>Grouping</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-----------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>Non-Labor</td>
<td>Expenditure Type</td>
</tr>
<tr>
<td>Expenditure Type by Task</td>
<td>Non-Labor</td>
<td>Top Task, Expenditure Type</td>
</tr>
<tr>
<td>Retention Percentage</td>
<td>Retention</td>
<td>Retention</td>
</tr>
<tr>
<td>Retention Billing</td>
<td>Retention Billing</td>
<td>Retention Billing</td>
</tr>
</tbody>
</table>

### Job Invoice Format Details

The details of the Job invoice format are shown in the following table:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Field Name</th>
<th>Text</th>
<th>Right Justify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>Job</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>35</td>
<td>50</td>
<td>Total Hours</td>
<td>(blank)</td>
<td>Enabled</td>
</tr>
<tr>
<td>52</td>
<td>57</td>
<td>Text</td>
<td>Hours</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

### Employee Invoice Format Details

The details of the Employee invoice format are shown in the following table:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Field Name</th>
<th>Text</th>
<th>Right Justify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>Employee Full Name</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>40</td>
<td>50</td>
<td>Billing Title</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>55</td>
<td>70</td>
<td>Total Hours</td>
<td>(blank)</td>
<td>Enabled</td>
</tr>
<tr>
<td>72</td>
<td>77</td>
<td>Text</td>
<td>Hours</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

### Job by Task Invoice Format Details

The details of the Job by Task invoice format are shown in the following table:
## Start End Field Name Text Right Justify

| 1   | 25 | Top Task Name | (blank) | Disabled |
| 30  | 40 | Job           | (blank) | Disabled |
| 45  | 60 | Total Hours   | (blank) | Enabled  |
| 62  | 67 | Text          | Hours   | Disabled |

### Expenditure Type Invoice Format Details

The details of the Expenditure Type invoice format are shown in the following table:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Field Name</th>
<th>Text</th>
<th>Right Justify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>Expenditure</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>35</td>
<td>40</td>
<td>Total Amount</td>
<td>(blank)</td>
<td>Enabled</td>
</tr>
<tr>
<td>42</td>
<td>50</td>
<td>Units</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

### Expenditure Type by Task Invoice Format Details

The details of the Expenditure Type by Task invoice format are shown in the following table:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Field Name</th>
<th>Text</th>
<th>Right Justify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>Top Task Name</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>35</td>
<td>50</td>
<td>Expenditure Type</td>
<td>(blank)</td>
<td>Enabled</td>
</tr>
<tr>
<td>55</td>
<td>60</td>
<td>Non-Labor Resource</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>62</td>
<td>67</td>
<td>Total Amount</td>
<td>(blank)</td>
<td>Enabled</td>
</tr>
<tr>
<td>70</td>
<td>75</td>
<td>Units</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
</tbody>
</table>
Retention Invoice Format Details

The details of the Retention Invoice format are shown in the following table:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Field Name</th>
<th>Text</th>
<th>Right Justify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50</td>
<td>Withholding Term</td>
<td>(blank)</td>
<td>Enabled</td>
</tr>
<tr>
<td>55</td>
<td>70</td>
<td>Withholding Basis Amount</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>72</td>
<td>80</td>
<td>Withholding Percentage / Amount</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>85</td>
<td>90</td>
<td>Invoice Processing Currency</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>95</td>
<td>115</td>
<td>Text</td>
<td>Retention Line</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

Retention Billing Format Details

The details of the Retention Billing invoice format are shown in the following table:

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
<th>Field Name</th>
<th>Text</th>
<th>Right Justify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>Retention Billing Method</td>
<td>(blank)</td>
<td>Enabled</td>
</tr>
<tr>
<td>35</td>
<td>50</td>
<td>Method Value</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>55</td>
<td>70</td>
<td>Total Withheld Amount</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>75</td>
<td>90</td>
<td>Retention Billing Amount</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>95</td>
<td>100</td>
<td>Retention Billing Percentage</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
<tr>
<td>105</td>
<td>110</td>
<td>Invoice Processing Currency</td>
<td>(blank)</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

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 Projects form using any of the formats defined during implementation.

When you generate invoices for the project, the Generate Draft Invoice process looks to the project to determine which format to use when grouping expenditure items on an invoice.

Processing Invoice Lines Using Invoice Formats

The Generate Draft Invoice process performs the following steps to create invoice lines:

- Selects eligible expenditure items for invoicing
- Groups selected expenditure items according to the grouping defined for a project’s invoice format
- Selects expenditure item information and adds text objects to produce final invoice lines as determined by the invoice format detail on the project invoice format.

Figure 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

**Retention Invoice Format**

- Grouping: Retention
- Invoice Detail: Retention Percentage, % Retention

**Sample Invoice Line Items**

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Item Description</th>
<th>Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Carlisle, Jeff Senior Consultant 45.0 Hrs @$ 180.00</td>
<td>8100.00</td>
</tr>
</tbody>
</table>

The following table describes the sample invoice line items created.
<table>
<thead>
<tr>
<th>Item Type</th>
<th>Item Description</th>
<th>Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Connors, Zach Staff Consultant 12.5 Hrs@$ 100.00</td>
<td>1250.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Marlin, Amy Principal Consultant 20.0 Hrs@$ 200.00</td>
<td>4000.00</td>
</tr>
<tr>
<td>Non-Labor</td>
<td>Computer Services 54.0 Hours</td>
<td>540.00</td>
</tr>
<tr>
<td>Retention</td>
<td>10% Retention</td>
<td>-1389.00</td>
</tr>
<tr>
<td></td>
<td>Total Amount</td>
<td>12501.00</td>
</tr>
</tbody>
</table>

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 Details:** Site: Work Site City

#### Non-Labor Invoice Format

- **Grouping:** Work Site, Category, Type
- **Invoice Details:** Site: Work Site City

### Sample Invoice Line Items

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Item Description</th>
<th>Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>Site: Pittsburgh Services Level: Principal Draftsman Hours: 16.5</td>
<td>3712.50</td>
</tr>
<tr>
<td>Labor</td>
<td>Site: Pittsburgh Services Level: Staff Consultant Hours: 10.5</td>
<td>1417.50</td>
</tr>
<tr>
<td>Labor</td>
<td>Site: Salt Lake City Services Level: Staff Consultant Hours: 8.5</td>
<td>1080.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Site: San Francisco Services Level: Senior Engineer Hours: 22.0</td>
<td>3850.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Site: San Francisco Services Level: Staff Consultant Hours: 13.0</td>
<td>1755.00</td>
</tr>
<tr>
<td>Labor</td>
<td>Site: San Francisco Services Level: Principal Draftsman Hours: 18.0</td>
<td>4050.00</td>
</tr>
<tr>
<td>Non-Labor</td>
<td>Site: Salt Lake City Computer Services PC 1.00 Hours</td>
<td>10.00</td>
</tr>
</tbody>
</table>

The following table describes the sample invoice line items created.
<table>
<thead>
<tr>
<th>Item Type</th>
<th>Item Description</th>
<th>Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Labor</td>
<td>Site: San Francisco Computer Services 386 Laptop 2.00 Hours</td>
<td>30.00</td>
</tr>
<tr>
<td>Non-Labor</td>
<td>Site: San Francisco Computer Services PC 8.00 Hours</td>
<td>80.00</td>
</tr>
<tr>
<td>Non-Labor</td>
<td>Site: San Francisco Computer Services Sparc 6.50 Hours</td>
<td>325.00</td>
</tr>
<tr>
<td></td>
<td>Total Amount</td>
<td>16310.00</td>
</tr>
</tbody>
</table>

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

Sample invoice Line Items

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Item Description</th>
<th>Bill Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>2.0 Analysis Marlin, Ms. Amy T. 8.0 Hours at the hourly rate of $135.00</td>
<td>1080.00</td>
</tr>
<tr>
<td>Labor</td>
<td>2.0 Analysis Robinson, Mr. James A. 10.5 Hours at the hourly rate of $175.00</td>
<td>1837.50</td>
</tr>
<tr>
<td>Labor</td>
<td>3.0 Design Connors, Mr. Zach 16.5 Hours at the hourly rate of $135.00</td>
<td>2160.00</td>
</tr>
<tr>
<td>Labor</td>
<td>3.0 Design Robinson, Mr. James A. 18.0 Hours at the hourly rate of $175.00</td>
<td>3150.00</td>
</tr>
<tr>
<td>Non-Labor</td>
<td>2.0 Analysis - - Expenses</td>
<td>325.00</td>
</tr>
<tr>
<td>Non-Labor</td>
<td>3.0 Design - - Expenses</td>
<td>687.00</td>
</tr>
<tr>
<td></td>
<td>Total Amount</td>
<td>9239.50</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Credit Type Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Credit</td>
<td>Credit for generating leads</td>
</tr>
</tbody>
</table>
**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 a 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.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Revenue Effect</th>
<th>Billing Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic</td>
<td>Depends on billing extension definition</td>
<td>Depends on billing extension definition</td>
</tr>
<tr>
<td>Deferred Revenue</td>
<td>No effect</td>
<td>Bill for amount of event</td>
</tr>
<tr>
<td>Invoice Reduction</td>
<td>No effect</td>
<td>Reduce a bill by amount of event</td>
</tr>
<tr>
<td>Manual</td>
<td>Accrue amount of event</td>
<td>Bill for amount of event</td>
</tr>
<tr>
<td>Scheduled Payment</td>
<td>No effect</td>
<td>Bill for amount of event, FIFO</td>
</tr>
<tr>
<td>Write-Off</td>
<td>Reduce by amount of event</td>
<td>No effect</td>
</tr>
<tr>
<td>Realized Gains</td>
<td>Increase by amount of event</td>
<td>No effect</td>
</tr>
<tr>
<td>Realized Losses</td>
<td>Decrease by amount of event</td>
<td>No effect</td>
</tr>
</tbody>
</table>

**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:
### 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:

\[
\text{Cost Accrual Amount} = (\text{AR}/\text{BR} \times \text{BC}) - \text{CS}
\]

**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

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Description</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Accrual</td>
<td>Cost Accrual Account</td>
<td>Automatic</td>
</tr>
<tr>
<td>Cost Accrual Contra</td>
<td>Cost Accrual Contra Account</td>
<td>Automatic</td>
</tr>
<tr>
<td>Cost WIP</td>
<td>Cost WIP Account (for reversing entries)</td>
<td>Automatic</td>
</tr>
</tbody>
</table>

### 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:

```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
  - 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
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:

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost WIP</td>
<td>1280</td>
</tr>
<tr>
<td>Cost Accrual</td>
<td>128</td>
</tr>
<tr>
<td>Cost Accrual Contra</td>
<td>1286</td>
</tr>
</tbody>
</table>

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 6-73.

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*.
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
<th>Terms Default</th>
<th>Revenue / Invoice Limit Default</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>Customer Purchase Order</td>
<td>30 Net</td>
<td>Enabled</td>
</tr>
<tr>
<td>Change Order</td>
<td>Change to a Purchase Order</td>
<td>30 Net</td>
<td>Enabled</td>
</tr>
<tr>
<td>Retainer Letter</td>
<td>Retainer Letter</td>
<td>30 Net</td>
<td>Disabled</td>
</tr>
<tr>
<td>Service Agreement</td>
<td>Service Agreement</td>
<td>30 Net</td>
<td>Disabled</td>
</tr>
<tr>
<td>Verbal Agreement</td>
<td>Non-Written Agreement</td>
<td>30 Net</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>City of San Francisco</th>
<th>Customer Number: 1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill To Address: City Hall, San Francisco, CA 94112, U.S.</td>
<td></td>
</tr>
<tr>
<td>Bill: Yes</td>
<td></td>
</tr>
<tr>
<td>Ship: Yes</td>
<td></td>
</tr>
<tr>
<td>Market: Yes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Port of Oakland</th>
<th>Customer Number: 1001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill To Address: 10 E. Seaside, Oakland, CA 94130, U.S.</td>
<td></td>
</tr>
<tr>
<td>Bill: Yes</td>
<td></td>
</tr>
<tr>
<td>Ship: Yes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Bay Group</th>
<th>Customer Number: 1004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill To Address: 120 Spear Street, San Francisco, CA 94120, U.S.</td>
<td></td>
</tr>
<tr>
<td>Bill: Yes</td>
<td></td>
</tr>
<tr>
<td>Ship: Yes</td>
<td></td>
</tr>
<tr>
<td>Market: Yes</td>
<td></td>
</tr>
<tr>
<td>Ship To Address: Hunter’s Point, South San Francisco, CA 91468, U.S.</td>
<td></td>
</tr>
</tbody>
</table>
Implementing Oracle Project Billing

The following table shows the Address Contacts for Fremont’s new customers:

<table>
<thead>
<tr>
<th>Customer Name</th>
<th>Contact Last Name</th>
<th>First</th>
<th>Title</th>
<th>Job Title</th>
<th>Bill</th>
<th>Ship</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of San Francisco</td>
<td>Lasky</td>
<td>John</td>
<td>Mr.</td>
<td>AP Supervisor</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Port of Oakland</td>
<td>Winston</td>
<td>Ed</td>
<td>Mr.</td>
<td>AP Supervisor</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>The Bay Group (Bill to Address contact)</td>
<td>Davies</td>
<td>J.</td>
<td>Mr.</td>
<td>AP Supervisor</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Journal Line Type</th>
<th>AutoAccounting Function</th>
<th>AutoAccounting Function Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burden Cost Revenue</td>
<td>Burden Cost Revenue Account</td>
<td>All function transactions for the Burden Cost Revenue Account function</td>
</tr>
<tr>
<td>Event Revenue</td>
<td>Event Revenue Account</td>
<td>Revenue Write-On Events</td>
</tr>
<tr>
<td>Event Write-Off Revenue</td>
<td>Event Revenue Account</td>
<td>Revenue Write-Off Events</td>
</tr>
<tr>
<td>Expense Report Revenue</td>
<td>Expense Report Revenue Account</td>
<td>All function transactions for the Expense Report Revenue Account function</td>
</tr>
<tr>
<td>Inventory Revenue</td>
<td>Inventory Revenue Account</td>
<td>All function transactions for the Inventory Revenue Account function</td>
</tr>
<tr>
<td>Labor Revenue</td>
<td>Labor Revenue Account</td>
<td>All function transactions for the Labor Revenue Account function</td>
</tr>
<tr>
<td>Miscellaneous Transaction Revenue</td>
<td>Misc Trans Revenue Acct</td>
<td>All function transactions for the Misc Trans Revenue Account function</td>
</tr>
<tr>
<td>Supplier Invoice Revenue</td>
<td>Supplier Invoice Revenue Accounts</td>
<td>Unbilled Receivable Account</td>
</tr>
<tr>
<td>Unearned Revenue</td>
<td>Revenue and Invoice Accounts</td>
<td>Unearned Revenue Account</td>
</tr>
<tr>
<td>Realized Gains</td>
<td>Revenue and Invoice Accounts</td>
<td>Realized Gains Account</td>
</tr>
<tr>
<td>Realized Losses</td>
<td>Revenue and Invoice Accounts</td>
<td>Realized Losses Account</td>
</tr>
<tr>
<td>Journal Line Type</td>
<td>AutoAccounting Function</td>
<td>AutoAccounting Function Transaction</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Usage Revenue</td>
<td>Usage Revenue Account</td>
<td>All function transactions for the Usage Revenue Account function</td>
</tr>
<tr>
<td>WIP Revenue</td>
<td>WIP Revenue Account</td>
<td>All function transactions for the WIP Revenue Account function</td>
</tr>
</tbody>
</table>

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.
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:

<table>
<thead>
<tr>
<th>Name of Rule</th>
<th>Description</th>
<th>Intermediate Value Source</th>
<th>Parameter Name or Constant Value</th>
<th>Segment Value Source</th>
<th>Lookup Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Fee Revenue</td>
<td>Private Professional Fee Revenue</td>
<td>Constant</td>
<td>4100</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
<tr>
<td>Public Fee Revenue</td>
<td>Public Professional Fee Revenue</td>
<td>Constant</td>
<td>4101</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Transaction Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Revenue Account</td>
<td>Private Labor Revenue</td>
</tr>
<tr>
<td>Labor Revenue Account</td>
<td>Public Labor Revenue</td>
</tr>
</tbody>
</table>

The segment rule pairings for these transactions are shown in the following table:

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Labor Revenue</td>
<td>0</td>
<td>Company</td>
<td>Employee Company</td>
</tr>
<tr>
<td>Private Labor Revenue</td>
<td>1</td>
<td>Cost Center</td>
<td>Employee Cost Center</td>
</tr>
<tr>
<td>Private Labor Revenue</td>
<td>2</td>
<td>Account</td>
<td>Private Fee Revenue</td>
</tr>
</tbody>
</table>
### 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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Expense Report Revenue</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Lookup Set Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Usage to Revenue</td>
<td>Map the expenditure type for usage items to the appropriate revenue account</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Intermediate Value (Expenditure Type)</th>
<th>Segment Value (Account Code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Services</td>
<td>4200</td>
</tr>
<tr>
<td>Vehicle</td>
<td>4201</td>
</tr>
<tr>
<td>Field Equipment</td>
<td>4201</td>
</tr>
<tr>
<td>Other Asset</td>
<td>4202</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Resource Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Resource Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Usage Revenue</td>
</tr>
</tbody>
</table>

**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.
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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Subcontractor Revenue</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Name of Rule</th>
<th>Description</th>
<th>Intermediate Value Source</th>
<th>Parameter Name or Constant Value</th>
<th>Segment Value Source</th>
<th>Lookup Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write-Off</td>
<td>Revenue write-off expense account</td>
<td>Constant</td>
<td>5500</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
<tr>
<td>Bonus</td>
<td>Performance and other bonus revenue account</td>
<td>Constant</td>
<td>4500</td>
<td>Intermediate Value</td>
<td>NA</td>
</tr>
</tbody>
</table>

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:
The segment rule pairings for these transactions are shown in the following table:

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue Write-Off Event</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>Revenue Write-Off Event</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>Revenue Write-On</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>Write-On</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>Write-On</td>
<td>Account Bonus</td>
<td>Bonus</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Unbilled Receivables</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Accounts Receivable</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Unearned Revenue</td>
</tr>
</tbody>
</table>
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: Revaluate Funding for a Single Project or PRC: Revaluate 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:
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: Revaluate Funding for a Single Project or PRC: Revaluate 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.
Implementing Oracle Project Billing

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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Realized Losses</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Invoice Rounding</td>
</tr>
</tbody>
</table>
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.
Implementing Oracle Project Billing

Conversion 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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.22</td>
<td>0.02</td>
<td>0.02</td>
<td>0.20</td>
<td>0.02</td>
<td>0.22</td>
</tr>
<tr>
<td>2</td>
<td>0.22</td>
<td>0.02</td>
<td>0.02</td>
<td>0.20</td>
<td>0.02</td>
<td>0.22</td>
</tr>
<tr>
<td>3</td>
<td>0.22</td>
<td>0.02 + 0.01</td>
<td>0.03</td>
<td>0.30</td>
<td>(0.08)</td>
<td>0.22</td>
</tr>
<tr>
<td>Total</td>
<td>0.66</td>
<td>0.07</td>
<td>0.07</td>
<td>0.70</td>
<td>(0.04)</td>
<td>0.66</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Invoice Accounting Line</th>
<th>(1) Oracle Projects: Project Functional Currency</th>
<th>(2) Oracle Projects: Invoice Currency: Conversion Rate = 0.01</th>
<th>(3) Oracle Receivables: Invoice Currency</th>
<th>(4) Oracle Receivables: Functional Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.22</td>
<td>0.02</td>
<td>0.02</td>
<td>0.20</td>
</tr>
<tr>
<td>Line 1 UBR</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 1 Rounding</td>
<td>0.02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 2 UBR</td>
<td>0.11</td>
<td>0.01</td>
<td>0.01</td>
<td>0.10</td>
</tr>
<tr>
<td>Line 2 UER</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 2 Rounding</td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line 3 UER</td>
<td>0.22</td>
<td>0.02 + 0.01</td>
<td>0.03</td>
<td>0.30</td>
</tr>
<tr>
<td>Line 3 Rounding</td>
<td>0.00</td>
<td></td>
<td></td>
<td>(0.08)</td>
</tr>
<tr>
<td>Total AR</td>
<td>0.66</td>
<td>0.07</td>
<td>0.07</td>
<td>0.70</td>
</tr>
</tbody>
</table>

The total amounts posted to each account are shown in the following table:

<table>
<thead>
<tr>
<th>Debit/Credit</th>
<th>Account</th>
<th>Invoice Currency</th>
<th>Functional Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit</td>
<td>UBR</td>
<td>0.03</td>
<td>0.33</td>
</tr>
<tr>
<td>Credit</td>
<td>UER</td>
<td>0.04</td>
<td>0.33</td>
</tr>
<tr>
<td>Debit</td>
<td>Receivables</td>
<td>0.07</td>
<td>0.70</td>
</tr>
<tr>
<td>Credit</td>
<td>Rounding</td>
<td>0.00</td>
<td>0.04</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Line 1</td>
<td>-0.22</td>
<td>-0.02</td>
<td>-0.02</td>
<td>-0.20</td>
<td>-0.02</td>
</tr>
<tr>
<td>Invoice Line Number</td>
<td>(1) Oracle Projects: Invoice Currency</td>
<td>(2) Oracle Projects: Invoice Currency: Conversion Rate = 0.01</td>
<td>(3) Oracle Receivables: Invoice Currency</td>
<td>(4) Oracle Receivables: Functional Currency</td>
<td>(5) Correction (Functional Currency)</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------</td>
<td>-------------------------------------------------</td>
<td>------------------------------------------</td>
<td>---------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Line 2</td>
<td>-0.22</td>
<td>-0.02</td>
<td>-0.02</td>
<td>-0.20</td>
<td>-0.02</td>
</tr>
<tr>
<td>Line 3</td>
<td>-0.22</td>
<td>-(0.02 + 0.01)</td>
<td>-0.03</td>
<td>-0.30</td>
<td>0.08</td>
</tr>
<tr>
<td>Total</td>
<td>-0.66</td>
<td>-0.07</td>
<td>-0.07</td>
<td>-0.70</td>
<td>-0.04</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Debit/Credit</th>
<th>Line Number</th>
<th>Account</th>
<th>Invoice Currency</th>
<th>Functional Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td></td>
<td>Receivables</td>
<td>-0.07</td>
<td>-0.70</td>
</tr>
<tr>
<td>Credit</td>
<td>1</td>
<td>Write Off</td>
<td>-0.02</td>
<td>-0.20</td>
</tr>
<tr>
<td>Credit</td>
<td>1</td>
<td>Rounding</td>
<td>0</td>
<td>0.02</td>
</tr>
<tr>
<td>Credit</td>
<td>2</td>
<td>Write Off</td>
<td>-0.02</td>
<td>-0.20</td>
</tr>
<tr>
<td>Credit</td>
<td>2</td>
<td>Write Off</td>
<td>0</td>
<td>-0.02</td>
</tr>
<tr>
<td>Credit</td>
<td>2</td>
<td>Rounding</td>
<td>0</td>
<td>0.02</td>
</tr>
<tr>
<td>Credit</td>
<td>3</td>
<td>Write Off</td>
<td>-0.03</td>
<td>-0.30</td>
</tr>
<tr>
<td>Credit</td>
<td>3</td>
<td>Rounding</td>
<td>0</td>
<td>0.08</td>
</tr>
</tbody>
</table>

The total amounts posted to each account are shown in the following table:
<table>
<thead>
<tr>
<th>Debit/Credit</th>
<th>Account</th>
<th>Invoice Currency</th>
<th>Functional Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Receivables</td>
<td>-0.07</td>
<td>-0.70</td>
</tr>
<tr>
<td>Credit</td>
<td>Write Off</td>
<td>-0.07</td>
<td>-0.66</td>
</tr>
<tr>
<td>Credit</td>
<td>Rounding</td>
<td>0</td>
<td>-0.04</td>
</tr>
</tbody>
</table>

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:
### 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.


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:
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.


**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:
Implementing Oracle Project Billing

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withholding Percentage or Amount</td>
<td>Withholding percentage or withholding amount</td>
</tr>
<tr>
<td>Text</td>
<td>User-defined text</td>
</tr>
<tr>
<td>Withholding Term</td>
<td>The details of the withholding term. These details include:</td>
</tr>
<tr>
<td></td>
<td>For expenditure items: project or top task, expenditure</td>
</tr>
<tr>
<td></td>
<td>category, expenditure type, non-labor resource, and</td>
</tr>
<tr>
<td></td>
<td>effective dates</td>
</tr>
<tr>
<td></td>
<td>For events: project or top task, revenue category, event</td>
</tr>
<tr>
<td></td>
<td>type, and effective dates</td>
</tr>
<tr>
<td>Withholding Basis Amount</td>
<td>Amount of the withholding basis</td>
</tr>
<tr>
<td>Invoice Processing Currency</td>
<td>the invoice processing currency of the withholding basis</td>
</tr>
<tr>
<td></td>
<td>and withholding amount</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retention Billing Method</td>
<td>The retention billing method assigned to the project or top task</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Retention Method Value</td>
<td>The value displayed varies depending on the billing method used, as listed below:</td>
</tr>
<tr>
<td>Total withheld amount</td>
<td>The total amount withheld for the project or top task</td>
</tr>
<tr>
<td>Billing percentage or amount</td>
<td>The billing percentage or amount used to derive the retention billing amount</td>
</tr>
<tr>
<td>Text</td>
<td>User-defined text</td>
</tr>
<tr>
<td>Invoice processing currency</td>
<td>Invoice processing currency of the total withheld amount and billing amount</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Segment Number</th>
<th>Segment Name</th>
<th>Rule Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Company</td>
<td>Project Company</td>
</tr>
<tr>
<td>1</td>
<td>Cost Center</td>
<td>Project Cost Center</td>
</tr>
<tr>
<td>2</td>
<td>Account</td>
<td>Unbilled Retention</td>
</tr>
</tbody>
</table>

**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 predefined 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
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.


3. Define or update the Project/Task Owning Organization Hierarchy to include the relevant Project Invoice Collection organizations. See: Organization Hierarchy, page 2-34.


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
Implementing Oracle Project Billing

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

Implementing Oracle Project Billing   4-97
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:
<table>
<thead>
<tr>
<th>Credit Type Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Credit</td>
<td>Credit for generating leads</td>
</tr>
<tr>
<td>Quota Credit</td>
<td>Credit for acquiring a project</td>
</tr>
</tbody>
</table>

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*. 
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
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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJR-P1.1</td>
<td>Set the profile option PA: Licensed to Use Project Resource Management</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJR-P2.1</td>
<td>Define additional requirement statuses, candidate statuses, assignment approval statuses, and assignment scheduling statuses.</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJR-P2.2</td>
<td>Set the requirement status, candidate status, and assignment status profile options</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJR-P2.3</td>
<td>Define advertisement rules</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
</tbody>
</table>
### 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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJR-P2.4</td>
<td>Define team templates</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJR-P2.5</td>
<td>Define staffing priority codes</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJR-P2.6</td>
<td>Implement assignment approval workflow</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJR-P2.7</td>
<td>Implement assignment approval workflow extensions</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJR-P2.8</td>
<td>Implement candidate notification workflow</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJR-P2.9</td>
<td>Implement candidate notification workflow extension</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For details about the project staffing steps, see Project Staffing, page 5-5.
The following table lists the steps required for organization forecasting for resources:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJR-F1.1</td>
<td>Define forecasting options</td>
<td>Required</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJR-F2.1</td>
<td>Implement Discoverer reporting</td>
<td>Required</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJR-F2.2</td>
<td>Perform Oracle Discoverer</td>
<td>Required</td>
<td>Site</td>
<td></td>
</tr>
</tbody>
</table>

**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
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.

<table>
<thead>
<tr>
<th>System Status</th>
<th>User Status</th>
<th>Description</th>
<th>Suggested Next Allowable Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Open</td>
<td>Available for resource assignments</td>
<td>Filled, Canceled</td>
</tr>
<tr>
<td>Filled</td>
<td>Filled</td>
<td>A resource is assigned</td>
<td>Canceled</td>
</tr>
<tr>
<td>Canceled</td>
<td>Canceled</td>
<td>Canceled</td>
<td>None</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>System Status</th>
<th>User Status</th>
<th>Description</th>
<th>Suggested Next Allowable Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provisional</td>
<td>Provisional</td>
<td>A resource is assigned to the assignment on a provisional basis.</td>
<td>Confirmed, Canceled</td>
</tr>
<tr>
<td>Confirmed</td>
<td>Confirmed</td>
<td>The resource is confirmed and scheduled for the assignment.</td>
<td>Canceled</td>
</tr>
<tr>
<td>Canceled</td>
<td>Canceled</td>
<td>The assignment was canceled.</td>
<td>None</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>System Status</th>
<th>User Status</th>
<th>Description</th>
<th>Suggested Next Allowable Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Review</td>
<td>Pending Review</td>
<td>Nominated for the requirement and ready for review</td>
<td>Suitable, Under Review, Declined, Withdrawn, or Assigned</td>
</tr>
<tr>
<td>System Nomination</td>
<td>System Nomination</td>
<td>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.</td>
<td>Suitable, Under Review, Declined, Withdrawn, or Assigned</td>
</tr>
<tr>
<td>Under Review</td>
<td>Under Review</td>
<td>In the review process</td>
<td>Under Review, Declined, Withdrawn, or Assigned</td>
</tr>
<tr>
<td>Suitable</td>
<td>Suitable</td>
<td>A suitable match for the requirement</td>
<td>Under Review, Declined, Withdrawn, or Assigned</td>
</tr>
<tr>
<td>Declined</td>
<td>Declined</td>
<td>Unsuitable for the requirement (the default status control Requires Change Reason requires the user who declines the candidate to enter a reason)</td>
<td>Suitable or Under Review</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Withdrawn</td>
<td>Withdrawn from consideration</td>
<td>Under Review</td>
</tr>
<tr>
<td>Assigned</td>
<td>Assigned</td>
<td>Assigned to fill the requirement. This status is used only by the workflow process after the candidate has been assigned to fill the requirement.</td>
<td>None</td>
</tr>
</tbody>
</table>

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.
Implementing Oracle Project Resource Management

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:

<table>
<thead>
<tr>
<th>System Status</th>
<th>Description</th>
<th>Next Allowable Statuses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>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.</td>
<td>Submitted</td>
</tr>
<tr>
<td>Submitted</td>
<td>The assignment is submitted for approval. Approval can be sought either manually or by using a workflow process.</td>
<td>Approved or Rejected</td>
</tr>
<tr>
<td>Approved</td>
<td>The assignment is approved and the resource is confirmed.</td>
<td>Requires Resubmission</td>
</tr>
<tr>
<td>Canceled</td>
<td>The assignment is canceled.</td>
<td>None</td>
</tr>
<tr>
<td>Rejected</td>
<td>The assignment is rejected. The user can modify the assignment and resubmit it for approval.</td>
<td>Requires Resubmission</td>
</tr>
<tr>
<td>Requires Resubmission</td>
<td>The approved assignment has been changed and requires a resubmission for approval.</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

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.

Apply 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
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 P-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 9-118.

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 9-91.

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Unit</td>
<td>Select the operating unit for which you are defining forecasting options</td>
</tr>
<tr>
<td>Include Administrative Projects</td>
<td>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.</td>
</tr>
<tr>
<td>Maximum Historical Versions</td>
<td>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.</td>
</tr>
<tr>
<td>Expenditure Type Class</td>
<td>Select the Expenditure Type Class to classify the forecast items.</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>Select the Expenditure Type to apply to all generated forecast items.</td>
</tr>
<tr>
<td>Transfer Price Amount Type</td>
<td>This field is for future use in forecasting functionality.</td>
</tr>
<tr>
<td>Job-Based Cost Rate Schedule</td>
<td>Select the job-based cost rate schedule for assignments.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include in Forecast</td>
<td>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.</td>
</tr>
<tr>
<td>Unassigned Time Project</td>
<td>Enter the name of the project for reporting of unassigned time.</td>
</tr>
<tr>
<td>Expenditure Type Class</td>
<td>Specify the expenditure type class for unassigned time.</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>Enter the expenditure type for unassigned time.</td>
</tr>
</tbody>
</table>

**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.


5. Import the End User Layer EEX File.


7. Refresh Business Areas.


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 ICX 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:

```sql
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:

```sql
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
   - PAOVCRE.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
   ```
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.


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.


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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-P1.1</td>
<td>Set the profile option PA: Licensed to Use Project Management</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F1.1</td>
<td>Enable workplan structure and workplan versioning</td>
<td>Optional</td>
<td>OU</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F1.2</td>
<td>Define additional progress statuses</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F1.3</td>
<td>Define work items</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F1.4</td>
<td>Define workplan change reasons</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F1.5</td>
<td>Set the profile option PA: Task Managers Must Be Project Members</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJT-F1.6</td>
<td>Set the profile option PA: Workplan Tasks Default View</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJT-F1.7</td>
<td>Implement workplan workflow extension</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F2.1</td>
<td>Enable Deliverables on Project Templates</td>
<td>Required</td>
<td>OU</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F2.2</td>
<td>Define a Deliverable Type</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F2.3</td>
<td>Define a deliverable status</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F2.4</td>
<td>Implement Supply Chain Integration</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJT-F2.5</td>
<td>Implement Billing Integration</td>
<td>Optional</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F3.1</td>
<td>Define financial plan types</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F3.2</td>
<td>Create additional period profiles</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F3.3</td>
<td>Create additional spread curves</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Required/Optional</td>
<td>Setup Level</td>
<td>Responsibility</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>PJT-F3.4</td>
<td>Define planning resources</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F3.5</td>
<td>Define resource breakdown structures</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F3.6</td>
<td>Define planning rate schedules</td>
<td>Optional</td>
<td>OU</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F3.7</td>
<td>Define budget change reasons</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F3.8</td>
<td>Implement integration with Microsoft Excel</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F3.9</td>
<td>Define additional budget types</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F3.10</td>
<td>Define additional budget entry methods</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F3.11</td>
<td>Implement budgetary controls</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F3.12</td>
<td>Implement budget integration</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F3.13</td>
<td>Implement integration with the Budget Execution module</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJT-F3.14</td>
<td>Implement client extensions for budgeting and forecasting</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJT-F3.15</td>
<td>Implement workflow for budgeting and forecasting</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F4.1</td>
<td>Define control item classifications</td>
<td>Required</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F4.2</td>
<td>Define control item statuses</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F4.3</td>
<td>Define control item status lists</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F4.4</td>
<td>Define additional control item priorities, level of effort, and source types</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F4.5</td>
<td>Define control item types</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F4.6</td>
<td>Implement control item document numbering extension</td>
<td>Optional</td>
<td>Site</td>
<td>Site</td>
</tr>
<tr>
<td>PJT-F4.7</td>
<td>Implement issue and change workflow extension</td>
<td>Optional</td>
<td>Site</td>
<td>Site</td>
</tr>
</tbody>
</table>

**Note:** For details about the issue and change management steps, see Issue and Change Management, page 6-47.

5. Microsoft Project Integration

The following table lists the step required for Microsoft Project integration:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F5.1</td>
<td>Implement Microsoft Project integration</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F6.1</td>
<td>Define global business intelligence profile options</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJT-F6.2</td>
<td>Set default project performance reporting options</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJT-F6.3</td>
<td>Define project performance reporting setup options</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F6.4</td>
<td>Define custom measures</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F6.5</td>
<td>Define page layouts</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F6.6</td>
<td>Define row sets</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F6.7</td>
<td>Create custom reports</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
</tbody>
</table>

Note: For details about the project performance reporting steps, see Project Performance Reporting, page 6-60.

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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F7.1</td>
<td>Define key performance areas</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>Step</td>
<td>Description</td>
<td>Required/Optional</td>
<td>Setup Level</td>
<td>Responsibility</td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>PJT-F7.2</td>
<td>Define performance statuses and indicators</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F7.3</td>
<td>Define performance rules</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F7.4</td>
<td>Define key performance area scoring rules</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F7.5</td>
<td>Configure e-mail notifications for automated status reports</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Super User</td>
</tr>
<tr>
<td>PJT-F7.6</td>
<td>Schedule generation of exceptions and e-mail notifications, and calculation of scores</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
</tbody>
</table>

**Note:** For details about the performance exceptions reporting steps, see Performance Exceptions Reporting, page 6-96.

### 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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F8.1</td>
<td>Set reporting pack address options</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJT-F8.2</td>
<td>Set reporting pack processing option</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJT-F8.3</td>
<td>Create additional report templates</td>
<td>Optional</td>
<td>Site</td>
<td>XML Publisher Administrator</td>
</tr>
<tr>
<td>PJT-F8.4</td>
<td>Define a reporting pack</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F8.5</td>
<td>Schedule the generation and distribution of reports</td>
<td>Required</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
</tbody>
</table>
**9. Project Status Inquiry (PSI)**

The following table lists the step required for project status inquiry:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F9.1</td>
<td>Define derived columns</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F9.2</td>
<td>Define display columns</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJT-F9.3</td>
<td>Implement commitments from external systems</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJT-F9.4</td>
<td>Implement custom reporting strategy</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJT-F9.5</td>
<td>Implement commitment changes extension</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
<tr>
<td>PJT-F9.6</td>
<td>Implement project status inquiry extension</td>
<td>Optional</td>
<td>Site</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For details about the project status inquiry steps, see Project Status Inquiry, page 6-73.

**10. Project Status Reporting**

The following table lists the steps for project status reporting:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required /Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJT-F10.1</td>
<td>Define additional project status report sections</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJT-F10.2</td>
<td>Define additional project status report page layouts</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
</tbody>
</table>
### 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.


### 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:


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
Defining Workplan Change Reasons

Use workplan change reasons to indicate why you have updated or otherwise changed a workplan. Workplan change reasons serve an informational purpose only. They do not affect the way Oracle Projects processes workplans.

You use the Lookups window to define workplan change reasons.

To define a workplan change reason:

1. Navigate to the Lookups window.

2. Open a new lookup record for a workplan change reason.

3. Enter the following information for the workplan change reason:
   - Code
   - Meaning
   - Description
   - Tag Value (optional: not used by Oracle Projects)
   - Effective Dates

4. Select the Enabled box.

5. Save your work.

For more information on defining and updating lookups, see: Lookups 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...
Implementing Oracle Project Management

• 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:

2. **Create additional period profiles.** See: Period Profiles, page 6-21.
3. **Create additional spread curves.** See: Spread Curves, page 6-25.
6. **Define planning rate schedules.** See: Planning Rate Schedules, page 6-29.
8. **Implement integration with Microsoft Excel.** See: Implementing Integration with Microsoft Excel, page 6-30.
9. **Implement client extensions and workflow for budgeting and forecasting.** See: Implementing Client Extensions and Workflow for Budgeting and Forecasting, page 6-33.

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 6-33.
2. **Define additional budget entry methods.** See: Budget Entry Methods, page 6-34.
5. **Implement budgetary controls.** See: Implementing Budgetary Controls, page 6-37.
7. **Implement client extensions and workflow for budgeting and forecasting.** See: Implementing Client Extensions and Workflow for Budgeting and Forecasting, page 6-33.

### 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.

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of GL Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
</tr>
</tbody>
</table>

- 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.
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.

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of GL Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>11</td>
<td>3</td>
</tr>
<tr>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>12</td>
</tr>
<tr>
<td>14</td>
<td>12</td>
</tr>
</tbody>
</table>
groupings shown in the table for edit of plan amounts for the five-year span of the period profile.

<table>
<thead>
<tr>
<th>Period</th>
<th>Number of GL Periods</th>
<th>Current Planning Period</th>
<th>Period Grouping</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td></td>
<td>July 2002 - June 2003</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td></td>
<td>July 2003 - December 2003</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td></td>
<td>January - March 2004</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
<td></td>
<td>April - June 2004</td>
</tr>
<tr>
<td>5</td>
<td>1</td>
<td></td>
<td>July 2004</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>Yes</td>
<td>August 2004</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td></td>
<td>September 2004</td>
</tr>
<tr>
<td>8</td>
<td>1</td>
<td></td>
<td>October 2004</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td></td>
<td>November 2004</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td></td>
<td>December 2004</td>
</tr>
<tr>
<td>11</td>
<td>3</td>
<td></td>
<td>January - March 2005</td>
</tr>
<tr>
<td>12</td>
<td>3</td>
<td></td>
<td>April - June 2005</td>
</tr>
<tr>
<td>13</td>
<td>12</td>
<td></td>
<td>July 2005 - June 2006</td>
</tr>
<tr>
<td>14</td>
<td>12</td>
<td></td>
<td>July 2006 - June 2007</td>
</tr>
</tbody>
</table>

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 Basis**

The spread basis determines the method used to automatically distribute quantity, cost and revenue amounts among periods. The spread basis can either be Curve or Fiscal Calendar.

When you select Curve as the spread basis, you can select a Spread Curve and use the spread curve method of distributing the quantity, cost, and revenue.

When you select Fiscal Calendar as the spread basis, the project calendar and the number of days in a fiscal period for which the resource is assigned is used to determine the distribution logic.

Oracle Project allows you to change the spread basis at any point of time and see its effect on the distribution.

**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: 18-10-8-10-15-17-8-17-15-8.

- **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 \[\frac{10}{3.5} \times 0.5\].

**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 \(0 + 5 + (0.5 \times 10)\)

- **Period 2**: 40.0, which is the sum of one half of Point 3, plus Points 4 and 5 \((0.5 \times 10) + 15 + 20\)

- **Period 3**: 72.5, which is the sum of Points 6 and 7, plus one half of Point 8, or \((25 + 30 + 0.5 \times 35)\)

- **Period 4**: 102.5, which is the sum of one half of Point 8, plus Points 9 and 10, or \((0.5 \times 35) + 40 + 45\)

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.

---

**Fiscal Calendar**

You can select the fiscal calendar to automatically distribute quantity, cost and revenue amounts across a range of periods. When you select this method, cost is distributed proportionately among the resource planning periods depending on the number of days in each period. The distribution is based on the project calendar and the number of days in a fiscal period for which the resource is assigned.

You cannot modify the calculation logic in this method and you cannot create another spread basis depending on this method.

**Deriving Periodic Allocation Factor**

The allocation factor for a period is derived by dividing the total number of days in the period for which resource is assigned, by the total number of days for which the resource is assigned.

For example, if the resource start date is 21st February 2009 and resource end date is 21st June 2009, and a monthly GL calendar is used in the project, the periodic allocation factor would be as follows:

- For the first period that is February, the allocation factor would be $\frac{8}{121}$, since in February the resource is assigned only for 8 days and the total resource assignment duration is 121 days from 21st February 2009 to 21st June 2009.

- For the second period that is March, the allocation factor would be $\frac{31}{121}$, since the resource is assigned for the entire 31 days and the total resource assignment duration is 121 days from 21st February 2009 to 21st June 2009.
• For the third period that is April, the allocation factor would be 30 / 121, since the resource is assigned for the entire 30 days and the total resource assignment duration is 121 days from 21st February 2009 to 21st June 2009.

• For the fourth period that is May, the allocation factor would be 31 / 121, since the resource is assigned for the entire 31 days and the total resource assignment duration is 121 days from 21st February 2009 to 21st June 2009.

• For the fifth period that is June, the allocation factor would be 21 / 121, since in the resource is assigned only for 21 days and the total resource assignment duration is 121 days from 21st February 2009 to 21st June 2009.

Similarly, for any type of calendar the allocation factor would be calculated for each period depending on the number of days in the period for which the resource is assigned and the total number of days for which the resource is assigned.

Calculating Periodic Distribution
The periodic allocation factor is used to calculate the share of quantity, cost, and revenue amounts for each period. To calculate the share for each period, multiply the periodic allocation factor with the total resource quantity, cost, or revenue.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry Error</td>
<td>Change due to data entry error</td>
</tr>
<tr>
<td>Estimating Error</td>
<td>Error in initial estimating</td>
</tr>
<tr>
<td>Scope Change</td>
<td>Change in project scope</td>
</tr>
<tr>
<td>Burden Multiplier Change</td>
<td>Change in burden multipliers</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Budget Type Name</th>
<th>Amount Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forecast at Completion</td>
<td>Cost Budget</td>
</tr>
</tbody>
</table>

**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
Implementing Oracle Project Management

- 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:

<table>
<thead>
<tr>
<th>Budget Entry Method Name</th>
<th>Entry Level</th>
<th>Categorized by Resource</th>
<th>Time Phased By</th>
<th>Cost Entry Fields</th>
<th>Revenue Entry Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lowest Task by PA Period</td>
<td>Lowest Task</td>
<td>Yes</td>
<td>PA Period</td>
<td>Quantity, Raw Cost, Burdened Cost</td>
<td>Revenue</td>
</tr>
<tr>
<td>Top Task by PA Period</td>
<td>Top Task</td>
<td>Yes</td>
<td>PA Period</td>
<td>Quantity, Raw Cost, Burdened Cost</td>
<td>Revenue</td>
</tr>
<tr>
<td>Project by PA Period</td>
<td>Project</td>
<td>Yes</td>
<td>GL Period</td>
<td>Quantity, Raw Cost, Burdened Cost</td>
<td>None</td>
</tr>
<tr>
<td>Project at Completion</td>
<td>Project</td>
<td>No</td>
<td>None</td>
<td>Quantity, Raw Cost, Burdened Cost</td>
<td>Revenue</td>
</tr>
<tr>
<td>Top Task at Completion</td>
<td>Top Task</td>
<td>No</td>
<td>None</td>
<td>Quantity, Raw Cost, Burdened Cost</td>
<td>Revenue</td>
</tr>
</tbody>
</table>
## 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 6-37.
2. Define default budgetary control levels and the default budgetary control time interval, page 6-38.
3. Enter an initial budget and create a baseline version, page 6-41.
4. Adjust default control levels for your budget line details, page 6-41.
5. Enable budgetary controls and encumbrance accounting, page 6-42.

### 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.


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.


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 6-41.

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. Allow Override at Project Level. Check this box if you want to allow users to modify the settings at the project level.

2. Budget Type. Select a project cost budget type.

3. Control Flag. Leave blank.


5. Non-Project Budget. Leave blank.

6. Levels. Select a default control level for each budget level.

7. 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 6-45.

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.


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 6-45.

**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.

<table>
<thead>
<tr>
<th>Resource Group</th>
<th>Resource</th>
<th>Control Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suppliers</td>
<td>Capp Consulting</td>
<td>Absolute</td>
</tr>
<tr>
<td></td>
<td>Consolidated Construction</td>
<td>Absolute</td>
</tr>
<tr>
<td></td>
<td>Turner Enterprises</td>
<td>None</td>
</tr>
<tr>
<td>Employees</td>
<td>Marlin, Ms. Amy</td>
<td>Advisory</td>
</tr>
<tr>
<td></td>
<td>Gray Mr. Dick</td>
<td>Absolute</td>
</tr>
</tbody>
</table>

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 9-40.

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.

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 9-52

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, Oracle Project Management User Guide.

**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 6-37.

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.
5. Define integration details and defaults for project types, project templates, and projects.


**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. **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.

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. For Bottom-Up Budgeting, all other budgetary control fields must be blank.


**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
defining 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.


Defining Top-Down Budget Integration for Project Templates and Projects:

To define top-down budget integration for a project template or project:

1. **Budget Type.** Select a project cost budget type to be integrated.

2. **Balance Type.** Select Encumbrance.

3. **Non-Project Budget.** Select General Ledger Funding Budget.

4. **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.

5. **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 Interfaces Reference*


**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.

You can plan financial changes to a project budget by estimating changes in planned cost and revenue transactions, which are summarized as budget impacts.

Oracle Projects uses control items to implement issues, change requests, and change orders. To implement Issue Management or Change Management, perform the following tasks:

2. Create control item types. A control item type provides a template for defining a
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 6-49.

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 6-52.

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 6-54, 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 6-54.

**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:

<table>
<thead>
<tr>
<th>Status Control</th>
<th>Draft</th>
<th>Working</th>
<th>Submitted</th>
<th>Approved</th>
<th>Rejected</th>
<th>Closed</th>
<th>Canceled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allow update on control items</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Allow control item actions</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Allow rework on control items</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Allow deletion of control items</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Allow cancellation of control items</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Allow update of statuses</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

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 6-54.

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, including budget update methods for calculating financial impacts to project budgets
- 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 6-49.

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 6-55).

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.

   **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.

   • **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.

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). The order of the impacts that you enable determines the order in which they appear in the Update Change Order or Request page.

**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. If you enable financial impacts, you select the budget update method from the list to determine whether you want to estimate impacts by planning for cost changes or you want to enter financial impacts on the Edit Budget page. You can select either Cost and Revenue Planning or Edit Budget Lines.

The Cost and Revenue Planning budget update method enables the project manager to select any combination of the following financial impacts check boxes:

- Direct Cost
- Supplier Cost
- Revenue

**Note:** The budget update method combination that you have selected for a control item type enables the Direct Costs, Supplier Costs, or Revenue Planning regions in the Planning sub-tab of the Update Change Request or Update Change Order page. See Planning for Cost and Revenue Impacts section in the *Oracle Project Management Users Guide* for more information.

12. 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.

**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
14. 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.

15. 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
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 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 6-61
- Project performance reporting setup parameters, page 6-63

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
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:

- Currencies
- Planning Amount Allocation Method
- Planning Amount Conversion Method
- Current Reporting Periods
- Data Processing Control

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*.

**Currencies**

You can choose to report project performance information using a primary global currency, secondary global currency, and transaction currencies.

- **Primary Global Currency:** Select this check box to view project performance information by primary global currency for a workplan or a financial plan on the Project Performance Reporting pages. This check box is enabled by default when you set the following profile options from the Business Intelligence setup menu:
  - BIS: Primary Currency
  - BIS: Primary Rate Type

- **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

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Global Calendar</th>
<th>PA Calendar</th>
<th>GL Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Period</td>
<td>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.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Prior Period</td>
<td>Select this option to set the current reporting period as the calendar period previous to the calendar period that contains the current system date.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>First Open Period</td>
<td>This option sets the first open calendar period as the current reporting period.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Last Open Period</td>
<td>This option sets the last open calendar period as the current reporting period.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Last Closed Period</td>
<td>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.</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Specific Period</td>
<td>Select this option if you want to select a specific calendar period as the current reporting period.</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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 setup 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.
Data Processing Control

You can select Data Processing Control in the Project Performance Setup page to control the volume of data that is summarized.

To enable Data Processing Control, select the following check boxes:

- Summarize data for defined time phase: Select this check box to summarize data for the time phase that you define for the workplan and financial plan version.

- Summarize data to view periodic analysis of workplan: Select this check box to view summarized periodic workplan data in the Periodic Analysis page.

- Control periodic summarized data creation for non-current and non-original budgets during initial load: Select this check box to generate summarized periodic data only for current, original budgets during the Initial Load summarization process

Note: Select this check box before running the Delete Project Performance Reporting Data program.

Note: Project Performance Reporting displays only those calendar types and currency codes for which summarized data is created. Calendar Types and Currency Codes are available as options and parameters.

Data Processing Control enables you to:

- Control the creation of PA or GL calendar types for a workplan based on the data processing controls that you define in the Performance Setup page when you publish the work plan.

- Control the creation of Global, PA, or GL calendar types for financial plans based on the data processing controls that you define in the Performance Setup page during the baseline flow.

- Control the creation of Global, PA, or GL calendar types for workplans and financial plans during the summarization process.

- Control the creation of summarized data when you update or refresh project performance data by primary global currency.

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:
  
  - Commitments = Purchase Order Commitments + Purchase Requisition Commitments + Supplier Invoices
  
  - Overhead Cost = Raw Cost x 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:
  
  - High Airfare Expenses = Sum of Airfare Expenses Incurred With Raw Cost > 500 US Dollars
  
  - Planned Sales Backlog = (Actual Backlog at the End of Last Year + Planned New Funding + Planned Addition Funding Lines + Planned Revaluation Funding Lines) - Planned Revenue
    
    - IF Calculated Amount >= 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.

<table>
<thead>
<tr>
<th>View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJI_ACT_CMT_BY_PERIOD_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_AC_ACT_CMT_BY_RSRC_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_AC_ACT_CMT_BY_TASK_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_AC_PLN_BY_RSRC_V</td>
<td>Displays budgeted cost and revenue for PA and GL periods by task and resource. The view is used by external project management systems to import financial data from Oracle Projects.</td>
</tr>
<tr>
<td>PJI_AC_PLN_BY_TASK_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_XTD_ACT_CMT_BY_RSRC_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_XTD_ACT_CMT_BY_TASK_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_XTD_PLN_BY_RSRC_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_XTD_PLN_BY_TASK_V</td>
<td>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.</td>
</tr>
<tr>
<td>View Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PJI_PRD_ACT_CMT_BY_RSRC_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_PRD_ACT_CMT_BY_TASK_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_PRD_PLN_BY_RSRC_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_PRD_PLN_BY_TASK_V</td>
<td>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.</td>
</tr>
<tr>
<td>PJI_PRD_ACT_CMT_PG_TASK_V</td>
<td>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.</td>
</tr>
</tbody>
</table>
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 6-78
- Define display columns, page 6-81
- Implement commitments from external systems, page 6-82
- Implement custom reporting strategy, page 6-87
- Implement the Commitment Changes Extension, page 6-91
- Implement the PSI Extension, page 6-91

**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.

<table>
<thead>
<tr>
<th>Order</th>
<th>Column Prompt</th>
<th>Column Description / Formula Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project or Task</td>
<td>Project Number or Task Number</td>
<td>Text</td>
</tr>
<tr>
<td>2</td>
<td>Project Name or Task Name</td>
<td>Project Name or Task Name</td>
<td>Text</td>
</tr>
<tr>
<td>3</td>
<td>Ovr Bgt</td>
<td>Over Budget: Displays an asterisk (*) if the ITD actual burdened cost is greater than 110% of the ITD burdened cost budget amount; if not over budget, column is blank.</td>
<td>Text</td>
</tr>
<tr>
<td>4</td>
<td>ITD - Rev Bgt</td>
<td>ITD (Inception-to-date) revenue budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>5</td>
<td>ITD - Act Rev</td>
<td>ITD actual revenue</td>
<td>Number</td>
</tr>
<tr>
<td>Order</td>
<td>Column Prompt</td>
<td>Column Description / Formula Description</td>
<td>Type</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>6</td>
<td>ITD - Cst Bgt</td>
<td>ITD current burdened cost budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>7</td>
<td>ITD - Act Cost</td>
<td>ITD actual burdened cost</td>
<td>Number</td>
</tr>
<tr>
<td>8</td>
<td>Commit Amt</td>
<td>PTD (Period-to-date) commitment burdened cost</td>
<td>Number</td>
</tr>
<tr>
<td>9</td>
<td>PTD - Cst Bgt</td>
<td>PTD current burdened cost budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>10</td>
<td>PTD - Act Cost</td>
<td>PTD actual burdened cost</td>
<td>Number</td>
</tr>
<tr>
<td>11</td>
<td>ITD - Bgt Hrs</td>
<td>ITD current labor hours budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>12</td>
<td>ITD - Act Hrs</td>
<td>ITD actual labor hours</td>
<td>Number</td>
</tr>
<tr>
<td>13</td>
<td>PTD - Bgt Hrs</td>
<td>PTD current labor hours budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>14</td>
<td>PTD - Act Hrs</td>
<td>PTD actual labor hours</td>
<td>Number</td>
</tr>
<tr>
<td>15</td>
<td>Tot - Rev Bgt</td>
<td>Total current revenue budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>16</td>
<td>Tot - Cst Bgt</td>
<td>Total current burdened cost budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>17</td>
<td>Tot - Bgt Hrs</td>
<td>Total current labor hours budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>18</td>
<td>Tot - Orig Rev Bgt</td>
<td>Total original revenue budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>19</td>
<td>Tot - Orig Cst Bgt</td>
<td>Total original burdened cost budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>20</td>
<td>Tot - Orig Bgt Hrs</td>
<td>Total original labor hours budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>21</td>
<td>ITD - Orig Rev Bgt</td>
<td>ITD original revenue budget amount</td>
<td>Number</td>
</tr>
<tr>
<td>22</td>
<td>Fin % Cmplt</td>
<td>Financial percentage complete: ITD actual burdened cost / total current burdened cost budget amount * 100</td>
<td>Number</td>
</tr>
<tr>
<td>23</td>
<td>Hrs % Cmplt</td>
<td>Hours percentage complete: ITD actual labor hours / (Total current budget labor hours * 100)</td>
<td>Number</td>
</tr>
<tr>
<td>Order</td>
<td>Column Prompt</td>
<td>Column Description / Formula Description</td>
<td>Type</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>24</td>
<td>Est to Cmplt</td>
<td>Estimate to Complete:</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total current burdened cost budget amount - (ITD actual burdened cost + PTD commitment burdened cost)</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Tot Cst - ITD</td>
<td>ITD total cost:</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ITD actual burdened cost + PTD commitment cost</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Bgt Mgn</td>
<td>Budgeted margin:</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total current revenue - Total current burdened cost</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Act Mgn - ITD</td>
<td>ITD Actual margin:</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ITD actual revenue - ITD actual burdened cost</td>
<td></td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Order</th>
<th>Column Prompt</th>
<th>Column Description / Formula Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Resource</td>
<td>The Resource Alias</td>
<td>Text</td>
</tr>
<tr>
<td>2</td>
<td>Resource Name</td>
<td>The Resource Name</td>
<td>Text</td>
</tr>
<tr>
<td>22</td>
<td>ITD - Act Qty</td>
<td>ITD (Inception-to-date) actual quantity</td>
<td>Number</td>
</tr>
<tr>
<td>23</td>
<td>Tot - Bgt Qty</td>
<td>Total current budget quantity</td>
<td>Number</td>
</tr>
<tr>
<td>24</td>
<td>Fin % Cmplt</td>
<td>Financial percentage complete:</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( \frac{\text{ITD actual burdened cost}}{\text{total current budget burdened cost}} \times 100 )</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Hrs % Cmplt</td>
<td>Hours percentage complete:</td>
<td>Number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( \frac{\text{ITD actual labor hours}}{\text{total current budget labor hours}} \times 100 )</td>
<td></td>
</tr>
<tr>
<td>Order</td>
<td>Column Prompt</td>
<td>Column Description / Formula Description</td>
<td>Type</td>
</tr>
<tr>
<td>-------</td>
<td>---------------</td>
<td>------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>26</td>
<td>Est to Cmplt</td>
<td>Estimate to Complete: Total current budget burdened cost - (ITD actual burdened cost + PTD commitment burdened cost)</td>
<td>Number</td>
</tr>
<tr>
<td>27</td>
<td>Tot Cst - ITD</td>
<td>ITD total cost: ITD actual burdened cost + PTD commitment cost</td>
<td>Number</td>
</tr>
<tr>
<td>28</td>
<td>Bgt Mgn</td>
<td>Budgeted margin: Total current revenue - total current burdened cost</td>
<td>Number</td>
</tr>
<tr>
<td>29</td>
<td>Act Mgn - ITD</td>
<td>ITD Actual margin: ITD actual revenue - ITD actual burdened cost</td>
<td>Number</td>
</tr>
</tbody>
</table>

**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:

\[
\text{ROUND(NVL(A.REVENUE_ITD, 0), 0)}
\]

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 6-79.

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:

\[
\text{ROUND(DECIDE(C.BASELINE_LABOR_HOURS_TOT,0,0, (A.LABOR_HOURS_ITD/C.BASELINE_LABOR_HOURS_TOT) * 100),0)}
\]

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:

- \( \text{ROUND}(x,y) \)
  - Round the expression \( x \) to \( y \) decimal places. If no value is given for \( y \), round to 0 decimal places.

- \( \text{DECIDE}(w,x,y,z) \)
  - 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).

- \( x \times 100 \)
  - 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:

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGN(x)</td>
<td>If x is a positive number or 0, SIGN(x) = 1. If x is a negative number, SIGN(x) = -1.</td>
</tr>
<tr>
<td>NVL(x,y)</td>
<td>If x is not null, return x. Otherwise, return y.</td>
</tr>
</tbody>
</table>

**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 remained 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 6-80.

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:

<table>
<thead>
<tr>
<th>View Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA_PROJ_REQ_DISTRIBUTIONS</td>
<td>All open requisitions in Oracle Purchasing, regardless of approval status</td>
</tr>
<tr>
<td>PA_PROJ_PO_DISTRIBUTIONS</td>
<td>All open purchase orders in Oracle Purchasing, regardless of approval status</td>
</tr>
<tr>
<td>View Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| PA_PROJ_AP_INV_DISTRIBUTIONS     | *For accrual basis accounting:* 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  
                                          *For cash basis accounting:* The supplier invoice distribution amount minus any payment amount; payments that you have not yet interfaced to Oracle Projects |
| 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.

<table>
<thead>
<tr>
<th>Column</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT_ID</td>
<td>NUMBER(15)</td>
<td>The identifier of the project</td>
</tr>
<tr>
<td>TASK_ID</td>
<td>NUMBER(15)</td>
<td>The identifier of the task</td>
</tr>
<tr>
<td>TRANSACTION_SOURCE</td>
<td>VARCHAR2(30)</td>
<td>Source of the commitment. Set this to OUTSIDE_SYSTEM</td>
</tr>
<tr>
<td>Column</td>
<td>Type</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LINE_TYPE</td>
<td>VARCHAR2(1)</td>
<td>Type of the commitment line. Use one of the following values:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( R ) for requisitions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( P ) for purchase orders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( I ) for supplier invoices</td>
</tr>
<tr>
<td>EXPENDITURE_ITEM_DATE</td>
<td>DATE</td>
<td>The expenditure item date of the commitment</td>
</tr>
<tr>
<td>PA_PERIOD</td>
<td>VARCHAR2(20)</td>
<td>PA Period of the commitment. Use the current reporting period. See</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Determining Periods below</td>
</tr>
<tr>
<td>GL_PERIOD</td>
<td>VARCHAR2(15)</td>
<td>GL Period of the commitment. Use the GL period of the current reporting</td>
</tr>
<tr>
<td></td>
<td></td>
<td>period. See Determining Periods below</td>
</tr>
<tr>
<td>ORGANIZATION_ID</td>
<td>NUMBER</td>
<td>The identifier of the expenditure organization</td>
</tr>
<tr>
<td>EXPENDITURE_TYPE</td>
<td>VARCHAR2(30)</td>
<td>The expenditure type. Use an expenditure type with an expenditure type</td>
</tr>
<tr>
<td></td>
<td></td>
<td>class of Supplier Invoices</td>
</tr>
<tr>
<td>EXPENDITURE_CATEGORY</td>
<td>VARCHAR2(30)</td>
<td>The expenditure category of the expenditure type</td>
</tr>
<tr>
<td>REVENUE_CATEGORY</td>
<td>VARCHAR2(30)</td>
<td>The revenue category of the expenditure type</td>
</tr>
<tr>
<td>SYSTEM_LINKAGE_FUNCTION</td>
<td>VARCHAR2(30)</td>
<td>The expenditure type class of the expenditure type. Set this to VENDOR_INVOICES</td>
</tr>
<tr>
<td>DENOM_CURRENCY_CODE</td>
<td>VARCHAR2(15)</td>
<td>The transaction currency code</td>
</tr>
<tr>
<td>DENOM_RAW_COST</td>
<td>NUMBER</td>
<td>The transaction currency raw cost</td>
</tr>
<tr>
<td>ACCT_RATE_TYPE</td>
<td>VARCHAR2(30)</td>
<td>The functional currency rate type</td>
</tr>
<tr>
<td>ACCT_RATE_DATE</td>
<td>DATE</td>
<td>The functional currency exchange rate date</td>
</tr>
<tr>
<td>ACCT_EXCHANGE_RATE</td>
<td>NUMBER</td>
<td>The functional currency exchange rate</td>
</tr>
<tr>
<td>ACCT_CURRENCY_CODE</td>
<td>VARCHAR2(15)</td>
<td>The functional currency code</td>
</tr>
</tbody>
</table>
### 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:

```sql
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 `paww063.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:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>X_task_id</code></td>
<td>IN</td>
<td>NUMBER</td>
<td>The identifier of the task</td>
</tr>
<tr>
<td><code>X_expenditure_item_date</code></td>
<td>IN</td>
<td>DATE</td>
<td>The expenditure item date</td>
</tr>
<tr>
<td><code>X_expenditure_type</code></td>
<td>IN</td>
<td>VARCHAR2</td>
<td>The expenditure type</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT_RAW_COST</td>
<td>NUMBER</td>
<td>The functional currency raw cost</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Usage</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X_organization_id</td>
<td>IN</td>
<td>NUMBER</td>
<td>The identifier for the expenditure organization</td>
</tr>
<tr>
<td>X_schedule_type</td>
<td>IN</td>
<td>VARCHAR2</td>
<td>The type of burden schedule. Set this to C.</td>
</tr>
<tr>
<td>X_raw_cost</td>
<td>IN</td>
<td>NUMBER</td>
<td>The amount to be burdened</td>
</tr>
</tbody>
</table>

**Related Topics**

- Profile Options in Oracle Projects, page B-1
- Integrating Commitments from External Systems, page 6-82
- 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:

<table>
<thead>
<tr>
<th>View Name</th>
<th>Description</th>
<th>Summarized Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA_ACCUM_WBS_ACT_V</td>
<td>WBS Summarization Actuals View</td>
<td>Actual costs and revenue by project and task</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>View Name</th>
<th>Description</th>
<th>Summarized Amounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA_ACCUM_RSRC_ACT_V</td>
<td>Resource Summarization Actuals View</td>
<td>Actual costs and revenue by project and resource and task and resource</td>
</tr>
<tr>
<td>PA_ACCUM_RSRC_REV_BGT_V</td>
<td>Resource Summarization Revenue Budget View</td>
<td>Revenue budgets by project and resource and task and resource</td>
</tr>
<tr>
<td>PA_ACCUM_RSRC_COST_BGT_V</td>
<td>Resource Summarization Cost Budget View</td>
<td>Cost budgets by project and resource and task and resource</td>
</tr>
<tr>
<td>PA_ACCUM_RSRC_CMT_V</td>
<td>Resource Summarization Commitments View</td>
<td>Commitments by project and resource and task and resource</td>
</tr>
</tbody>
</table>

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 6-79.

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:
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:

```sql
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:

```sql
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,

<table>
<thead>
<tr>
<th>Task</th>
<th>Accumulated Cost ITD</th>
<th>Calculation</th>
<th>Derived Column Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>100</td>
<td>(100 * .10)</td>
<td>10</td>
</tr>
<tr>
<td>1.1</td>
<td>60</td>
<td>(60 * .10)</td>
<td>6</td>
</tr>
<tr>
<td>1.2</td>
<td>40</td>
<td>(40 * .10)</td>
<td>4</td>
</tr>
</tbody>
</table>
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.


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
Implementing Oracle Project Management program to generate and send the notifications automatically.

 Related Topics

Project Status Reporting, page 6-107
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 categorized by Role 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> Project Manager Reporting Pack> Reporting Pack List to view existing reporting packs or create a New Reporting Pack by clicking on Create Reporting Pack in the same window. You can either select an existing reporting pack and modify it, or create a new reporting pack for your needs.

When you create a new reporting pack, select the report templates that you want to attach to the reporting pack. Also select the recipients who will receive the reporting packs 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 6-104.

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 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.
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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJP-P1.1</td>
<td>Set the profile option PJP: Licensed to Use Project Portfolio Analysis</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJP-P1.2</td>
<td>Set the profile option PA: Licensed to Use Project Management</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJP-F1.1</td>
<td>Define the portfolio analysis organization hierarchy</td>
<td>Optional</td>
<td>Site</td>
<td>Projects Implementation Super User</td>
</tr>
<tr>
<td>PJP-F1.2</td>
<td>Define portfolio analysis calendars</td>
<td>Required</td>
<td>Site</td>
<td>Defined in General Ledger</td>
</tr>
<tr>
<td>PJP-F1.3</td>
<td>Define additional period types for use in portfolio analysis calendars</td>
<td>Optional</td>
<td>Site</td>
<td>Defined in General Ledger</td>
</tr>
<tr>
<td>PJP-F1.4</td>
<td>Define the financial plan types for cost and benefit</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJP-F1.5</td>
<td>Define the portfolio selection class category</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
<tr>
<td>PJP-F1.6</td>
<td>Define additional investment class categories for portfolio analysis</td>
<td>Required</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>
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*

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:

<table>
<thead>
<tr>
<th>Privilege</th>
<th>Portfolio Owner</th>
<th>Portfolio Analyst</th>
<th>Portfolio Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Portfolio</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Update Portfolio</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintain Planning Cycle</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Collect Projects</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

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.

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: Financial Plan Type for Project Benefit, page B-32
- PJP: Financial Plan Type for Project Cost, page B-32
- PJP: Portfolio Selection Class Category, page B-33
- PJP: Portfolio Organization Hierarchy, 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.

PJP: Default Discount Rate, page B-31

Related Topics

PJP: Nominate Risk from Investment Criteria, page B-32
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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJL-P1.1</td>
<td>Set the profile option PA: Licensed to Use</td>
<td>Required</td>
<td>Site</td>
<td>Site System Administrator</td>
</tr>
<tr>
<td></td>
<td>Project Collaboration</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **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:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Required/Optional</th>
<th>Setup Level</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>PJL-P2.1</td>
<td>Define additional team member home page layouts</td>
<td>Optional</td>
<td>Site</td>
<td>Project Super User</td>
</tr>
<tr>
<td>PJL-P2.2</td>
<td>Set the profile option PA: Team Home Page Layout</td>
<td>Optional</td>
<td>Site</td>
<td>System Administrator</td>
</tr>
</tbody>
</table>

   **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
To indicate to the system that Project Collaboration is licensed, set the profile option PA: Licensed to Use Project Collaboration.


**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.
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: Change Request Workflow
- PA: Deduction 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: Task Approval 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
Overview of Oracle Project Costing Workflows

Oracle Project Costing provides the following workflows.

<table>
<thead>
<tr>
<th>Workflow Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Step Down Allocations Workflow</td>
<td>Automates AutoAllocations and includes processes that generate and release allocations, distribute and summarize allocated costs, and customize these processes for reporting.</td>
</tr>
<tr>
<td>Send AR Notification workflow</td>
<td>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.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Result Type</th>
<th>The process</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPLETE.PASS</td>
<td>Is complete</td>
</tr>
<tr>
<td>COMPLETE.FAIL</td>
<td>Has failed and has been terminated</td>
</tr>
</tbody>
</table>

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.
Oracle Projects Implementation Guide

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 \textit{Fail}.

End (Pass) (Node 11): This activity terminates the process and returns the result \textit{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.


- If the process is successful, it branches to node 3.
- If the process fails, it branches to node 9.

• 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 \textit{Fail}.

End (Pass) (Node 8): This activity terminates the process and returns the result \textit{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**


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.
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:

<table>
<thead>
<tr>
<th>Workflow Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Mass Pipeline Projects Update Workflow</td>
<td>Integrates Oracle Projects with Oracle Sales</td>
</tr>
<tr>
<td>PA: Oracle Projects Library Workflow</td>
<td>Contains common functions that can be used to enhance other workflows</td>
</tr>
<tr>
<td>PA: Project Workflow</td>
<td>Routes project status changes to one or more destinations for approval</td>
</tr>
</tbody>
</table>
**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.

![Diagram](image)

**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:

![Status Flow Diagram]

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.

![Diagram of Project Workflow Activities](image)

**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, 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:

<table>
<thead>
<tr>
<th>Workflow Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Budget Workflow</td>
<td>Manages budget approvals</td>
</tr>
<tr>
<td>PA: Budget Integration Workflow</td>
<td>For bottom-up integrated budgets: 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. For top-down integrated budgets: 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. For non-integrated budgets with budgetary controls: Validates the submitted budget version, creates baseline version, and validates existing approved transaction amounts against the project budget.</td>
</tr>
<tr>
<td>PA: Change Request Approval</td>
<td>Routes change request approval</td>
</tr>
<tr>
<td>PA: Deduction Workflow</td>
<td>Routes deduction approval workflow</td>
</tr>
<tr>
<td>PA: Issue and Change Workflow</td>
<td>Routes control items approvals</td>
</tr>
<tr>
<td>Project Budget Account Generation Workflow</td>
<td>Sends issue and change action notifications</td>
</tr>
<tr>
<td>PA: Project Execution Workflow</td>
<td>Coordinates the Task Execution Workflows that you create to perform tasks</td>
</tr>
<tr>
<td>Workflow Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>PA: Performance Notification</td>
<td>Sends performance notifications</td>
</tr>
<tr>
<td>Workflow</td>
<td></td>
</tr>
<tr>
<td>PA: Status Report Workflow</td>
<td>Routes status report approvals</td>
</tr>
<tr>
<td>PA: Task Approval Workflow</td>
<td>Routes approval of tasks created in a change document.</td>
</tr>
<tr>
<td>PA: Workplan Workflow</td>
<td>Sends workplan status notifications</td>
</tr>
</tbody>
</table>

**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 6-33.

- 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 have been made to the budget during the approval process.

**PA: Budget Workflow Processes**

The workflow includes the following processes:

- Budget
- Budget Approval Subprocess

**Budget Process**

Oracle Projects provides a default budget workflow process, called the PA Budget workflow.

You can alter, delete, or move any of the activities in the default budget workflow process to obtain the desired results for your installation. 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.
The following information describes each activity in the PA: Budget Workflow process, listed by function name:

**Start (Node 1):** This is a standard activity that marks the start of the process.

**Select Budget Approver (Node 2):** This activity selects the approver for the budget by calling the 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 9-38.

- 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 Baselined (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 Baselined (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: Change Request Approval Workflow**

The PA: Change Request Approval Workflow is the approval of change request. Whenever you submit a change request for approval, this workflow sends an email notification to the approver of the change request. Based on this notification, the approver can either approve or reject the change request.

In the diagram, the process activity nodes are numbered for reference in the
The following information describes each activity in the PA: Change Request Approval workflow process.

**Start (Node 1):** This is a standard activity that marks the start of the workflow process.

**Are All Tasks Approved (Node 2):** This activity check if all the tasks in the change request are in approved status or not.
- If all the tasks are approved, then the process branches to Node 3.
- If there are tasks that are not approved, then the process branches to Node 11.

**Is Approver Same as Submitter (Node 3):** This activity checks if the approver is the same person who has requested for approval.
- If the approver is same person who has requested for approval, then the process branches to Node 7.
- If the approver is different from the person who has requested for approval, then the process branches to Node 4.

**Set CI Approver (Node 4):** This activity sets the approver of the change request.

**Approval Request (Node 5):** This activity send and FYI notification to the approver to approve the change request.

If the approver rejects the approval, then process branches to Node 9.

**FORWARD_POST_NOTIFICATION (Node 6):** This is invoked if the receiver of the notification chooses to forward it to another user.

**Request Approved (Node 7):** This activity approves the change request.
Approval Request Approved (Node 8): This activity sends a notification to the person who has requested for approval of the change request that it has been approved.

Request Rejected (Node 9): This activity rejects the approval request.

Approval Request Rejected (Node 10): This activity sends an e-mail notification to the person who has submitted the approval request that the change order has been rejected.

Mark Change Document Status (Node 11): This activity updates the status of the change document to Submitted.

Set CI Approver (Node 12): This activity identifies the approver of the Control Item, task, the approval of which is pending.

Pending for Task Approval (Node 13 and Node 14): This activity sends an e-mail notification to the person who has submitted the task for approval and the approver of the change document that the approval of the change document is pending approval of the task.

End (Node 15): This activity terminates the workflow process.

PA: Deduction Workflow

The PA: Deduction workflow is a deduction approval workflow. Whenever you submit a deduction for approval this workflow sends and email notification to the approver.

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.

The following information describes each activity in the PA: Deduction workflow.

Start (Node 1): This is a standard activity that marks the start of the workflow process.
Select Project Manager (Node 2): This activity stores the project manager that user has selected. The project manager acts as the approving authority for the deduction.

- If the user has selected a project manager, then the process branches to Node 3.
- If project manager is not available, then the process branches to Node 5.

Send Deduction Approval Notification (Node 3): This activity sends a notification to the project manager that the deduction has been approved.

Notify: Notification to Manager Failed (Node 4): The notification has failed.

Notify: Project Manager Not Available (Node 5): This activity sends a notification, to the requestor, that the project manager is not available, and the workflow terminates.

End (Node 6): This activity terminates the workflow process.

Send Deduction Approval Notification Process

- If notification is successfully sent, then the process branches to Node 6.
- If there is an exception, then the process branches to Node 4 and a notification is sent to the project manager.

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.

![Diagram](image)

**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
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.

![Process Diagram](image)

**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 9-59.

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 predefined 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:

<table>
<thead>
<tr>
<th>Intermediate Value</th>
<th>Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>1</td>
</tr>
<tr>
<td>Engineering</td>
<td>2</td>
</tr>
</tbody>
</table>
The following table shows Fremont Corporation’s lookup set for the expenditure organization / cost center:

<table>
<thead>
<tr>
<th>Intermediate Value</th>
<th>Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>420</td>
</tr>
<tr>
<td>Administration</td>
<td>520</td>
</tr>
<tr>
<td>Executive Office</td>
<td>710</td>
</tr>
<tr>
<td>Finance</td>
<td>720</td>
</tr>
<tr>
<td>Information Services</td>
<td>830</td>
</tr>
</tbody>
</table>

Revenue Organization/Cost Center Lookup Set
The following table shows Fremont Corporation’s lookup set for the revenue organization / cost center:

<table>
<thead>
<tr>
<th>Intermediate Value</th>
<th>Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>420</td>
</tr>
<tr>
<td>Administration</td>
<td>520</td>
</tr>
<tr>
<td>Executive Office</td>
<td>710</td>
</tr>
<tr>
<td>Information Services</td>
<td>830</td>
</tr>
</tbody>
</table>

Expenditure Category/Account Lookup Set
The following table shows Fremont Corporation’s lookup set for the expenditure category/account:
### Intermediate Value Segment Value

<table>
<thead>
<tr>
<th>Intermediate Value</th>
<th>Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>7490</td>
</tr>
<tr>
<td>Computer Services</td>
<td>7520</td>
</tr>
<tr>
<td>Construction</td>
<td>7560</td>
</tr>
<tr>
<td>Consulting</td>
<td>7570</td>
</tr>
<tr>
<td>Labor</td>
<td>7580</td>
</tr>
<tr>
<td>Expenses</td>
<td>7640</td>
</tr>
</tbody>
</table>

### Revenue Category/Account Lookup Set

The following table shows Fremont Corporation's lookup set for the revenue category/account:

<table>
<thead>
<tr>
<th>Intermediate Value</th>
<th>Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support Revenue</td>
<td>4120</td>
</tr>
<tr>
<td>Consulting Revenue</td>
<td>4130</td>
</tr>
<tr>
<td>Training Revenue</td>
<td>4140</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>4150</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Expenditure Organization</th>
<th>Expenditure Category</th>
<th>Jan-01 Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>Administration</td>
<td></td>
</tr>
<tr>
<td>Information Services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The following table shows the parameters that are available in the Project Budget Account Generation workflow:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
<th>Budget Entry Level: Project</th>
<th>Budget Entry Level: Top Task</th>
<th>Budget Entry Level: Task</th>
<th>Resource List: Resource Group</th>
<th>Resource List: Resource Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Type</td>
<td>The type of budget being accounted</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Budget Version ID</td>
<td>The internal identifier of the budget version</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Budget Entry Level</td>
<td>Project, top task or lowest task</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Resource List</td>
<td>Flag indicating if the budget is categorized by a resource list (Y/N)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Resource Group Type</td>
<td>Resource type of the group assigned to the budget line. This attribute is available only if the resource list has two levels.</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Yes</td>
<td>NA</td>
</tr>
<tr>
<td>Resource Type</td>
<td>Resource type of the resource list member</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>Project ID</td>
<td>The internal identifier of the project</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Project Number</td>
<td>User-defined project number</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Project Organization</td>
<td>The project owing organization</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
<td>Budget Entry Level: Project</td>
<td>Budget Entry Level: Top Task</td>
<td>Budget Entry Level: Task</td>
<td>Resource List: Resource Group</td>
<td>Resource List: Resource Member</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------------------------</td>
<td>----------------------------</td>
<td>----------------------------</td>
<td>--------------------------</td>
<td>-------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Project Organization ID</td>
<td>Internal identifier of project organization</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Project Type</td>
<td>Project type</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Top Task ID</td>
<td>Internal identifier of top task</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Top Task Number</td>
<td>The number of the top task</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Task Service Type</td>
<td>Service type of the task</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Task Organization ID</td>
<td>Internal identifier of task owning organization</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Task ID</td>
<td>Internal identifier of the task</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Resource List Member ID</td>
<td>Internal identifier of the resource list member</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Yes</td>
<td>NA</td>
</tr>
<tr>
<td>Person ID</td>
<td>Internal identifier of budgeted for person</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Employee</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Employee number of budgeted person</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Employee</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
<td>Budget Entry Level: Project</td>
<td>Budget Entry Level: Top Task</td>
<td>Budget Entry Level: Task</td>
<td>Resource List: Resource Group</td>
<td>Resource List: Resource Member</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-------------------------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------</td>
<td>--------------------------</td>
<td>-------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Expenditure/Revenue Category</td>
<td>Category of budgeted cost or revenue amount</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Expenditure/Revenue Category</td>
<td>Expenditure/Revenue Category</td>
</tr>
<tr>
<td>Expenditure/Event Type</td>
<td>Type of budget cost amount or revenue event</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Expenditure/Event Type</td>
</tr>
<tr>
<td>Job ID</td>
<td>Internal identifier of job</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Job</td>
</tr>
<tr>
<td>Job Name</td>
<td>Name of job</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Job</td>
</tr>
<tr>
<td>Job Group ID</td>
<td>Internal identifier of job group specified for the resource list</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Job</td>
</tr>
<tr>
<td>Job Group Name</td>
<td>Name of job group specified for the resource list</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Job</td>
</tr>
<tr>
<td>Job Organization ID</td>
<td>Internal identifier of expenditure, non-labor resource or event organization</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Organization</td>
<td>Organization</td>
</tr>
<tr>
<td>Organization Name</td>
<td>Name of expenditure, non-labor resource or event organization</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Organization</td>
<td>Organization</td>
</tr>
<tr>
<td>Organization Type</td>
<td>HRMS type of expenditure, non-labor resource or event organization</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>Organization</td>
<td>Organization</td>
</tr>
<tr>
<td>Parameter</td>
<td>Description</td>
<td>Budget Entry Level: Project</td>
<td>Budget Entry Level: Top Task</td>
<td>Budget Entry Level: Task</td>
<td>Resource List: Resource Group</td>
<td>Resource List: Resource Member</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------</td>
<td>-----------------------------</td>
<td>------------------------------</td>
<td>--------------------------</td>
<td>-----------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Supplier ID</td>
<td>Internal identifier of supplier</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Supplier</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>Supplier name</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>No</td>
<td>Supplier</td>
</tr>
</tbody>
</table>

**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 6-42, *Oracle Projects Implementation Guide*

*Oracle Subledger Accounting 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 6-102, 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 6-110, 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

- 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

PA: Task Approval Workflow

When you create a task using the Change Management flow, then you must get the task approved before the change request, that contains the task, can be approved. Whenever you submit a task for approval, this workflow sends an email notification to the approver. Based on the notification, the approver can perform one of these tasks:

- Mark the task as chargeable.
- Mark the task as billable.
- Mark the task as chargeable and billable.
- Reject the approval request.

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.
The following information describes each activity in the PA: Task Approval workflow process.

**Start (Node 1):** This is a standard activity that marks the start of the workflow process.

**Is a Child Task (Node 2):** This activity determines if the task is a parent task or a child task.
- If the task is a child task, then process branches to Node 3.
- If the task does not have child tasks, then process branches to Node 4.

**Is Parent Task Approved (Node 3):** This activity determines if the task’s parent task is approved.
- If the parent task is approved, then the process branches to Node 4.
- If the parent task is not approved, then the process branches to Node 11.

**Approval Request (Node 4):** This activity sends a notification, to the approver, for approval of the task.
- If the request is approved, then the process branches to Node 5.
  - The approver can mark the task as Billable.
  - The approver can mark the task as Chargeable.
  - The approver can mark the task as Billable and Chargeable.
- If the request is rejected, then the process branches to Node 8.

**Post Task Info (Node 5):** This activity posts the task information to the users who
requested for approval of the task and process the associated change document.

- If the posting failed, then the process branches to Node 6.
- If successfully posted, then the process branches to Node 7.

**Posting Failed (Node 6):** This activity marks the end of the workflow process.

**Task Approval (Node 7):** This activity sends a task approver mail to the requestor.

**Delete Task (Node 8):** If the approval request was rejected in Node 4, then this activity deletes the task and all references it has.

**Is last task in hierarchy (Node 9):** This activity checks if the task has any more child tasks. If the task has child tasks then the process sends a notification to the approval requestor that the task has been deleted. This process continues till the process does not find any child tasks in the hierarchy.

- If this task does not have any child tasks, then the process branches to Node 13.
- If this task has child tasks, then the process branches to Node 10.

**Notify Task Rejection (Node 10):** This activity sends a notification to the person who has requested for approval of the parent task that the task has been deleted.

**Update Task Status (Node 11):** If the parent task is not approved in Node 3, then this activity updates the status of the task as Pending.

**Pending for Parent Task Approval (Node 12):** This activity sends a notification to the person who has requested for approval of the task that the approval of the task is pending approval of its parent task.

**End (Node 13):** This activity terminates the workflow process.

### 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,
listened 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.

![Diagram of Workplan Notification Activities](image)

**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.
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.
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 9-84.

**PJP Approve Plan (Node 3):** This activity runs the PJP Approve Plan process, page 9-85.

**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:

<table>
<thead>
<tr>
<th>Workflow Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Advertisements Workflow</td>
<td>Sends advertisement notifications</td>
</tr>
<tr>
<td>PA: Apply Team Template Workflow</td>
<td>Applies a team template to a project</td>
</tr>
<tr>
<td>PA: Candidate Notification Process</td>
<td>Sends notifications of candidate statuses</td>
</tr>
<tr>
<td>PA: CRM Workaround Workflow</td>
<td>Brings future dated employees and contingent workers into the CRM Foundation application</td>
</tr>
<tr>
<td>Workflow Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PA: HR Related Updates Workflow</td>
<td>Synchronizes Oracle HRMS data with Oracle Project Resource Management data</td>
</tr>
<tr>
<td>PA: Mass Assignment Approval Workflow</td>
<td>Routes approvals for mass assignments</td>
</tr>
<tr>
<td>PA: Mass Assignment Transaction Workflow</td>
<td>Creates assignments when a mass assignment request is submitted</td>
</tr>
<tr>
<td>PA: Overcommitment Notification Process Workflow</td>
<td>Sends notifications when a resource is overcommitted</td>
</tr>
<tr>
<td>PA: Project Assignments Workflow</td>
<td>Routes approvals for single assignments</td>
</tr>
</tbody>
</table>

**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.
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.

![Diagram of Apply Team Template Process]

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.

![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 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.
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.
Workflow Processes

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.
Workflow Processes

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.
Workflow Processes

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.

- 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.

Notify Administrator (Node 5): This activity notifies administrators about errors in the process. The administrator can perform actions specified in the notification.

- 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 Activities

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 (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 Activities

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 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 Activities

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 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 9-118, 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 9-105

**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.

---

**Diagram:**

[Diagram of workflow processes with labeled nodes and arrows indicating flow and conditions.]
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 9-104 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.

![Diagram of Project Manager Missing Process](image)

**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**


---

**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:

<table>
<thead>
<tr>
<th>Action</th>
<th>Status Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment is created</td>
<td>Working</td>
</tr>
<tr>
<td>Assignment is submitted for approval</td>
<td>Submitted</td>
</tr>
<tr>
<td>Assignment is approved</td>
<td>Approved</td>
</tr>
<tr>
<td>Assignment is canceled</td>
<td>Canceled</td>
</tr>
<tr>
<td>Assignment is rejected</td>
<td>Rejected</td>
</tr>
<tr>
<td>Assignment is changed</td>
<td>Working</td>
</tr>
</tbody>
</table>
### Action Status Change:

<table>
<thead>
<tr>
<th>Action</th>
<th>Status Change:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment is resubmitted, and the changes do not require approval</td>
<td>Approved</td>
</tr>
<tr>
<td>Assignment is resubmitted, and the changes require approval</td>
<td>Submitted</td>
</tr>
<tr>
<td>Rejected assignment is changed</td>
<td>Requires Resubmission</td>
</tr>
</tbody>
</table>

The following table describes the assignment changes that require an approval:

<table>
<thead>
<tr>
<th>Assignment Changes</th>
<th>Requires Approval because</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in duration</td>
<td>This change affects the resource schedule and resource availability.</td>
</tr>
<tr>
<td>Change in work type</td>
<td>This change affects billability or utilization percentage.</td>
</tr>
<tr>
<td>Change in transfer price rate override values</td>
<td>This change affects the following transfer price attributes: rate override, currency override, basis override, and applied percent override.</td>
</tr>
</tbody>
</table>

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.

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 9-123.

- 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):
- If there are no more approvers, the process branches to Node 7.
- If there is another approver, the process branches to Node 5.

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
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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreements</td>
<td>Enter agreements and funding</td>
</tr>
<tr>
<td>Agreements: Advance Required</td>
<td>Control whether advance payment is required for an agreement</td>
</tr>
<tr>
<td>Agreement Templates</td>
<td>Define agreement and funding templates</td>
</tr>
<tr>
<td>Funding: Baseline</td>
<td>Create baseline funding</td>
</tr>
<tr>
<td>Funding Revaluation includes Gains and Losses</td>
<td>Include or exclude gains and losses in funding revaluation</td>
</tr>
<tr>
<td>Funding Inquiry: Baseline Funding</td>
<td>Designate baseline funding</td>
</tr>
<tr>
<td>Revaluate Funding</td>
<td>Control whether funding on a project is revaluated before revenue and invoices are generated</td>
</tr>
</tbody>
</table>

### Allocation Functions

The following table shows the security functions for allocations:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Allocation Run</td>
<td>Review allocation runs</td>
</tr>
</tbody>
</table>

### Applications Data Warehouse Functions

The following table shows the security functions for applications data warehouse:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dimensions</td>
<td>Define dimensions</td>
</tr>
</tbody>
</table>
Application Programming Interface (API) Functions

The following table shows the security functions for application programming interfaces:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Management Gateway: Add Asset Assignment</td>
<td>Add asset assignments</td>
</tr>
<tr>
<td>Activity Management Gateway: Add Budget Line</td>
<td>Add a budget line</td>
</tr>
<tr>
<td>Activity Management Gateway: Add Funding</td>
<td>Add funding</td>
</tr>
<tr>
<td>Activity Management Gateway: Add Project Asset</td>
<td>Add project assets</td>
</tr>
<tr>
<td>Activity Management Gateway: Add Resource List Member</td>
<td>Add a resource list member</td>
</tr>
<tr>
<td>Activity Management Gateway: Add Task</td>
<td>Add a task</td>
</tr>
<tr>
<td>Activity Management Gateway: Add Task Assignments</td>
<td>Add tasks to a project</td>
</tr>
<tr>
<td>Activity Management Gateway: Baseline Budgets</td>
<td>Baseline budgets</td>
</tr>
<tr>
<td>Activity Management Gateway: Create Agreement</td>
<td>Create agreements</td>
</tr>
<tr>
<td>Activity Management Gateway: Create Draft Budget</td>
<td>Create a draft budget</td>
</tr>
<tr>
<td>Activity Management Gateway: Create Event</td>
<td>Create events</td>
</tr>
<tr>
<td>Activity Management Gateway: Create Project</td>
<td>Create a project</td>
</tr>
<tr>
<td>Activity Management Gateway: Create Resource List</td>
<td>Create a resource list</td>
</tr>
<tr>
<td>Activity Management Gateway: Delete Agreement</td>
<td>Delete agreements</td>
</tr>
<tr>
<td>Activity Management Gateway: Delete Asset Assignment</td>
<td>Delete asset assignments</td>
</tr>
<tr>
<td>Activity Management Gateway: Delete Budget Line</td>
<td>Delete a budget line</td>
</tr>
<tr>
<td>Activity Management Gateway: Delete Draft Budget</td>
<td>Delete a draft budget</td>
</tr>
<tr>
<td>Activity Management Gateway: Delete Event</td>
<td>Delete events</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Activity Management Gateway:Delete Funding</td>
<td>Delete Funding</td>
</tr>
<tr>
<td>Activity Management Gateway:Delete Project</td>
<td>Delete a project</td>
</tr>
<tr>
<td>Activity Management Gateway:Delete Project Asset</td>
<td>Delete project assets</td>
</tr>
<tr>
<td>Activity Management Gateway:Delete Resource</td>
<td>Delete a resource</td>
</tr>
<tr>
<td>Activity Management Gateway:Delete Resource List</td>
<td>Delete a resource list member</td>
</tr>
<tr>
<td>Activity Management Gateway:Delete Task</td>
<td>Delete a task</td>
</tr>
<tr>
<td>Activity Management Gateway:Modify Top Task</td>
<td>Modify a top task</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Agreement</td>
<td>Update agreements</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Budget</td>
<td>Update a budget</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Event</td>
<td>Update events</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Funding</td>
<td>Update funding</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Project</td>
<td>Update a project</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Project Asset</td>
<td>Update project assets</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Resource List</td>
<td>Update a resource list member</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Task</td>
<td>Update a task</td>
</tr>
<tr>
<td>Activity Management Gateway:Update Task Assignments</td>
<td>Update task assignments</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purge Batch Entry</td>
<td>Create purge batches</td>
</tr>
<tr>
<td>Purge Batches: Purge the batch</td>
<td>Purge batches</td>
</tr>
<tr>
<td>Purge Batches: Release the batch</td>
<td>Release purge batches for purging</td>
</tr>
<tr>
<td>Purge Batches: Rework the batch</td>
<td>Rework purge batches</td>
</tr>
<tr>
<td>Purge Batches: Validate the batch</td>
<td>Validate purge batches</td>
</tr>
</tbody>
</table>

### AutoAccounting Functions

The following table shows the security functions for AutoAccounting:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign AutoAccounting Rules</td>
<td>Assign AutoAccounting rules to AutoAccounting transactions</td>
</tr>
<tr>
<td>AutoAccounting Lookup Sets</td>
<td>Define AutoAccounting lookup sets</td>
</tr>
<tr>
<td>AutoAccounting Rules</td>
<td>Define AutoAccounting rules</td>
</tr>
</tbody>
</table>

### Billing Functions

The following table shows the security functions for project billing:
<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control Billing by Top Task</td>
<td>Control revenue accrual and invoicing by top task</td>
</tr>
<tr>
<td>Invoice: Approve</td>
<td>Approve invoices from the Invoice Review window</td>
</tr>
<tr>
<td>Invoice: AR Invoice</td>
<td>Drill down to Accounts Receivable to view an invoice</td>
</tr>
<tr>
<td>Invoice: Cancel</td>
<td>Cancel invoices from the Invoice Review window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Bill Hold: Indefinite</td>
<td>Place an indefinite bill hold using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Bill Hold: One Time</td>
<td>Place a one-time bill hold using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Bill Hold: Release</td>
<td>Release a bill hold using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Billable Reclass</td>
<td>Perform billable reclassifications using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Edit Comment</td>
<td>Edit expenditure item comments using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Non-Billable Reclass</td>
<td>Perform non-billable reclassifications using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Recalculate Burden Cost</td>
<td>Mark expenditure items for burden cost recalculation using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Recalculate Cost</td>
<td>Mark expenditure items for cost recalculation via the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Recalculate Revenue</td>
<td>Mark expenditure items for revenue recalculation using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice: Expense Adjustments: Split</td>
<td>Perform splits using the Tools menu in the Invoice Line Details window</td>
</tr>
</tbody>
</table>
### Function Security

#### Function Name Restrictions

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice: Expense Adjustments: Transfer</td>
<td>Perform transfers using the Tools menu in the Invoice Line Details window</td>
</tr>
<tr>
<td>Invoice Method at Top Task</td>
<td>Update Invoice Method at Top Task flag in the Project Billing Setup window</td>
</tr>
<tr>
<td>Invoice: Recalculate</td>
<td>Recalculate invoices</td>
</tr>
<tr>
<td>Invoice: Regenerate</td>
<td>Regenerate an invoice from the Invoice Review window</td>
</tr>
<tr>
<td>Invoice: Release</td>
<td>Release an invoice from the Invoice Review window</td>
</tr>
<tr>
<td>Invoice Review</td>
<td>Review information about project invoices</td>
</tr>
<tr>
<td>Invoice Review: Link Supplier Invoices</td>
<td>Access and update the Linked Supplier Invoices page from the Invoice Review window</td>
</tr>
<tr>
<td>Invoice: Write-Off</td>
<td>Perform an invoice write-off from the Invoice Review window</td>
</tr>
</tbody>
</table>

### Budget Functions

The following table shows the security functions for project budgets:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets</td>
<td>Enter budgets</td>
</tr>
<tr>
<td>Budgetary Controls</td>
<td>Review or update control level settings for each budget level</td>
</tr>
<tr>
<td>Budgets: Cost Budgets: Baseline</td>
<td>Designate a cost budget as the baseline cost budget</td>
</tr>
<tr>
<td>Budgets: Cost Budgets: Create Revised Original</td>
<td>Create a revised original cost budget</td>
</tr>
<tr>
<td>Budgets: Cost Budgets: Submit</td>
<td>Submit a cost budget</td>
</tr>
<tr>
<td>Budgets: Cost Budgetary Control: Entry</td>
<td>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)</td>
</tr>
</tbody>
</table>
Function Name | Restrictions
--- | ---
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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financials: Financial Plan Security</td>
<td>Access the setup options on the Financial Setup page</td>
</tr>
<tr>
<td>Financials: Project: Budgets and Forecasts</td>
<td>Access the budgets and forecasts summary page in edit mode</td>
</tr>
<tr>
<td>Financials: Project: Budgets and Forecasts View</td>
<td>Access the budgets and forecasts summary page in view-only mode</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Financials: Project: Edit Planning Options Update planning options at all levels</td>
<td></td>
</tr>
<tr>
<td>Financials: Project: Edit Planning Options View</td>
<td>Access budget and forecast planning options in view-only mode</td>
</tr>
<tr>
<td>Financials: Project: Implement Financial Impact</td>
<td>Implement the financial impact of a change document</td>
</tr>
<tr>
<td>Financials: Project: Maintain Cost Financial Impact</td>
<td>Update cost financial impact of a change document</td>
</tr>
<tr>
<td>Financials: Project: Maintain Period Profile View</td>
<td>Update a period profile</td>
</tr>
<tr>
<td>Financials: Project: Maintain Revenue Financial Impact</td>
<td>View period profiles for financial plans</td>
</tr>
<tr>
<td>Financials: Project: Maintain Plan Types</td>
<td>Add a financial plan type to a project and delete a financial plan type from a project</td>
</tr>
<tr>
<td>Financials: Project: View Plan Versions</td>
<td>Update revenue financial impact of a change document</td>
</tr>
<tr>
<td>Projects: Unlock Workplan and Financial Plan Version</td>
<td>View all plan versions</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Baseline Cost</td>
<td>Unlock a budget or forecast version that has been locked by another user</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Baseline Revenue</td>
<td>For an approved budget plan type: designate a baseline cost plan version, and designate a baseline cost plan version as the original baseline version</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Delete Baseline Version</td>
<td>For an approved budget plan type: baseline a revenue plan version, and designate a baseline revenue plan version as the original baseline version</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Edit Generated Lines</td>
<td>Delete the baseline version of the approved budget plan type for a project</td>
</tr>
<tr>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Maintain Cost</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Maintain Revenue</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Submit Cost</td>
<td>Submit a cost plan version for an approved budget plan type</td>
</tr>
<tr>
<td>Financials: Project: Approved Budget: Submit Revenue</td>
<td>Submit a revenue plan version for an approved budget plan type</td>
</tr>
<tr>
<td>Financials: Project: Budget: Baseline Cost</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Budget: Baseline Revenue</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Budget: Delete Baseline Version</td>
<td>Delete the baseline version of a budget plan type other than the approved budget plan type for a project</td>
</tr>
<tr>
<td>Financials: Project: Budget: Edit Generated Lines</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Budget: Maintain Cost</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Budget: Maintain Revenue</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Budget: Submit Cost</td>
<td>Submit a cost plan version for a budget plan type that is other than an approved budget plan type</td>
</tr>
<tr>
<td>Financials: Project: Budget: Submit Revenue</td>
<td>Submit a revenue plan version for a budget plan type that is other than an approved budget plan type</td>
</tr>
</tbody>
</table>
### Function Security

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financials: Project: Forecast: Baseline Cost</td>
<td>For a forecast plan type: designate a baseline cost plan version, and designate a baseline cost plan version as the original baseline version</td>
</tr>
<tr>
<td>Financials: Project: Forecast: Baseline Revenue</td>
<td>For a forecast plan type: baseline a revenue plan version, and designate a baseline revenue plan version as the original baseline version</td>
</tr>
<tr>
<td>Financials: Project: Forecast: Delete Approved Version</td>
<td>Delete the baseline version of the forecast plan type for a project</td>
</tr>
<tr>
<td>Financials: Project: Forecast: Edit Generated Lines</td>
<td>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</td>
</tr>
<tr>
<td>Financials: Project: Forecast: Maintain Cost</td>
<td>For a forecast plan type: create, edit, and view a cost plan version, and include and view change documents in a cost plan version</td>
</tr>
<tr>
<td>Financials: Project: Forecast: Maintain Revenue</td>
<td>For a forecast plan type: create, edit, and view a revenue plan version, and include and view change documents in a revenue plan version</td>
</tr>
<tr>
<td>Financials: Project: Forecast: Submit Cost</td>
<td>Submit a cost plan version for a forecast plan type</td>
</tr>
<tr>
<td>Financials: Project: Forecast: Submit Revenue</td>
<td>Submit a revenue plan version for a forecast plan type</td>
</tr>
<tr>
<td>Define Period Profiles</td>
<td>Define period profiles for financial plans</td>
</tr>
</tbody>
</table>

### Capital Projects Functions

The following table shows the security functions for capital projects:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects</td>
<td>Manage asset capitalization</td>
</tr>
<tr>
<td>Capital Projects: Edit Events</td>
<td>Define capital event processing</td>
</tr>
</tbody>
</table>
### Function Name Restrictions

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Projects: Generate Asset Lines</td>
<td>Submit the Generate Asset Lines process from the Capital Projects window</td>
</tr>
<tr>
<td>Capital Projects: Reverse</td>
<td>Reverse capitalization of an asset from the Capital Projects window</td>
</tr>
<tr>
<td>Capital Projects: Split Asset Line</td>
<td>Split an asset line from the Asset Lines window</td>
</tr>
<tr>
<td>Capitalized Interest Rate Names</td>
<td>Define rate names for generating capitalized interest</td>
</tr>
<tr>
<td>Capitalized Interest Rate Schedules</td>
<td>Define rate schedules to create and maintain rates when generating capitalized interest</td>
</tr>
<tr>
<td>Capitalized Interest Runs</td>
<td>Review interest runs</td>
</tr>
</tbody>
</table>

### Costing Functions

The following table shows the security functions for costing:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation Rules</td>
<td>Define allocation rules</td>
</tr>
<tr>
<td>Organization Labor Costing Rules</td>
<td>Define organization labor costing rules</td>
</tr>
<tr>
<td>Override Expenditure Organization</td>
<td>Override the expenditure organization in pre-approved batches for time cards</td>
</tr>
<tr>
<td>PA: Accounted Transactions</td>
<td>Use Oracle Web Applications Desktop Integrator to import accounted transactions</td>
</tr>
<tr>
<td>PA: Costed Transactions</td>
<td>Use Oracle Web Applications Desktop Integrator to import costed transactions</td>
</tr>
<tr>
<td>Project Asset Line Details</td>
<td>View project asset line details</td>
</tr>
<tr>
<td>Project Burden Schedule Copy</td>
<td>Copy burden schedules</td>
</tr>
<tr>
<td>Projects: Supplier</td>
<td>Use the Supplier tab to access the Supplier Workbench</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Projects: Supplier: Link and Unlink Supplier Invoices</td>
<td>Use the available Apply and Unlink Supplier Invoices buttons to link supplier invoices to draft customer invoices and unlink them as required</td>
</tr>
<tr>
<td>Projects: Supplier: Apply and Release Hold</td>
<td>Use the available actions to apply or release payment holds on supplier invoices</td>
</tr>
<tr>
<td>Provider/Receiver controls</td>
<td>Define providers and receivers</td>
</tr>
<tr>
<td>Rate Schedules</td>
<td>Define rate schedules</td>
</tr>
<tr>
<td>Standard Asset Unit Costs</td>
<td>Define standard unit cost</td>
</tr>
<tr>
<td>Transaction Funds Check Results</td>
<td>View results of budgetary control funds validations</td>
</tr>
<tr>
<td>Transfer Price Rules</td>
<td>Define transfer price rules</td>
</tr>
<tr>
<td>Transfer Price Schedules</td>
<td>Define transfer price schedules</td>
</tr>
<tr>
<td>View Burdened Costs</td>
<td>View burdened costs</td>
</tr>
<tr>
<td>Work Types</td>
<td>Define work types</td>
</tr>
<tr>
<td>PA: Uncosted Labor Transactions</td>
<td>Use Oracle Web Applications Desktop Integrator to import uncosted labor transactions</td>
</tr>
<tr>
<td>PA: Uncosted Non-Labor Transactions</td>
<td>Use Oracle Web Applications Desktop Integrator to import uncosted non-labor transactions</td>
</tr>
<tr>
<td>View Projects Adjustments from Payables</td>
<td>Query and view adjustments of Oracle Projects expenditure items related to an Oracle Payables invoice</td>
</tr>
</tbody>
</table>

**Customer Functions**

The following table shows the security functions for project customers:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customers: Address Contacts</td>
<td>Enter and update customer contact addresses</td>
</tr>
</tbody>
</table>
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

---

**Deduction Functions**

The following table shows the security functions for deductions.

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deductions</td>
<td>Enter deductions</td>
</tr>
<tr>
<td>Projects: Deductions: Update and Submit Deductions</td>
<td>Controls visibility of the Update button and the Submit button in the Search Deductions page.</td>
</tr>
<tr>
<td>Project: Deductions: Delete Deductions</td>
<td>Controls visibility of the Delete button in the Search Deductions page.</td>
</tr>
</tbody>
</table>

---

**Deliverable Functions**

The following table shows the security functions for project deliverables:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Deliverable Actions</td>
<td>Define actions for a deliverable</td>
</tr>
<tr>
<td>Projects: Deliverable List</td>
<td>Display deliverables list</td>
</tr>
<tr>
<td>Projects Deliverable Types</td>
<td>Define deliverable types</td>
</tr>
<tr>
<td>Projects: Deliverables: View</td>
<td>View all deliverables</td>
</tr>
<tr>
<td>Projects: Deliverables: Update</td>
<td>Update all deliverables</td>
</tr>
</tbody>
</table>
Function Security

A-15

Function Name Restrictions

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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Events maintenance across projects</td>
<td>Define, update, and delete events across projects</td>
</tr>
<tr>
<td>Events maintenance for single project</td>
<td>Define, update, and delete events for a single project</td>
</tr>
<tr>
<td>Invoice Events Maintenance</td>
<td>Enter and update invoice events</td>
</tr>
<tr>
<td>Revenue Events Maintenance</td>
<td>Enter and update revenue events</td>
</tr>
<tr>
<td>Adjusting Revenue</td>
<td>Enter adjusting revenue events</td>
</tr>
</tbody>
</table>

Expenditure Adjustments Functions

The following table shows the security functions for project expenditure adjustments:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Inquiry: Adjustments: Bill Hold: Indefinite</td>
<td>Place an indefinite bill hold using the Tools menu in the Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Bill Hold: One Time</td>
<td>Place a one-time bill hold using the Tools menu in the Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Billable Reclass</td>
<td>Perform billable reclassifications using the Tools menu in the Expenditure Inquiry window</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Capitalizable</td>
<td>Perform a capitalizable reclassification using the Tools menu in the</td>
</tr>
<tr>
<td>Reclass</td>
<td>Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Change</td>
<td>Update functional currency attributes of multi-currency expenditure items</td>
</tr>
<tr>
<td>Functional Rate Attributes</td>
<td></td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Change</td>
<td>Update project currency attributes of multi-currency expenditure items</td>
</tr>
<tr>
<td>Project Rate Attributes</td>
<td></td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Change</td>
<td>Update the work type of expenditure items</td>
</tr>
<tr>
<td>Work Type Attributes</td>
<td></td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Change</td>
<td>Update transfer price currency attributes of expenditure items</td>
</tr>
<tr>
<td>Transfer Price Currency Attributes</td>
<td></td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Edit</td>
<td>Edit expenditure item comments using the Tools menu in the Expenditure</td>
</tr>
<tr>
<td>Comment</td>
<td>Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Mark for no</td>
<td>Disable cross charge processing for expenditure items</td>
</tr>
<tr>
<td>Cross Charge Processing</td>
<td></td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Non-Billable</td>
<td>Perform non-billable reclassifications using the Tools menu in the</td>
</tr>
<tr>
<td>Reclass</td>
<td>Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Non-Capitalizable</td>
<td>Mark expenditure items for burden cost recalculation using the Tools menu</td>
</tr>
<tr>
<td>Reclass</td>
<td>in the Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Recalculate</td>
<td>Mark expenditure items for cost recalculation using the Tools menu in the</td>
</tr>
<tr>
<td>Burden Cost</td>
<td>Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Recalculate</td>
<td>Mark expenditure items for revenue recalculation using the Tools menu in</td>
</tr>
<tr>
<td>Cost and Revenue</td>
<td>the Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Recalculate</td>
<td>Enable cross charge processing for expenditure items</td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Reprocess</td>
<td></td>
</tr>
<tr>
<td>Cross Charge</td>
<td></td>
</tr>
</tbody>
</table>
### Function Security

#### Function Name Restrictions

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Inquiry: Adjustments: Split</td>
<td>Perform splits using the Tools menu in the Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Adjustments: Transfer</td>
<td>Perform transfers using the Tools menu in the Expenditure Inquiry window</td>
</tr>
</tbody>
</table>

#### Expenditure Inquiry Functions

The following table shows the security functions for expenditure inquiry:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Inquiry</td>
<td>Query and adjust expenditures</td>
</tr>
<tr>
<td>Expenditure Inquiry Across Projects</td>
<td>Perform cross-project queries in the Expenditure Inquiry window</td>
</tr>
<tr>
<td>Expenditure Inquiry: Run Project Streamline</td>
<td>Access the Run Project Streamline window available in the Expenditure Inquiry window</td>
</tr>
</tbody>
</table>

#### Expenditure Inquiry Options Functions

The following table shows the security functions for expenditure inquiry options:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Inquiry Option: AP Invoice</td>
<td>View the Oracle Payables invoice for an expenditure item from the Expenditure Items window</td>
</tr>
<tr>
<td>Expenditure Inquiry Option: Cost Distribution Lines</td>
<td>View cost distribution lines for an expenditure item from the Expenditure Items window</td>
</tr>
<tr>
<td>Expenditure Inquiry Option: PO Details</td>
<td>View Oracle Purchasing purchase order details for an expenditure item from the Expenditure Items window</td>
</tr>
<tr>
<td>Expenditure Inquiry Option: PO Receipt</td>
<td>View Oracle Purchasing receipt for an expenditure item from the Expenditure Items window</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Options: Tasks</td>
<td>Update financial task information (on the Tasks subtab under the Financial tab)</td>
</tr>
<tr>
<td>Project: View Financial Tasks</td>
<td>View financial task information (on the Tasks subtab under the Financial tab)</td>
</tr>
<tr>
<td>Financial Percent Complete</td>
<td>Update information on the Financial Percent Complete page</td>
</tr>
<tr>
<td>Projects: Options: Financial Structure Information View</td>
<td>View financial structure information from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Financial Structure Information</td>
<td>Update information on the Financial Structure Options page</td>
</tr>
<tr>
<td>Projects: Options: Financial Breakdown Structure</td>
<td>Update information on the Financial Breakdown Structures page</td>
</tr>
</tbody>
</table>

**Issue and Change Management Functions**

The following table shows the security functions for issue and change management:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Action List</td>
<td>View the control item actions list</td>
</tr>
<tr>
<td>Projects: Change Document List</td>
<td>View a list of change document items</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Projects: Control Item Types</td>
<td>Define control item types</td>
</tr>
<tr>
<td>Projects: Control Item Types: Edit</td>
<td>Edit project control item types</td>
</tr>
<tr>
<td>Projects: Control Items: Change Orders: View</td>
<td>View change orders for a project</td>
</tr>
<tr>
<td>Projects: Control Items: Change Requests: View</td>
<td>View change requests for a project</td>
</tr>
<tr>
<td>Projects: Control Items: Edit</td>
<td>Edit project control items</td>
</tr>
<tr>
<td>Projects: Control Items: Issues: View</td>
<td>View issues for a project</td>
</tr>
<tr>
<td>Projects: Issue List</td>
<td>View the issues list</td>
</tr>
<tr>
<td>Projects: Status Lists</td>
<td>View the statuses list</td>
</tr>
</tbody>
</table>

**Ledger Functions**

The following table shows the security functions for ledger:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Application Accounting Definitions History</td>
<td>View the history of application accounting definitions</td>
</tr>
<tr>
<td>PA: Assign Analytical Criteria</td>
<td>Assign analytical criteria</td>
</tr>
<tr>
<td>PA: Assign Analytical Criteria Detail Sources</td>
<td>Assign analytical criteria detail sources</td>
</tr>
<tr>
<td>PA: Create Analytical Criterion</td>
<td>Define analytical criteria</td>
</tr>
<tr>
<td>PA: Create Open Account Balances Listing Definition</td>
<td>Define the open account balances listing</td>
</tr>
<tr>
<td>PA: Create Subledger Journal Entry</td>
<td>Create subledger journal entries</td>
</tr>
<tr>
<td>PA: Ledgers</td>
<td>Access the subledger accounting options</td>
</tr>
</tbody>
</table>
**Function Name Restrictions**

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Merge Analysis</td>
<td>View application accounting definition merge analysis</td>
</tr>
<tr>
<td>PA: Multiperiod Journal Entry Lines Pages</td>
<td>View journal entry lines for multiple periods</td>
</tr>
<tr>
<td>PA: Open Account Balances Listing Definitions</td>
<td>Review open account balances listing definitions</td>
</tr>
<tr>
<td>PA: Reorder Analytical Criteria</td>
<td>Change the sort order of analytical criteria</td>
</tr>
<tr>
<td>PA: Review Analytical Criteria Order</td>
<td>Review the sort order of analytical criteria</td>
</tr>
<tr>
<td>PA: Review Analytical Criteria Source Assignments</td>
<td>Review analytical criteria source assignments</td>
</tr>
<tr>
<td>PA: Search Analytical Criteria</td>
<td>Query analytical criteria</td>
</tr>
<tr>
<td>PA: View Accounting - Lines Inquiries</td>
<td>Query subledger accounting journal entry lines</td>
</tr>
<tr>
<td>PA: View Analytical Criteria</td>
<td>Review analytical criteria</td>
</tr>
<tr>
<td>PA: View Analytical Criteria Standalone</td>
<td>Review analytical criteria standalone</td>
</tr>
<tr>
<td>PA: View Subledger Journal Entry Lines from a GL Journal Line</td>
<td>Drill down from a GL journal entry line to the subledger accounting journal entry lines</td>
</tr>
</tbody>
</table>

**Page Layout Functions**

The following table shows the security functions for page layouts:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Page Layout: Edit Report Layout</td>
<td>Create and edit report layouts</td>
</tr>
<tr>
<td>Projects: Page Layout: View Report Layout</td>
<td>View report layouts</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Approved Expenditure Batch Review</td>
<td>Review and release pre-approved expenditure batches</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry</td>
<td>Enter and release pre-approved expenditures</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Allow Accrual Batches</td>
<td>Enter period-end cost accrual expenditure batches</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Enter Burden Transactions</td>
<td>Enter or view burden transactions in the Pre-Approved Expenditure Entry window</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Enter Inventory Transactions</td>
<td>Enter or view inventory transactions in the Pre-Approved Expenditure Entry window</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Enter Miscellaneous Txns</td>
<td>Enter or view miscellaneous transactions in the Pre-Approved Expenditure Entry window</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Enter Unmatched Negative Transactions</td>
<td>Enter unmatched negative transactions in the Pre-Approved Expenditure Entry window</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Enter Timecards</td>
<td>Enter or view timecards in the Pre-Approved Expenditure Entry window</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Enter Usage Logs</td>
<td>Enter or view usage logs in the Pre-Approved Expenditure Entry window</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Enter Work in Process</td>
<td>Enter or view work in progress in the Pre-Approved Expenditure Entry window</td>
</tr>
<tr>
<td>Pre-Approved Expenditure Entry: Period-End Accrual Transactions Allowed</td>
<td>Enter reversing expenditure batches</td>
</tr>
</tbody>
</table>

---
Function Name | Restrictions
--- | ---
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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Progress Multiple Flow Personalization</td>
<td>Personalize progress entry for multiple tasks</td>
</tr>
<tr>
<td>Project Percent Complete</td>
<td>Update project percent complete</td>
</tr>
</tbody>
</table>

**Project Assignments Functions**

The following table shows the security functions for project assignments:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Administrative Assignment: Confirm</td>
<td>Approve administrative assignments</td>
</tr>
<tr>
<td>Projects: Administrative Assignment: Create and Delete</td>
<td>Define and delete administrative assignments</td>
</tr>
<tr>
<td>Projects: Administrative Assignment: Edit Basic Information</td>
<td>Update basic information for administrative assignments</td>
</tr>
</tbody>
</table>
### Function Name Restrictions

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Administrative Assignment: Edit Forecasting Information</td>
<td>Update forecasting information for administrative assignments</td>
</tr>
<tr>
<td>Projects: Administrative Assignment: Edit Rates</td>
<td>Update rates for administrative assignments</td>
</tr>
<tr>
<td>Projects: Administrative Assignment: Edit Schedule</td>
<td>Update schedules for administrative assignments</td>
</tr>
<tr>
<td>Projects: Administrative Assignment: View Basic Information</td>
<td>View basic information for administrative assignments</td>
</tr>
<tr>
<td>Projects: Administrative Assignment: View Forecasting Information</td>
<td>View forecasting information for administrative assignments</td>
</tr>
<tr>
<td>Projects: Administrative Assignment: View Rates</td>
<td>View rates for administrative assignments</td>
</tr>
</tbody>
</table>

### Project Collaboration Functions

The following table shows the security functions for project collaboration:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Team Home Personalization</td>
<td>Access the Team Home personalization page</td>
</tr>
<tr>
<td>Default Project Home Personalization</td>
<td>Access the Project Home personalization page</td>
</tr>
</tbody>
</table>

### Projects Functions

The following table shows the security functions for projects:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mass Update Batches</td>
<td>Update project and task attributes in batches</td>
</tr>
<tr>
<td>Project Creation</td>
<td>Define projects</td>
</tr>
<tr>
<td>Project: Financial: Billing</td>
<td>View the Billing subtab in the Project Workbench</td>
</tr>
<tr>
<td>Project: Financial: Billing: Approve Invoice</td>
<td>Approve invoices</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Projects</td>
<td>Enter and maintain projects</td>
</tr>
<tr>
<td>Projects: Edit Attachments</td>
<td>Navigate to the Project Attachments page, add attachments, remove attachments, and view attachments</td>
</tr>
<tr>
<td>Projects: Add Attachments</td>
<td>Navigate to the Project Attachments page, add attachments, and view attachments</td>
</tr>
<tr>
<td>Projects: View Attachments</td>
<td>Navigate to the Project Attachments page and view attachments</td>
</tr>
<tr>
<td>Project Funding Inquiry</td>
<td>Query project funding and billing activity</td>
</tr>
<tr>
<td>Project Retention Inquiry</td>
<td>Query the total amount of withheld retention for a project or top task</td>
</tr>
<tr>
<td>Project Home Tab</td>
<td>View the Project Home subtab in the Project Workbench</td>
</tr>
<tr>
<td>Project List Button</td>
<td>Access the shortcut to Project List</td>
</tr>
<tr>
<td>Project List: View Summarization Columns</td>
<td>View summarization columns on the Project List</td>
</tr>
<tr>
<td>Projects: Page Layout List</td>
<td>Define page layouts</td>
</tr>
<tr>
<td>Projects: Project Overview Function</td>
<td>View the Project Overview subtab in the Project Workbench</td>
</tr>
<tr>
<td>Projects: Project Request List</td>
<td>View project request list</td>
</tr>
<tr>
<td>Projects: Relationships</td>
<td>View the Relationship subtab in the Project Workbench</td>
</tr>
<tr>
<td>Project Sets: Create and Delete</td>
<td>Create and update project sets</td>
</tr>
<tr>
<td>Projects: Project Sets: Update All</td>
<td>Update all attributes for all project sets even if the user is not the project set owner</td>
</tr>
<tr>
<td>Projects: Project Sets: Set as Shared</td>
<td>Designate the project set as Shared</td>
</tr>
<tr>
<td>Projects: Set Project Access Levels</td>
<td>Update the access level for a project that they have a role on or have authority over the project</td>
</tr>
</tbody>
</table>
### Function Name Restrictions

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Setup Subtab</td>
<td>View the Project Setup subtab in the Project Workbench</td>
</tr>
<tr>
<td>Project Team Member Button</td>
<td>Access the shortcut to Team Member Home</td>
</tr>
<tr>
<td>Self Service Project Templates</td>
<td>Define and update project templates</td>
</tr>
</tbody>
</table>

### Project Lifecycle Functions

The following table shows the security functions for project lifecycle:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Lifecycles: Update</td>
<td>Define and update lifecycles</td>
</tr>
<tr>
<td>PA: Lifecycles: View</td>
<td>View defined lifecycles</td>
</tr>
</tbody>
</table>

### Project Options Functions

The following table shows the security functions for project options:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Options: Asset Assignments</td>
<td>View and select the asset assignments option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Assets</td>
<td>View and select the assets option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Billing Assignments</td>
<td>View and select the billing assignments option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Billing Setup</td>
<td>View and select the billing setup option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Billing Setup: Funding Revaluation Includes Gains and Losses</td>
<td>View and select the Funding Revaluation Includes Gains and Losses option</td>
</tr>
<tr>
<td>Projects: Options: Billing Setup: Revaluate Funding</td>
<td>View and select the Revaluate Funding option</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Projects: Options: Budgetary Control</td>
<td>View and select the budgetary control option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Burden Schedule Overrides</td>
<td>View and select the burden schedule overrides option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Capital Information</td>
<td>View and select the capital information option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Copy a Project</td>
<td>Copy a project to another project.</td>
</tr>
<tr>
<td>Projects: Options: Costing Burden Schedules</td>
<td>View and select the costing burden schedules option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Credit Receivers</td>
<td>View and select the credit receivers option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Cross Charge</td>
<td>View and select the cross charge option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Currency</td>
<td>View and select the currency option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Customers and Contacts</td>
<td>View and select the customers and contacts option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Deliverables</td>
<td>View and update deliverables from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Employee Bill Rate Overrides</td>
<td>View and select the employee bill rate overrides option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Events</td>
<td>View and update events from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: General Information</td>
<td>View and update general information from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Items</td>
<td>View and update items from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Items View</td>
<td>View items from the Project Options window</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Projects: Options: Job Assignment Overrides</td>
<td>View and select the job assignment overrides option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Job Bill Rate Overrides</td>
<td>View and select the job bill rate and discount overrides option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Job Billing Title Overrides</td>
<td>View and select the job billing title overrides option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Key Members</td>
<td>View and select the key members option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Labor Multipliers</td>
<td>View and select the labor multipliers option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Non-Labor Bill Rate Overrides</td>
<td>View and select the non-labor bill rate and discount overrides option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Organization Overrides</td>
<td>View and select the organization overrides option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Planning Resource List</td>
<td>View planning resource lists from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project</td>
<td>View the Project subtab in the Project Workbench</td>
</tr>
<tr>
<td>Projects: Options: Project Access Setup</td>
<td>View and update project access setup</td>
</tr>
<tr>
<td>Projects: Options: Project: Additional Information View</td>
<td>View the additional information option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Basic Info</td>
<td>View and update basic information from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Classifications</td>
<td>View basic information from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Classifications</td>
<td>View and select the classifications option from the Project Options window</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Projects: Options: Project: Classifications View</td>
<td>View classifications from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Customers and Contacts View</td>
<td>View and select the customers and contacts option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Key Members View</td>
<td>View key members from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Organization View</td>
<td>View and select the organization option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Page Layouts View</td>
<td>View and select the page layouts and tabs option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Pipeline View</td>
<td>View the pipeline option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Project Attributes View</td>
<td>View and select the project attributes option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Resource Breakdown Structures View</td>
<td>View and select the resource breakdown structure from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Project: Team Member List View</td>
<td>View the team member list from the Project Options window</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Projects: Options: Project: Team Members View</td>
<td>View the team members option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Reporting</td>
<td>View the Reporting subtab in the Project Workbench</td>
</tr>
<tr>
<td>Projects: Options: Resource</td>
<td>View the Resource subtab in the Project Workbench</td>
</tr>
<tr>
<td>Projects: Options: Resource: Additional Staffing Info View</td>
<td>View additional staffing information from resources setup window</td>
</tr>
<tr>
<td>Projects: Options: Resource: Additional Staffing Information</td>
<td>View and select additional staffing information from resources setup window</td>
</tr>
<tr>
<td>Projects: Options: Resource: Cand. Score and Search Settings</td>
<td>View the candidate score and search setting option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Resource: Subteams View</td>
<td>View and update subteams from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Resource List Assignments</td>
<td>View and select the resource list assignments option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Retention</td>
<td>View and select the retention option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Standard Billing Schedules</td>
<td>View and select the standard billing schedules option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Subprojects Association</td>
<td>View and select the subprojects association option from the Project Options window (available when Project Contracts is installed)</td>
</tr>
<tr>
<td>Projects: Options: Task Detail</td>
<td>View and select the task detail option from the Project Options window</td>
</tr>
<tr>
<td>Projects: Options: Tasks</td>
<td>View and select the tasks option from the Project Options window</td>
</tr>
</tbody>
</table>
Function Name | Restrictions
--- | ---
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 | View workplan task details
Projects: Tasks: Attachments Update | Update task attachments

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
</table>
| Projects: Org Update: Override Standard Checks | Override default checks for changing a project or task owning organization. Unlike other functions, this function is *not* automatically assigned to a responsibility.

**Project Organization Update Functions**

The following table shows the security functions for project organization update:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Portfolio: View Portfolio</td>
<td>View portfolio setup, planning cycle history, and portfolio access information</td>
</tr>
<tr>
<td>Portfolio: Update Portfolio</td>
<td>Update portfolio setup, planning cycle history, and portfolio access information</td>
</tr>
<tr>
<td>Portfolio: Maintain PC</td>
<td>Create, initiate, and close planning cycles</td>
</tr>
</tbody>
</table>
Function Name Restrictions

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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Options: Performance Page Layouts</td>
<td>Select, preview, and associate a page layout with a performance page of a project</td>
</tr>
<tr>
<td>Projects: Options: Performance Page Layouts View</td>
<td>Preview default layouts for performance pages listed in the Performance Page Layouts page</td>
</tr>
<tr>
<td>Projects: Reporting: View Performance</td>
<td>View performance metrics for a project</td>
</tr>
<tr>
<td>Projects: Reporting: View Project Performance Regions</td>
<td>View performance metric regions in the Project Home and Status Report pages</td>
</tr>
</tbody>
</table>

**Performance Exceptions Reporting Functions**

The following table shows the security functions for performance exceptions reporting:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Key Performance Area Scoring Rules</td>
<td>Define key performance area scoring rules</td>
</tr>
<tr>
<td>Define Performance Rules</td>
<td>Define performance rules</td>
</tr>
<tr>
<td>Projects: Options: Update Scoring Rules and Notification</td>
<td>Update key performance area scoring rules and notifications for a project</td>
</tr>
</tbody>
</table>
Function Name | Restrictions
--- | ---
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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Resource Candidacy: View Own</td>
<td>View the user’s candidacies</td>
</tr>
<tr>
<td>Projects: Resource Pool: View Work Information</td>
<td>View work information for a resource</td>
</tr>
</tbody>
</table>

**Project Setup Functions**
The following table shows the security functions for project setup:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Setup: Gantt Sections</td>
<td>Define and update Gantt sections for use in configurable page layouts</td>
</tr>
</tbody>
</table>

**Project Status Functions**
The following table shows the security functions for project statuses:
Function Security

A-33

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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Status Display Columns</td>
<td>Define project status display columns</td>
</tr>
<tr>
<td>Project Status Inquiry</td>
<td>Query project status</td>
</tr>
</tbody>
</table>

Project Status Reporting Functions

The following table shows the security functions for project status reporting:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Progress Reporting</td>
<td>View project progress reports</td>
</tr>
<tr>
<td>Project Status Reports Tab</td>
<td>Access the progress reports page for a project</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Projects: Project Progress Report: Edit</td>
<td>Create and update progress reports for a project</td>
</tr>
<tr>
<td>Projects: Options: Reporting: Report Types</td>
<td>Edit status reports setup</td>
</tr>
<tr>
<td>Projects: Options: Reporting: Report Types View</td>
<td>View status reports setup</td>
</tr>
<tr>
<td>Projects: Project Progress Report: View</td>
<td>View progress reports for a project</td>
</tr>
<tr>
<td>Projects: Project Status Report: Update Shortcut</td>
<td>Update status reports using the shortcut link on the Project Home page</td>
</tr>
<tr>
<td>Projects: Report Types: Edit</td>
<td>Create and edit report types</td>
</tr>
<tr>
<td>Projects: Report Types: View</td>
<td>View report types</td>
</tr>
<tr>
<td>Projects: Rules: Project Status Report Reminder Rule Edit</td>
<td>Define, update, and delete project status report reminder rule templates</td>
</tr>
<tr>
<td>Projects: Status Report: User Section Setup</td>
<td>Define and update the user-definable section for status reports</td>
</tr>
</tbody>
</table>

**Reporting Pack Functions**

The following table shows the security functions for reporting pack:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects, Manager’s Reporting Pack: Reporting Pack List</td>
<td>Search, update, or delete reporting packs</td>
</tr>
<tr>
<td>Projects, Manager’s Reporting Pack: Create Reporting Pack</td>
<td>Create or update reporting packs</td>
</tr>
</tbody>
</table>

**Resource Management Functions**

The following table shows the security functions for resource management:
<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Members Subtab</td>
<td>View the Directory subtab in the Project Workbench</td>
</tr>
<tr>
<td>Define Job Relationships</td>
<td>Define job relationships</td>
</tr>
<tr>
<td>Define Utilization</td>
<td>Define utilization categories</td>
</tr>
<tr>
<td>Organization Authority</td>
<td>Set organization authority</td>
</tr>
<tr>
<td>Organization Competence Summary</td>
<td>Access the Organization Competence Summary workbook</td>
</tr>
<tr>
<td>Overcommitted Resources Timeline</td>
<td>Access the Overcommitted Resources Timeline Portlet</td>
</tr>
<tr>
<td>Person Role Mapping</td>
<td>Define and update mappings for person roles</td>
</tr>
<tr>
<td>PRM Workflow Notifications</td>
<td>View Project Resource Management workflow notifications</td>
</tr>
<tr>
<td>Projects: Assignment: Bill Rate Override Update</td>
<td>Update bill rate overrides for assignments</td>
</tr>
<tr>
<td>Projects: Assignment: Confirm</td>
<td>Confirm project assignments</td>
</tr>
<tr>
<td>Projects: Assignment: Create and Delete</td>
<td>Define and delete project assignments</td>
</tr>
<tr>
<td>Projects: Assignment: Edit Advertisement</td>
<td>Update advertisements for assignments</td>
</tr>
<tr>
<td>Projects: Assignment: Edit Basic Information</td>
<td>Update basic information for assignments</td>
</tr>
<tr>
<td>Projects: Assignment: Edit Forecasting Information</td>
<td>Update forecasting information for assignments</td>
</tr>
<tr>
<td>Projects: Assignment: Edit Schedule</td>
<td>Update schedule for an assignment</td>
</tr>
<tr>
<td>Projects: Assignment: Remove Conflicts</td>
<td>Remove conflicts on a project assignment</td>
</tr>
<tr>
<td>Projects: Assignment: Transfer Price Rate Override Update</td>
<td>Update transfer price override for an assignment</td>
</tr>
<tr>
<td>Projects: Assignment: View Basic Information</td>
<td>View basic information for assignments</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Projects: Assignment: View Forecasting Information</td>
<td>View forecasting information for assignments</td>
</tr>
<tr>
<td>Projects: Candidates: Create</td>
<td>Create candidates on a requirement</td>
</tr>
<tr>
<td>Projects: Candidates: Review Log</td>
<td>View the review log for a candidate</td>
</tr>
<tr>
<td>Projects: Candidates: View</td>
<td>View candidates on a requirement</td>
</tr>
<tr>
<td>Projects: Identification: Adhoc Resource Search</td>
<td>Access resource search</td>
</tr>
<tr>
<td>Projects: Identification: Requirement Search</td>
<td>Access requirement search</td>
</tr>
<tr>
<td>Projects: Identification: Resource Search</td>
<td>Access resource search in the context of a requirement</td>
</tr>
<tr>
<td>Projects: Requirement Search: Nominate</td>
<td>Nominate a resource as a candidate</td>
</tr>
<tr>
<td>Projects: Requirement Search: Nominate Self Only</td>
<td>Nominate yourself (the user) as a candidate</td>
</tr>
<tr>
<td>Projects: Requirements: View as Staffing Owner</td>
<td>View project requirements as a staffing owner</td>
</tr>
<tr>
<td>Projects: Resource Candidacy: Withdraw</td>
<td>Withdraw a resource as a candidate</td>
</tr>
<tr>
<td>Projects: Resource Candidacy: Withdraw Self Only</td>
<td>Withdraw yourself (the user) as a candidate</td>
</tr>
<tr>
<td>Projects: Resource Pool: View Competencies</td>
<td>View competencies for a resource</td>
</tr>
<tr>
<td>Projects: Resource Pool: View Resume</td>
<td>View resource resumes</td>
</tr>
<tr>
<td>Projects: Resource Pool: View Schedule</td>
<td>View resource schedules</td>
</tr>
<tr>
<td>Projects: Resource Utilization</td>
<td>Access Resource Utilization</td>
</tr>
<tr>
<td>Projects: Setup: Define Team Template</td>
<td>Define team templates</td>
</tr>
<tr>
<td>Required Project Hours</td>
<td>Access the Required Project Hours Workbook</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>Resource Competencies</td>
<td>Access the Resource Competencies workbook</td>
</tr>
<tr>
<td>Resources: Planning Resources View</td>
<td>Define and update planning resource lists</td>
</tr>
<tr>
<td>Team Role Details</td>
<td>Access the Team Role Details workbook</td>
</tr>
<tr>
<td>Utilization by Resources</td>
<td>Access the Utilization by Resources workbook</td>
</tr>
</tbody>
</table>

**Revenue Review Functions**

The following table shows the security functions for revenue review:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue: Options: Drilldown from SLA to Revenue</td>
<td>Drill down to revenue transactions from subledger journal entries</td>
</tr>
<tr>
<td>Revenue: Options: GL Drilldown</td>
<td>Open the View Revenue Accounting window</td>
</tr>
<tr>
<td>Revenue: Options: View Accounting Lines</td>
<td>View revenue accounting lines</td>
</tr>
<tr>
<td>Review Revenue</td>
<td>Review information about project revenue</td>
</tr>
<tr>
<td>Revenue: Regenerate</td>
<td>Regenerate draft revenue</td>
</tr>
<tr>
<td>Revenue: Release</td>
<td>Release revenue</td>
</tr>
<tr>
<td>Revenue: Unrelease</td>
<td>Reverse the Release Revenue process</td>
</tr>
</tbody>
</table>

**Scheduling Tool Integration Functions**

The following table shows the security functions for scheduling tool integration:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Install Project Connect</td>
<td>Install Microsoft Project Integration</td>
</tr>
</tbody>
</table>
**Subledger Functions**

The following table shows the security functions for subledger:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Subledger Event Drilldown from Txn</td>
<td>Drill down to subledger event information for transactions</td>
</tr>
<tr>
<td>PA: Subledger Event Inquiry</td>
<td>Query subledger accounting event information</td>
</tr>
<tr>
<td>PA: Subledger Journal Entries</td>
<td>Query subledger accounting journal entries</td>
</tr>
<tr>
<td>PA: Subledger Journal Entry Lines Inquiries</td>
<td>Query subledger accounting journal entry lines</td>
</tr>
</tbody>
</table>

**Task Functions**

The following table shows the security functions for tasks:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task: Invoice Method</td>
<td>View and update the invoice method for the top task</td>
</tr>
<tr>
<td>Task: Customer</td>
<td>View and update the customer name or customer number for the top task</td>
</tr>
<tr>
<td>Task List Function</td>
<td>View the task list</td>
</tr>
</tbody>
</table>

**Team Member Home Functions**

The following table shows the security functions for team member home:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Team Home: Assigned Actions</td>
<td>View assigned actions on the Team Home page</td>
</tr>
<tr>
<td>Projects: Team Home: Owned Work</td>
<td>View owned work on the Team Home page</td>
</tr>
</tbody>
</table>

**Transaction Import Functions**

The following table shows the security functions for transaction import:
### Function Name Restrictions

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import Transactions</td>
<td>Import transactions from an external system</td>
</tr>
<tr>
<td>Transaction Import: Pending Transactions</td>
<td>Review pending transactions for import</td>
</tr>
<tr>
<td>Transaction Import: Rejected Transactions</td>
<td>Enter or review transactions to be imported</td>
</tr>
<tr>
<td>Transaction Import: Review Transactions</td>
<td>Review transactions rejected by the Transaction Import process</td>
</tr>
</tbody>
</table>

### Utilization Reporting Functions

The following table shows the security functions for resource utilization and availability reporting:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilization by Organization Workbook</td>
<td>View utilization details of resources by organization and resource manager</td>
</tr>
<tr>
<td>Utilization by Resources Workbook</td>
<td>View utilization details of an individual resource using the Utilization by Resources Discoverer workbook</td>
</tr>
<tr>
<td>Utilization by Resource Managers Workbook</td>
<td>View utilization details for resources that report directly or indirectly to the resource manager</td>
</tr>
<tr>
<td>Project Intelligence Setup</td>
<td>View and update implementation options for Oracle Daily Business Intelligence for Projects</td>
</tr>
</tbody>
</table>

### Workplan Functions

The following table shows the security functions for workplans and workplan structures:
<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain Workplan Versions</td>
<td>View the Workplan Versions page</td>
</tr>
<tr>
<td>Projects: Options: Workplan</td>
<td>Access the Workplan Setup Options subtab</td>
</tr>
<tr>
<td>Projects: Tasks: Update Task Details</td>
<td>Access the Task Details page (for task owners)</td>
</tr>
<tr>
<td>Projects: Options: Workplan: Workplan Options View</td>
<td>Update Workplan Options information</td>
</tr>
<tr>
<td>Projects: Options: Workplan: Workplan Structure</td>
<td>View workplan structures</td>
</tr>
<tr>
<td>Projects: Options: Workplan: Workplan Structure View</td>
<td>Update workplan structures</td>
</tr>
<tr>
<td>Projects: Options: Structures</td>
<td>View Structures Setup page information</td>
</tr>
<tr>
<td>Projects: Options: Structures View</td>
<td>View Structures Setup page information</td>
</tr>
<tr>
<td>Projects: Tasks: Attachments Update</td>
<td>View and update task attachment information</td>
</tr>
<tr>
<td>PA: Workplan: Change Current Phase</td>
<td>View and update Task Phase information</td>
</tr>
<tr>
<td>Projects: Task Type: Edit</td>
<td>View and update task type information</td>
</tr>
<tr>
<td>Projects: View Labor Cost Rates</td>
<td>View workplan cost for resources on tasks</td>
</tr>
<tr>
<td>Projects: Workplan: View Workplan Costs</td>
<td>View and compare workplan costs for all versions in the project</td>
</tr>
<tr>
<td>Projects: Workplan: Link Subprojects</td>
<td>Create, update, and delete program links</td>
</tr>
<tr>
<td>Projects: Workplan: Link Subprojects View</td>
<td>View program links</td>
</tr>
<tr>
<td>Projects: Workplan Progress: Edit</td>
<td>Edit workplan progress</td>
</tr>
<tr>
<td>Projects: Workplan Progress: Task Progress Details</td>
<td>Edit task progress details</td>
</tr>
</tbody>
</table>
### Function Security

#### Function Name Restrictions

- **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:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects: Options: Workplan: Task Progress</td>
<td>Update Progress Options page information</td>
</tr>
<tr>
<td>Projects: Options: Workplan: Task Progress View</td>
<td>View Progress Options page information</td>
</tr>
</tbody>
</table>

---

### Oracle Projects Implementation Functions

The following table shows the security functions for Oracle Projects implementation:

<table>
<thead>
<tr>
<th>Function Name</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Types</td>
<td>Define agreement types</td>
</tr>
<tr>
<td>Bill Rate Schedules</td>
<td>Define bill rate schedules</td>
</tr>
<tr>
<td>Billing Cycles Maintenance</td>
<td>Maintain billing cycles</td>
</tr>
<tr>
<td>Billing Extensions</td>
<td>Define billing extensions</td>
</tr>
<tr>
<td>Budget Change Reasons</td>
<td>Define budget change reasons</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>Budget Entry Methods</td>
<td>Define budget entry methods</td>
</tr>
<tr>
<td>Budget Types</td>
<td>Define budget types</td>
</tr>
<tr>
<td>Burden Cost Codes</td>
<td>Define burden cost codes</td>
</tr>
<tr>
<td>Burden Schedules</td>
<td>Define burden schedules</td>
</tr>
<tr>
<td>Burden Structures</td>
<td>Define burden structures</td>
</tr>
<tr>
<td>Calendars</td>
<td>Define accounting calendars</td>
</tr>
<tr>
<td>Cost Bases</td>
<td>Define cost bases</td>
</tr>
<tr>
<td>Define Financial Plan Types</td>
<td>Define financial plan types</td>
</tr>
<tr>
<td>Define Spread Curves</td>
<td>Define spread curves for financial plans</td>
</tr>
<tr>
<td>Event Types</td>
<td>Define event types</td>
</tr>
<tr>
<td>Expenditure Categories</td>
<td>Define expenditure categories</td>
</tr>
<tr>
<td>Expenditure Types</td>
<td>Define expenditure types</td>
</tr>
<tr>
<td>Forecasting Implementation Options</td>
<td>Define forecasting implementation options</td>
</tr>
<tr>
<td>GL Periods</td>
<td>Define GL periods</td>
</tr>
<tr>
<td>Implementation Options</td>
<td>Define implementation options</td>
</tr>
<tr>
<td>Invoice Formats</td>
<td>Define invoice formats</td>
</tr>
<tr>
<td>Labor Cost Multipliers</td>
<td>Define labor cost multipliers</td>
</tr>
<tr>
<td>Labor Costing Overrides</td>
<td>Define labor costing overrides</td>
</tr>
<tr>
<td>Labor Costing Rules</td>
<td>Define labor costing rules</td>
</tr>
<tr>
<td>Manage Project Organization Roles</td>
<td>Create and update project organization roles</td>
</tr>
<tr>
<td><strong>Function Name</strong></td>
<td><strong>Restrictions</strong></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Non-Labor Resources</td>
<td>Define non-labor resources</td>
</tr>
<tr>
<td>Organization Role Mapping</td>
<td>Define organization role mapping for Oracle Sales Integration</td>
</tr>
<tr>
<td>PA Periods</td>
<td>Define PA periods</td>
</tr>
<tr>
<td>PA: Setup: Attribute Functions</td>
<td>Define user-defined attribute functions</td>
</tr>
<tr>
<td>PA: Setup: Planning Resource Lists</td>
<td>Define planning resource lists</td>
</tr>
<tr>
<td>Project Classifications</td>
<td>Define project classifications</td>
</tr>
<tr>
<td>Project Probabilities</td>
<td>Define project probabilities</td>
</tr>
<tr>
<td>Project Roles</td>
<td>Define project roles</td>
</tr>
<tr>
<td>Project Role Lists</td>
<td>Define project role lists</td>
</tr>
<tr>
<td>Project Statuses</td>
<td>Define project statuses</td>
</tr>
<tr>
<td>Project Templates</td>
<td>Define project templates</td>
</tr>
<tr>
<td>Project Types</td>
<td>Define project types</td>
</tr>
<tr>
<td>Resource Lists</td>
<td>Define resource lists</td>
</tr>
<tr>
<td>Revenue Categories</td>
<td>Define revenue categories</td>
</tr>
<tr>
<td>Roles</td>
<td>Define project roles</td>
</tr>
<tr>
<td>Service Types</td>
<td>Define service types</td>
</tr>
<tr>
<td>Transaction Sources</td>
<td>Define transaction sources</td>
</tr>
<tr>
<td>Units</td>
<td>Define units of measure</td>
</tr>
<tr>
<td>Projects: Reporting: Current Reporting</td>
<td>Define current reporting period for performance pages</td>
</tr>
<tr>
<td>Perid</td>
<td></td>
</tr>
<tr>
<td>Projects: Reporting: Custom Measures</td>
<td>Define custom measure metrics displayed in performance pages</td>
</tr>
<tr>
<td>Function Name</td>
<td>Restrictions</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Projects: Reporting: Setup Performance</td>
<td>Define performance setup</td>
</tr>
<tr>
<td>Projects: Reporting: Row Sets</td>
<td>Define row sets</td>
</tr>
</tbody>
</table>

**Related Topics**

- Project and Organization Security, *Oracle Projects Fundamentals*
- Implementing Function Security, *Oracle Applications System Administrator’s Guide*
- Defining a New Menu Structure, *Oracle Applications System Administrator’s Guide*
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
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

<table>
<thead>
<tr>
<th>Profile Option</th>
<th>Required or Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Generator: Purge Runtime Data, page B-61</td>
<td>Optional</td>
</tr>
<tr>
<td>AR: Transaction Flexfield QuickPick Attribute, page B-62</td>
<td>Required for PJB</td>
</tr>
<tr>
<td>AR: Use Invoice Accounting For Credit Memos, page B-63</td>
<td>Required for PJB</td>
</tr>
<tr>
<td>eBTax: Allow Ad Hoc Tax Changes, page B-62</td>
<td>Optional</td>
</tr>
<tr>
<td>eBTax: Allow Override of Customer Exemptions, page B-62</td>
<td>Optional</td>
</tr>
<tr>
<td>eBTax: Allow Override of Tax Classification Code, page B-62</td>
<td>Optional</td>
</tr>
<tr>
<td>GL: Ledger Name, page B-63</td>
<td>Required</td>
</tr>
<tr>
<td>HR: Cross Business Group</td>
<td>Required</td>
</tr>
<tr>
<td>HR: Enable Security Groups</td>
<td>Required</td>
</tr>
<tr>
<td>HR: Security Profile</td>
<td>Required</td>
</tr>
<tr>
<td>MO: Default Operating Unit, page B-65</td>
<td>Optional</td>
</tr>
<tr>
<td>MO: Operating Unit, page B-65</td>
<td>Required</td>
</tr>
<tr>
<td>MO: Security Profile, page B-66</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance, page B-39</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Allow Future-Dated People as Project Members, page B-11</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Allow Override of Budget Accounts, page B-1</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Allow Override of PA Distributions in AP/PO, page B-15</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Allow Project-Related Entry in Oracle Internet Expenses, page B-40</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Allow Time Entry of Negative Hours, page B-40</td>
<td>Optional</td>
</tr>
<tr>
<td>Profile Option</td>
<td>Required or Optional</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>PA: AP Discounts Interface Start Date (mm/dd/yyyy), page B-41</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: AutoApprove Expense Reports, page B-40</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: AutoApprove Timesheets, page B-41</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Availability Duration, page B-47</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Availability / Overcommitment Calculation Period, page B-57</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Canceled Assignment Status, page B-57</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Canceled Requirement Status, page B-58</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Canceled Requirement’s Candidate Status, page B-58</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Commit Size for Archive and Purge, page B-16</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Cost Distribution Lines Per Set, page B-16</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation, page B-19</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Cross-Project User - Update, page B-50</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Cross-Project User - View, page B-52</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Days to Maintain BC Packets, page B-20</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Debug Log Directory, page B-24</td>
<td>Required for Allocations</td>
</tr>
<tr>
<td>PA: Debug Mode, page B-25</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Default Burden Schedule Type, page B-36</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Default Calendar, page B-58</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Default Expenditure Item Date for Supplier Cost, page B-41</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Default Expenditure Organization in AP/PO, page B-35</td>
<td>Optional</td>
</tr>
<tr>
<td>Profile Option</td>
<td>Required or Optional</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>PA: Default Public Sector, page B-36</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Default Starting Candidate Status, page B-58</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Display Find Tasks, page B-11</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Display Terminated Employees: Number of Days, page B-23</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Enable Budget Integration and Budgetary Control Feature, page B-28</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Enable Business Messages on Time Entry, page B-44</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Enable Enhanced Period Processing, page B-20</td>
<td>Required</td>
</tr>
<tr>
<td>PA: Enable Long List of Resource LOVs, page B-33</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Enable Microsoft Excel Integration for Budgeting and Forecasting, page B-28</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Expenditure Items Per Set, page B-17</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Expense Report Invoices Per Set, page B-18</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Filled Requirement Status, page B-58</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Global Week Start Day, page B-1</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Highlight Starting Tasks: Number of Days, page B-54</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Home Page Highlights: Number of Weeks, page B-54</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Interface Unreleased Revenue to GL, page B-50</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Invalid Resource Candidate Status, page B-58</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Billing, page B-29</td>
<td>Required for PJB</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Collaboration, page B-29</td>
<td>Required for PJL</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Costing, page B-29</td>
<td>Required for PJC</td>
</tr>
<tr>
<td>Profile Option</td>
<td>Required or Optional</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Management, page B-30</td>
<td>Required for PJT</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Resource Management, page B-30</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Maintain Unbilled Receivables and Unearned Revenue Balances, page B-51</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: No of Instances for Auto Invoice Master Program, page B-44</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Over-commitment Percentage, page B-47</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Override Approver, page B-34</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Pay When Paid, page B-44</td>
<td>Optional for PJC</td>
</tr>
<tr>
<td>PA: Percentage of Resource Capacity, page B-48</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Process MS Excel Data, page B-12</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Process MS Excel Data Threshold, page B-48</td>
<td>Required for PJT</td>
</tr>
<tr>
<td>PA: Process Structure Updates, page B-12</td>
<td>Required for PJT</td>
</tr>
<tr>
<td>PA: Process Structure Updates Threshold, page B-48</td>
<td>Required for PJT</td>
</tr>
<tr>
<td>PA: Project Costing Installed, page B-31</td>
<td>Required for PJC</td>
</tr>
<tr>
<td>PA: Project Resource Job Group, page B-59</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Projects Per Set, page B-18</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Receivables Invoice Line UOM, page B-45</td>
<td>Required for PJB</td>
</tr>
<tr>
<td>PA: Report Separate Burden Transactions with Source Resources, page B-21</td>
<td>Required for PJC (allocations) and PJT</td>
</tr>
<tr>
<td>PA: Reporting Pack E-mail Sender Address, page B-49</td>
<td>Required</td>
</tr>
<tr>
<td>PA: Reporting Pack SMTP Server Address, page B-50</td>
<td>Required</td>
</tr>
<tr>
<td>Profile Option</td>
<td>Required or Optional</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>PA: Reporting Pack Worker Quantity, page B-50</td>
<td>Required</td>
</tr>
<tr>
<td>PA: Require Assignment and Project Date Validation, page B-23</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Require Work Type Entry for Expenditures, page B-13</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Resource Utilization Calculation Method, page B-60</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Resource Utilization Period Type, page B-61</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Retain Existing Period Spread Values for Plan Duration Changes, page B-55</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Retirement Cost Processing Enabled, page B-21</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Selective Flexfield Segment for AutoAccounting, page B-15</td>
<td>Required</td>
</tr>
<tr>
<td>PA: Staffing Home Default Organization, page B-59</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Starting Assignment Status, page B-59</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Starting Requirement Status, page B-59</td>
<td>Required for PJR</td>
</tr>
<tr>
<td>PA: Streamline Process Sleep Interval, page B-49</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Tab to Budget Matrix Comments Fields, page B-13</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Task Managers Must Be Project Members, page B-53</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Tasks to Display for Expenditure Entry, page B-34</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Team Home Page Layout, page B-55</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Transaction Billability Derived from Work Type, page B-22</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Transfer DFF with AP, page B-36</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Transfer DFF with PO, page B-46</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Upgrade Budget Types and Budget Versions, page B-31</td>
<td>Optional</td>
</tr>
<tr>
<td>Profile Option</td>
<td>Required or Optional</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>PA: Use Auto Invoice Master Program, page B-46</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Utilization Calculation Begin Date, page B-24</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Utilization Manager Default Calculation Method, page B-61</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Utilization Manager Default Period Type, page B-61</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: View All Project Resources, page B-53</td>
<td>Optional</td>
</tr>
<tr>
<td>PA: Workplan Tasks Default View, page B-55</td>
<td>Optional</td>
</tr>
<tr>
<td>PJI: Debug Level, page B-66</td>
<td>Optional</td>
</tr>
<tr>
<td>PJI: Default Reporting Calendar Type, page B-37</td>
<td>Optional</td>
</tr>
<tr>
<td>PJI: Default Reporting Currency Type, page B-37</td>
<td>Optional</td>
</tr>
<tr>
<td>PJI: Global Start Date Override, page B-66</td>
<td>Optional</td>
</tr>
<tr>
<td>PJI: Number of Parallel Extraction Programs, page B-66</td>
<td>Optional</td>
</tr>
<tr>
<td>PJI: Organization Security Profile, page B-66</td>
<td>Required</td>
</tr>
<tr>
<td>PJI: Output Destination, page B-67</td>
<td>Required</td>
</tr>
<tr>
<td>PJI: Truncate PJI Summary Tables, page B-67</td>
<td>Optional</td>
</tr>
<tr>
<td>PJI: Use DBI Request Set Generator, page B-67</td>
<td>Optional</td>
</tr>
<tr>
<td>PJP: Default Discount Rate, page B-31</td>
<td>Optional</td>
</tr>
<tr>
<td>PJP: Financial Plan Type for Project Benefit, page B-32</td>
<td>Required for PJP</td>
</tr>
<tr>
<td>PJP: Financial Plan Type for Project Cost, page B-32</td>
<td>Required for PJP</td>
</tr>
<tr>
<td>PJP: Licensed to Use Project Portfolio Analysis, page B-32</td>
<td>Required for PJP</td>
</tr>
<tr>
<td>PJP: Nominate Risk from Investment Criteria, page B-32</td>
<td>Required for PJP</td>
</tr>
</tbody>
</table>
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.


*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.
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**

Upgrading 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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Allow Future-Dated People as Project Members</td>
<td>Yes</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Display Find Tasks</td>
<td>No</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Process MS Excel Data</td>
<td>Standard</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Process Structure Updates</td>
<td>Standard</td>
<td>Update</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Require Work Type Entry for Expenditures</td>
<td>No</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Tab to Budget Matrix Comments Fields</td>
<td>No</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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:

- **Yes**: Tasks displays the Find Tasks window, and Oracle Projects automatically queries the top tasks (WBS Level = 1)
- **No**: Tasks does not display the Find Tasks window
- **(No value)**: Equivalent to No

**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:

- **Standard**: 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.
- **Online**: 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:

- **Standard**: 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:
Yes

User can tab to the overflow region.

No

User cannot tab to the overflow region. User may navigate to the overflow region by clicking on any of the fields there.

(No value)

Equivalent to No

**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**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Allow Override of Budget Accounts</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Allow Override of PA Distributions in AP/PO</td>
<td>Yes</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Selective Flexfield Segment for AutoAccounting</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>No Access</td>
</tr>
</tbody>
</table>

**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:

**Yes**

Users can manually override accounts.

**No**

Users cannot override accounts.

**Internal name:** PA_OVERRIDE_BUDGET_ACCOUNT
PA: Allow Override of PA Distributions in AP/PO

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:

- **Yes**
  
  The user-entered values are passed to the workflow. The workflow may override these values if the Replace Existing Value attribute for the workflow is True.

- **No**
  
  The user-entered values are ignored and are not passed to the workflow.

- (No value)
  
  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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Commit Size for Archive and Purge</td>
<td>1000</td>
<td>No Access</td>
<td>Update</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Cost Distribution Lines Per Set</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>No Access</td>
</tr>
<tr>
<td>PA: Expenditure Items Per Set</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Expense Report Invoices Per Set</td>
<td>No Default</td>
<td>No Access</td>
<td>Update</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PA: Projects Per Set</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>No Access</td>
</tr>
</tbody>
</table>

**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
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.
### Cost Transactions - Processing Category

Profile options in this category enable you to specify the behavior of the costing processes. (Sys Admin = System Administration)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Create Incremental Transactions for Cost Adjustments Resulting from a Burden Schedule Recompilation</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Days to Maintain BC Packets</td>
<td>3</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Enable Enhanced Period Processing</td>
<td>No</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Retirement Cost Processing Enabled</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>No Access</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Report Separate Burden Transactions with Source Resources</td>
<td>No</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Transaction Billability Derived from Work Type</td>
<td>No</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Oracle Projects creates incremental accounting lines to post the difference between the original and new burden cost amounts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Oracle Projects reverses the original accounting lines and generates new lines to post the adjusted burden cost amounts. No is the default value.</td>
</tr>
</tbody>
</table>

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 6-37.

**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.

<table>
<thead>
<tr>
<th>Yes</th>
<th>Enhanced period processing features are enabled in Oracle Projects.</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Enhanced period processing features are not enabled.</td>
</tr>
</tbody>
</table>

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 take 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 more information, use the Integration SOA Gateway responsibility to access the Oracle Integration Repository online and navigate to the Projects Suite to find the Burden Resource Extension.

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Oracle Projects maps summary burden transactions to the same resource class as their source raw cost transactions.</td>
</tr>
<tr>
<td>No</td>
<td>Oracle Project maps summary burden transactions to the Financial Elements resource class.</td>
</tr>
<tr>
<td>(No value)</td>
<td>Equivalent to No.</td>
</tr>
</tbody>
</table>

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:
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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Display Terminated Employees: Number of Days</td>
<td>No Default</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Global Week Start Day</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PA: Require Assignment and Project Date Validation</td>
<td>Yes</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Utilization Calculation Begin Date</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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:

**Yes**

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.

**No**

No validation is done

**Warning**

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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Debug Log Directory</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Debug Mode</td>
<td>No</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
</tr>
<tr>
<td>PA: Log Summarization Statistics</td>
<td>No</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
</tbody>
</table>

### 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:

- **Yes**  
  System is operating in debug mode

- **No**  
  System is operating in normal mode

- **(No value)**  
  Equivalent to No

Oracle Projects predefines a value of *No* for this profile upon installation.

**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:

- **Yes**  
  The system records time taken by the summarization processes.

- **No**  
  The system does not record time taken by the summarization processes.

- **(No Value)**  
  Equivalent to No
Oracle Projects predefines a value of No for this profile option upon installation.

If you are attempting to track performance of the summarization processes, set this profile option to Yes.

The system writes the performance statistics to the table PA_ACCUM_TXN_TIME. You can use the scripts listed in the following table to query the table PA_ACCUM_TXN_TIME for statistics. You need the concurrent request ID of the process to query the table.

The following table shows the script that you use to query each summarization process:

<table>
<thead>
<tr>
<th>Summarization Process</th>
<th>Script</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update Project Summary Amounts</td>
<td>$PA_TOP/admin/sql/paxacimiento.sql</td>
</tr>
<tr>
<td>Refresh Project Summary Amounts</td>
<td>$PA_TOP/admin/sql/paxacert.sql</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Enable Budget Integration and Budgetary Control Feature</td>
<td>No</td>
<td>Update</td>
<td>Update</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Enable Microsoft Excel Integration for Budgeting and Forecasting</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Billing</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---------</td>
<td>-------------</td>
<td>----------------</td>
<td>--------------------------</td>
<td>------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Collaboration</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Costing</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Licensed to Use Project Management</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Project Costing Installed</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>View Only</td>
</tr>
<tr>
<td>PA: Upgrade Budget Types and Budget Versions</td>
<td>No</td>
<td>View Only</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PJP: Default Discount Rate</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PJP: Financial Plan Type for Project Benefit</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PJP: Financial Plan Type for Project Cost</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PJP: Licensed to Use Project Portfolio Analysis</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PJP: Nominate Risk from Investment Criteria</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PJP: Portfolio Organization Hierarchy</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PJP: Portfolio Selection Class Category</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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:

**Yes**

The budgetary control windows and processes are displayed.

**No**

The budgetary control windows and processes are *not* displayed.

**Internal name:** PA_BC_ENABLED

For more information, see: Setting Up Budgetary Controls, page 6-37.

**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:
Yes  
Microsoft Excel is integrated with Projects for budgeting and forecasting.

No  
Microsoft Excel is not integrated with Projects for budgeting and forecasting.

(No value)  
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. Available values are listed below:

Yes  
In addition to Project Costing functions, Oracle Projects allows you to set up contract projects and perform all Project Billing functions.

No  
Only Oracle Project Costing functions are allowed. Oracle Project Billing functions cannot be used. This is the default value for this profile option.

(No value)  
Equivalent to No

**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:

Yes  
Oracle Projects allows you to perform all Project Collaboration functions.

No  
Oracle Project Collaboration functions cannot be used. This is the default value for this profile option.

(No value)  
Equivalent to No

**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:
Yes Oracle Projects allows you to perform all Project Collaboration functions.

No Oracle Project Collaboration functions cannot be used. This is the default value for this profile option.

(No value) Equivalent to No

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:

Yes Oracle Projects allows you to perform all Project Management functions.

No You cannot use Oracle Project Management functions. This is the default value for this profile option.

(No value) Equivalent to No

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:

Yes Oracle Projects allows you to perform all Project Resource Management functions.

No You cannot use Oracle Project Resource Management functions. This is the default value for this profile option. 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

(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:

- **Yes**
  
  Oracle Projects allows you to perform all Project Portfolio Analysis functions.

- **No**
  
  You cannot use Oracle Project Portfolio Analysis functions. This is the default value for this profile option.

*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_RISKCATEGORY*

**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*
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)

<table>
<thead>
<tr>
<th><strong>Profile Option</strong></th>
<th><strong>Default</strong></th>
<th><strong>User Access</strong></th>
<th><strong>Sys Admin: User</strong></th>
<th><strong>Sys Admin: Responsibility</strong></th>
<th><strong>Sys Admin: Application</strong></th>
<th><strong>Sys Admin: Site</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Enable Long List of Resource LOVs</td>
<td>No</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Override Approver</td>
<td>No Default</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Tasks to Display for Expenditure Entry</td>
<td>All Tasks</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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:
Users can enter reduction criteria when they query the Resource Name field in the Budget Lines window.

All the resource names are displayed when users query the Resource Name field in the Budget Lines window.

Equivalent to No

**Internal name:** 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:

Yes

You can enter an overriding approver for timecards in Oracle Time and Labor.

No

You cannot enter an overriding approver for timecards in Oracle Time and Labor.

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:

All Tasks

Displays the entire WBS of the selected project

Chargeable Tasks

Displays only the chargeable tasks of the selected project

Lowest Tasks

Displays only the lowest tasks of the selected project

**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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Default Expenditure Organization in AP/PO</td>
<td>No Default</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Default Burden Schedule Type</td>
<td>Firm</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Default Public Sector</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Transfer DFF with AP</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>---------------</td>
<td>-------------</td>
<td>-----------------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PJI: Default Reporting Calendar Type</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PJI: Default Reporting Currency Type</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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:

**Yes**
- Descriptive flexfield segments are interfaced.

**No**
- Descriptive flexfield segments are not interfaced.

**(No value)**
- 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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
</tbody>
</table>

Profile Options   B-37
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Allow Project-Related Entry in Oracle Internet Expenses</td>
<td>No Default</td>
<td>View Only</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Allow Time Entry of Negative Hours</td>
<td>No Default</td>
<td>View Only</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: AutoApprove Expense Reports</td>
<td>No Default</td>
<td>View Only</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: AutoApprove Timesheets</td>
<td>No Default</td>
<td>View Only</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: AP Discounts Interface Start Date (mm/dd/yyyy)</td>
<td>01/01/1951</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
</tr>
<tr>
<td>PA: Default Expenditure Item Date for Supplier Cost</td>
<td>Source</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Enable Business Messages on Time Entry</td>
<td>No Default</td>
<td>View Only</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: No of Instances for Auto Invoice Master Program</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
</tr>
<tr>
<td>PA: Pay When Paid</td>
<td>No</td>
<td>View Only</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Receivables Invoice Line UOM</td>
<td>No Default</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>PA: Transfer DFF with PO</td>
<td>No</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Use Auto Invoice Master Program</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
</tbody>
</table>

**PA: Allow Adjustments to Receipt Accruals and Exchange Rate Variance**

Determines whether 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.
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:

- **Yes**: The user can enter project-related expenses in Oracle Internet Expenses.
- **No**: 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.

- **Yes**: You can enter negative hours.
- **No**: 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:

- **Yes**: Oracle Internet Expenses automatically approves project-related expense reports. You do not need to route or review your expense reports.
Expense reports require review and approval. This is the default 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.

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:

<table>
<thead>
<tr>
<th>Source Document Exp Item Date</th>
<th>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.</th>
</tr>
</thead>
</table>

**Profile Option Value: Source Document Exp Item Date**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Date Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice, Matched</td>
<td>Purchase order expenditure item date</td>
</tr>
<tr>
<td>Invoice, Unmatched</td>
<td>Invoice date</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> A source expenditure item date does not exist for unmatched invoices.</td>
</tr>
<tr>
<td>Receipt</td>
<td>Purchase order expenditure item date</td>
</tr>
<tr>
<td>Payment</td>
<td>Invoice expenditure item date</td>
</tr>
<tr>
<td>Discount</td>
<td>Invoice expenditure item date</td>
</tr>
</tbody>
</table>

**Profile Option Value: Transaction Date**

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Default Expenditure Item Date Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice, Matched</td>
<td>Invoice date</td>
</tr>
<tr>
<td>Invoice, Unmatched</td>
<td>Invoice date</td>
</tr>
</tbody>
</table>
The following table shows the source of the default expenditure item date for each transaction type if you specify the value \textit{Transaction GL Date}.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Default Expenditure Item Date Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice, Matched</td>
<td>Invoice GL date</td>
</tr>
<tr>
<td>Invoice, Unmatched</td>
<td>Invoice GL date</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt GL date</td>
</tr>
<tr>
<td>Payment</td>
<td>Payment GL date</td>
</tr>
<tr>
<td>Discount</td>
<td>Payment GL date</td>
</tr>
</tbody>
</table>

The following table shows the source of the default expenditure item date for each transaction type if you specify the value \textit{Transaction System Date}.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Default Expenditure Item Date Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice, Matched</td>
<td>Invoice creation date</td>
</tr>
<tr>
<td>Invoice, Unmatched</td>
<td>Invoice creation date</td>
</tr>
<tr>
<td>Receipt</td>
<td>Receipt creation date</td>
</tr>
</tbody>
</table>
### Transaction Type

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Default Expenditure Item Date Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment</td>
<td>Payment creation date</td>
</tr>
<tr>
<td>Discount</td>
<td>Payment creation date</td>
</tr>
</tbody>
</table>

**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.

To release Pay when Paid hold you must set the profile option to Yes and enable the Project: Subcontractor: Apply and Release Hold function security.

Internal Name: PA_PAY_WHEN_PAID

Note: If this profile option is not enabled but you have the function security, then will not be able to release Pay when Paid Hold on invoices, but you would still be able to release Deliverable Hold and Project Hold on invoices.

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:

- **Yes**: Descriptive flexfield segments are interfaced.
- **No**: 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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Availability Duration</td>
<td>2</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Overcommitment Percentage</td>
<td>0</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------</td>
<td>-------------</td>
<td>----------------</td>
<td>--------------------------</td>
<td>-----------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PA: Percentage of Resource Capacity</td>
<td>100</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Process MS Excel Data Threshold</td>
<td>1000</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Process Structure Updates Threshold</td>
<td>50</td>
<td>View Only</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Streamline Process Sleep Interval</td>
<td>60 seconds</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>No Access</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Reporting Pack E-mail Sender Address</td>
<td>No</td>
<td>View Only</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Reporting Pack SMTP Server Address</td>
<td>No</td>
<td>View Only</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Reporting Pack Worker Quantity</td>
<td>Yes</td>
<td>View Only</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Interface Unreleased Revenue to GL</td>
<td>No</td>
<td>View Only</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
</tr>
<tr>
<td>PA: Maintain Unbilled Receivables and Unearned Revenue Balances</td>
<td>No</td>
<td>View Only</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
</tbody>
</table>

### 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:

**Yes**

The process PRC: Generate Revenue Accounting Events generates accounting events for unreleased draft revenue.

**No**

The process PRC: Generate Revenue Accounting Events does not generate accounting events for unreleased draft revenue. This is the default value.

**(No value)**

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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Cross-Project User - Update</td>
<td>No</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
<td>No Access</td>
<td>No Access</td>
</tr>
<tr>
<td>PA: Cross-Project User - View</td>
<td>Yes, at Site</td>
<td>No Access</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Task Managers Must Be Project Members</td>
<td>No</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>------------------------</td>
<td>---------------</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PA: View All Project Resources</td>
<td>No Default</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
</tr>
</tbody>
</table>

**MO: Security Profile**

**PA: Cross-Project User- Update**

Indicates if a responsibility allows cross-project update access.

This profile option is optional. Available values are as listed below:

- **Yes**
  
  A holder of this responsibility can view and update any project.

- **No**
  
  A holder of this responsibility can view and update only those projects for which the holder is assigned as a key member. A holder with cross-project view access can view information on any project, other than labor cost details. If users have access to the *Expenditure Inquiry: All* menu, this restriction does not apply and they will be able to view labor cost details.

- **(No value)**
  
  Equivalent to No

Oracle Projects predefines a value of Yes for this profile for the Project Billing Super User and Project Costing Super User responsibilities upon installation.

**Internal name:** PA_SUPER_PROJECT

**PA: Cross-Project User- View**

Indicates if a user has cross-project view access.

This profile option is optional. Available values are listed below:

- **Yes**
  
  A user can view information on any project, other than labor cost details. If users have access to the *Expenditure Inquiry: All* menu, this restriction does not apply and they will be able to view labor cost details.

- **No**
  
  A user can view only those projects for which the user is assigned as a key member.
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:

- **Yes**: Task managers must be members of project teams.
- **No**: Task managers can be any employee in an enterprise.
- **(No value)**: 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:

- **Yes**: The user can view resource information for all resources in the enterprise. They can perform resource-related functions as granted for their responsibility.
- **No**: The user can view resource information based on access granted for their responsibility.
- **(No value)**: Equivalent to No

Oracle Projects predefines a value of *Yes* for this profile option only for the Project Super User responsibility. Otherwise, the default value is *No*.

You can update this profile option at the responsibility or user level.

**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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Highlight Starting Tasks: Number of Days</td>
<td>14</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>No Access</td>
<td>No Access</td>
</tr>
<tr>
<td>PA: Home Page Highlights: Number of Weeks</td>
<td>2</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Retain Existing Period Spread Values for Plan Duration Changes</td>
<td>No Default</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Team Home Page Layout</td>
<td>No Default</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Workplan Tasks Default View</td>
<td>Hierarchy</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
<td>Update</td>
</tr>
</tbody>
</table>

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:

- **Yes**
  The existing period spread values are retained when duration of a plan line changes.

- **No**
  The existing period spread values are redistributed when duration of plan line changes.

- **(No Value)**
  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:

- **Hierarchy**
  The hierarchy view is the default view for task information. This view displays tasks in a hierarchical manner that makes it easy to see how summary tasks relate to subtasks.

- **List**
  The list view is the default view for task information. This view displays tasks as a list ordered according to outline level.

- **Gantt**
  The Gantt display view is the default view for task information. This view provides a graphic display of task information.

Internal name: PA_WORKPLAN_DEFAULT_VIEW
**Staffing Defaults Category**

These profile options contain default values for staffing functionality. (Sys Admin = System Administration)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Availability/ Over-commitment Calculation Period</td>
<td>WEEKLY</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Canceled Assignment Status</td>
<td>None</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Canceled Requirement's Candidate Status</td>
<td>None</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Default Calendar</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Default Starting Candidate Status</td>
<td>None</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Filled Requirement Status</td>
<td>None</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Invalid Resource Candidate Status</td>
<td>None</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Project Resource Job Group</td>
<td>No Default</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Staffing Home Default Organization</td>
<td>No Default</td>
<td>View and Update</td>
<td>View and Update</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
</tr>
<tr>
<td>PA: Starting Assignment Status</td>
<td>None</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------</td>
<td>-------------</td>
<td>-----------------</td>
<td>----------------------------</td>
<td>------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>PA: Starting Requirement Status</td>
<td>None</td>
<td>No Access</td>
<td>View Only</td>
<td>View Only</td>
<td>View Only</td>
<td>Update</td>
</tr>
</tbody>
</table>

**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 required if you are using Oracle Project Resource Management.

Internal name: PA_PRM_DEFAULTCALENDAR

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)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Resource Utilization Calculation Method</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Resource Utilization Period Type</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Utilization Calculation Begin Date</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Utilization Manager Default Calculation Method</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
<tr>
<td>PA: Utilization Manager Default Period Type</td>
<td>No Default</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>No Access</td>
<td>Update</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Segment</th>
<th>Column</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number</td>
<td>INTERFACE_HEADER_ATTRIBUTE1</td>
</tr>
<tr>
<td>Draft Invoice Number</td>
<td>INTERFACE_HEADER_ATTRIBUTE2</td>
</tr>
<tr>
<td>Agreement Number</td>
<td>INTERFACE_HEADER_ATTRIBUTE3</td>
</tr>
<tr>
<td>Project Organization</td>
<td>INTERFACE_HEADER_ATTRIBUTE4</td>
</tr>
</tbody>
</table>
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 2-68.

**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

PJ1: 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

PJ1: Truncate PJ1 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

PJ1: 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

Profile Options  B-67
• 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.

<table>
<thead>
<tr>
<th>Profile Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Expenditure Items Per Set</td>
<td>1000</td>
</tr>
<tr>
<td>PA: Cost Distribution Lines Per Set</td>
<td>2000</td>
</tr>
<tr>
<td>PA: Projects Per Set</td>
<td>500</td>
</tr>
</tbody>
</table>

**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:
<table>
<thead>
<tr>
<th>Option</th>
<th>Value</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PA: Default Expenditure Organization in AP/PO</td>
<td>Fremont Corporation</td>
<td></td>
</tr>
<tr>
<td>PA: Tasks to Display for Expenditure Entry</td>
<td>Chargeable Tasks</td>
<td>With this setting, the task list of values displays only chargeable tasks when users are</td>
</tr>
<tr>
<td></td>
<td></td>
<td>entering expenditures online (pre-approved expenditures in Oracle Projects, purchase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>orders and requisitions in Oracle Purchasing, or supplier invoices in Oracle Payables)</td>
</tr>
<tr>
<td>PA: Receivables Invoice Line UOM</td>
<td>Each</td>
<td>(The unit of measure of Each is first defined in Oracle Receivables)</td>
</tr>
<tr>
<td>eBTax: Tax: Allow Ad Hoc Tax Changes</td>
<td>No</td>
<td>Prevents users from changing tax rates in the Transactions window in Oracle Receivables</td>
</tr>
<tr>
<td>eBTax: Allow Override of Customer Exemptions</td>
<td>No</td>
<td>Prevents users from overriding the default tax exemption on invoice lines in Oracle Projects</td>
</tr>
<tr>
<td>eBTax: Allow Override of Tax Classification Code</td>
<td>Yes</td>
<td>Allows users to override the default tax classification code on invoice lines in Oracle</td>
</tr>
<tr>
<td>AR: Use Invoice Accounting For Credit Memos</td>
<td>No</td>
<td>Projects</td>
</tr>
<tr>
<td>AR: Transaction Flexfield QuickPick</td>
<td>INTERFACE_HEADER</td>
<td>Causes the project number to appear as the project attribute in QuickPicks in Oracle</td>
</tr>
<tr>
<td>GL: Ledger Name</td>
<td>Fremont Corporation</td>
<td>Receivables</td>
</tr>
</tbody>
</table>

**Related Topics**

Personal Profile Values Window, *Oracle Applications User’s Guide*

Overview of Setting User Profiles, *Oracle Applications System Administrator’s Guide*
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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Fremont Corporation</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Group</td>
<td>Fremont Corporation</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summarization Period Type</td>
<td>PA Period</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Reporting Organization</td>
<td>Oracle Projects</td>
</tr>
<tr>
<td>Version Number</td>
<td>1</td>
</tr>
<tr>
<td>Start Organization</td>
<td>Fremont Corporation</td>
</tr>
</tbody>
</table>

**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:

**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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Numbering Method</td>
<td>Manual</td>
</tr>
<tr>
<td>Project Number Type</td>
<td>Alphanumeric</td>
</tr>
</tbody>
</table>

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:
<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Task Owning Organization Hierarchy</td>
<td>Oracle Projects</td>
</tr>
<tr>
<td>Version Number</td>
<td>1</td>
</tr>
<tr>
<td>Start Organization</td>
<td>Fremont Corporation</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditure Cycle Start Day</td>
<td>Monday</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable Overtime Calculations</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import Contingent Worker Timecards with Purchase Order Integration</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Supplier Cost Credit Account</td>
<td>01-000-2500</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interface Employee Labor Costs</td>
<td>Enabled</td>
</tr>
<tr>
<td>Interface Contingent Worker Labor Costs</td>
<td>Enabled</td>
</tr>
<tr>
<td>Interface Usage, Inventory, WIP, Miscellaneous and Burden Costs</td>
<td>Enabled</td>
</tr>
</tbody>
</table>

_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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization Hierarchy</td>
<td>Oracle Projects</td>
</tr>
<tr>
<td>Version</td>
<td>1</td>
</tr>
<tr>
<td>Start Organization</td>
<td>Administration</td>
</tr>
</tbody>
</table>

**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 to send revenue to Oracle General Ledger. The following table shows the setup for the option.

<table>
<thead>
<tr>
<th>Implementation Option Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interface Revenue to GL</td>
</tr>
<tr>
<td>Enabled</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Implementation Option Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Numbering Method</td>
</tr>
<tr>
<td>Manual</td>
</tr>
<tr>
<td>Invoice Number Type</td>
</tr>
<tr>
<td>Alphanumeric</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centralized Invoice Processing</td>
<td>(not enabled)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Implementation Option</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Batch Source</td>
<td>PROJECTS INVOICES</td>
</tr>
</tbody>
</table>

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*. 
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.

<table>
<thead>
<tr>
<th>Menu</th>
<th>Function</th>
<th>PSU</th>
<th>PA</th>
<th>OM</th>
<th>PM</th>
<th>RM</th>
<th>SM</th>
<th>TM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Delivery</td>
<td>Team Member Home</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Delivery</td>
<td>Project List</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Delivery</td>
<td>Create Project</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Delivery</td>
<td>Search Projects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Delivery</td>
<td>Project Sets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Delivery</td>
<td>Tasks</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Delivery</td>
<td>Actions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Delivery</td>
<td>Change Documents</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Staffing</td>
<td>Open Requirements</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Staffing</td>
<td>Requirement Search</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Staffing</td>
<td>Scheduled Resource Hours Workbook</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Staffing</td>
<td>Available Resource Hours Workbook</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Staffing</td>
<td>Overcommitted Resource Hours Workbook</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menu</td>
<td>Function</td>
<td>PSU</td>
<td>PA</td>
<td>OM</td>
<td>PM</td>
<td>RM</td>
<td>SM</td>
<td>TM</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
</tr>
<tr>
<td>Project Staffing</td>
<td>Team Role Details Workbook</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Staffing</td>
<td>Required Project Hours Workbook</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Resources</td>
<td>Resources</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Resources</td>
<td>Resource Search</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Resources</td>
<td>Organization Competence Summary Workbook</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Resources</td>
<td>Resource Competencies Workbook</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilization</td>
<td>Organization Utilization</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilization</td>
<td>Resource Utilization</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Management</td>
<td>Project Requests</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operations Management</td>
<td>Project Pipeline Workbook</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unbilled Receivable, Unearned Revenue</td>
<td>Account Balance by Project and Cost Center</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td>Account Transaction Details by Project</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unbilled Receivable, Unearned Revenue</td>
<td>Project Balance by Project</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menu</td>
<td>Function</td>
<td>PSU</td>
<td>PA</td>
<td>OM</td>
<td>PM</td>
<td>RM</td>
<td>SM</td>
<td>TM</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------------</td>
<td>-----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Unbilled Receivable, Unearned Revenue Reports</td>
<td>Project Balance by Project and Cost Center</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unbilled Receivable, Unearned Revenue Reports</td>
<td>Project Transaction Details by Project</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Entry Using Microsoft Excel</td>
<td>Uncosted Labor Transactions</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Entry Using Microsoft Excel</td>
<td>Uncosted Non-Labor Transactions</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Entry Using Microsoft Excel</td>
<td>Costed Transactions</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditure Entry Using Microsoft Excel</td>
<td>Accounted Transactions</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier</td>
<td>Payment Control</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Advertisement Rules</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Control Item Types</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Financial Plan Types</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Lifecycles</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Organization Role Mapping</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Page Layouts</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Person Role Mapping</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Probability Mapping</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menu</td>
<td>Function</td>
<td>PSU</td>
<td>PA</td>
<td>OM</td>
<td>PM</td>
<td>RM</td>
<td>SM</td>
<td>TM</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------</td>
<td>-----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Setup</td>
<td>Project Templates</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Report Types</td>
<td></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Status Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Reminder Rules</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Status Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Sections</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup</td>
<td>Task Types</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Setup</td>
<td>Team Templates</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Setup</td>
<td>Microsoft Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Integration</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Installation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workflow Notifications</td>
<td>Workflow Notifications</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Administrator</td>
<td>Resource Search</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Resource Search</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Team Role Details</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Workbook</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Manager Reporting Pack</td>
<td>Reporting Pack List</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Project Manager Reporting Pack</td>
<td>Create Reporting Pack</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staffing Manager</td>
<td>Staffing Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Team Member</td>
<td>Team Member Home</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Project List</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>
### Menu Function PSU PA OM PM RM SM TM

<table>
<thead>
<tr>
<th>Menu</th>
<th>Function</th>
<th>PSU</th>
<th>PA</th>
<th>OM</th>
<th>PM</th>
<th>RM</th>
<th>SM</th>
<th>TM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Member</td>
<td>Search Projects</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Tasks</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Project Sets</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Actions</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Issues</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Change Documents</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Personal Schedule and Profile</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Personal Requirement Search</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Personal Utilization</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td>Resource Search</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Menu</th>
<th>PSU</th>
<th>PA</th>
<th>OM</th>
<th>PM</th>
<th>RM</th>
<th>SM</th>
<th>TM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager Role Menu</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Pool Role Menu</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Authority Menu</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Menu</td>
<td>PSU</td>
<td>PA</td>
<td>OM</td>
<td>PM</td>
<td>RM</td>
<td>SM</td>
<td>TM</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
<td>----</td>
</tr>
<tr>
<td>Resource Authority Menu</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilization Authority Menu</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forecast Authority Menu</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASF_OPPORTUNITY_Y_MAIN</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PA_MY_PROJ_DIS_PLAY_MAIN_MEN</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>PA Global Menu</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Project Tab Menu</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Projects: Project Sets: Sets as Shared</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Team Member Role Menu</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**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:
## 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.

<table>
<thead>
<tr>
<th>Form: Function</th>
<th>PISU</th>
<th>PBSU</th>
<th>PCSU</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Projects Page Layout Functions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Budgets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Expenditures: Pre-Approved Batches: Enter</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Expenditures: Pre-Approved Batches: Review</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Expenditures: Transaction Import: Import</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Expenditures: Transaction Import: Review</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Expenditures: Expenditure Inquiry: Project</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Expenditures: Expenditure Inquiry: All</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Transaction Funds Check Results</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Allocations: Allocation Rules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Allocations: Allocations Review</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Allocations: AutoAllocations: Workbench</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Allocations: AutoAllocations: View Status</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Capital Projects</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Billing: Agreements</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing: Control Billing by Top Task</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing: Events: Project</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing: Events: All</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Billing: Revenue Review</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>Billing: Invoice Review</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billing: Funding Inquiry</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Billing: Retention Inquiry</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Project Status: Project Status Inquiry</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Subledger Accounting Inquiry: Accounting Events</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Subledger Accounting Inquiry: Journal Entries</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Project Administration: Mass Update Batches</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Project Administration: Purge Product Data</td>
<td></td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Roles</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Role Lists</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Classifications</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Service Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Customer Relationships</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Customer Contact Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Setup: Projects: Probability Lists</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Project Priorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Project Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Projects: Project Templates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Staffing: Staffing Priorities</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Staffing: Candidate Status</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Change Reasons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Workplan and Progress: Task</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Priorities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: Workplan and Progress: Work</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: Workplan and Progress: Change</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Reasons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: Issue and Change: Control</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Item Priorities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: Issue and Change: Effort</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Levels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: Issue and Change: Source</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Types</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: Budgets: Budget Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Budgets: Change Reasons</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Budgets: Forecast Adjustment</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Reasons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: Budgets: Entry Methods</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Budgets: Resource Lists</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Setup: Expenditures: Expenditure Categories</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Expenditures: Revenue Categories</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Expenditures: Expenditure Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Expenditures: Non-Labor Resources</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Expenditures: Transaction Sources</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Expenditures: Rate Schedules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Labor: Cost Multipliers</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Labor: Organization Labor Costing Rules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Labor: Labor Costing Overrides</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Burden: Bases</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Burden: Cost Codes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Burden: Structures</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Burden: Schedules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Burden: View</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Setup: Costing: Cross Charge: Transfer Price Rules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Cross Charge: Transfer Price Schedules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Costing: Provider and Receiver Controls</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Billing: Payment Terms</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Billing: Agreement Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Billing: Credit Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Billing: Event Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Billing: Extensions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Billing: Agreement Templates</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Utilization: Utilization Categories</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Utilization: Work Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Project Status Columns</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: API Controls: Source Products</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: API Controls: Control Actions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Implementation Options</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>----</td>
</tr>
<tr>
<td>Setup: System: Forecasting Options</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: PA Periods</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: GL Periods</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Statuses</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Cycles</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Units</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Scheduling Calendar: Define Calendar</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Scheduling Calendar: Define Exceptions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Scheduling Calendar: Define Shifts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Scheduling Calendar: Assign Resources</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Scheduling Calendar: Others: Define Availability Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: System: Scheduling Calendar: Others: Define Exception Categories</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>----</td>
</tr>
<tr>
<td>Setup: System: Scheduling</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Calendar: Others: Define Exception Reasons</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setup: AutoAccounting: Lookup Sets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: AutoAccounting: Rules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: AutoAccounting: Assign Rules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>People: Enter and Maintain</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Management: Rating Scales</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Management: Competencies</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Management: Schools &amp; Colleges</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Career Management: Qualification Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Structures: Define Locations</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work Structures: Organizations: Description</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Organization Manager</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Hierarchy</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Work Structures: Organizations: Global Hierarchy</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Work Structures: Job: Description</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Work Structures: Job: Job Groups</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Work Structures: Position: Description</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Work Structures: Grade: Description</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Other Definitions: Applications Utilities Lookups</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Menu/Definition</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Other Definitions: User Profile Options</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Security: Profile</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Security: Global Profile</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Security: Information Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Processes and Reports: Submit Processes and Reports</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Processes and Reports: View Requests</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Project Job Levels</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Job Mapping</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Organization Authority</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Customers: System Options</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Resources and Organizations: HR Foundation: Customers: Customer Entry</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Financials: Calendar: Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Financials: Calendar: Periods</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Financials: Accounting Setup Manager: Accounting Setups</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Financials: Accounts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Segments</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Values</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Aliases</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Rules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Groups</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Security: Define</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Security: Assign</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Key: Accounts</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>----</td>
</tr>
<tr>
<td>Setup: Flexfields: Descriptive: Segments</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Descriptive: Values</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Descriptive: Security: Define</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Descriptive: Security: Assign</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Validation: Sets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Validation: Values</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Validation: Security: Define</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Flexfields: Validation: Security: Assign</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Subledger Applications</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Post-Accounting Programs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Open Account Balances Listing Definitions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Events: Event Model</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Events: Process Categories</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>----</td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Events: Accounting Event Class Options</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Sources: Sources</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Sources: Accounting Attribute Assignments</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Sources: Custom Sources</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Journal Entry Types</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Journal Entry Description</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Mapping Sets</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Journal Entry Setups: Account Derivation Rules</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Form: Function</td>
<td>PISU</td>
<td>PBSU</td>
<td>PCSU</td>
<td>PM</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>-----</td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Methods and Definitions: Journal Lines Definitions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Methods and Definitions: Application Accounting Definitions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Application Accounting Definitions</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Application Accounting Definition Loader: History</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Setup: Subledger Accounting: Accounting Methods Builder: Accounting Definitions Inquiry</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other: Profile</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other: Concurrent</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other: Change Organization</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other: Running Jobs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other: Requests: Run</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Other: Requests: Set</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
The following table shows the concurrent programs request group for each predefined responsibility.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Concurrent Programs Request Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects Implementation Super User</td>
<td>All Oracle Projects programs</td>
</tr>
<tr>
<td>Project Billing Super User</td>
<td>All Oracle Project Billing programs</td>
</tr>
<tr>
<td>Project Costing Super User</td>
<td>All Oracle Project Costing programs</td>
</tr>
<tr>
<td>Project Manager</td>
<td>None</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Descriptive Flexfield</th>
<th>Windows or Pages That Contain the Descriptive Flexfield</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Types</td>
<td>Agreement Types</td>
</tr>
<tr>
<td>Agreements</td>
<td>Agreements</td>
</tr>
<tr>
<td>Allocation Rule</td>
<td>Allocation Rule</td>
</tr>
<tr>
<td>Billing Assignments</td>
<td>Projects</td>
</tr>
<tr>
<td></td>
<td>Project Types</td>
</tr>
<tr>
<td>Billing Cycles</td>
<td>Billing Cycles</td>
</tr>
<tr>
<td>Billing Extensions</td>
<td>Billing Extensions</td>
</tr>
<tr>
<td>Budget Entry Methods</td>
<td>Budget Entry Methods</td>
</tr>
<tr>
<td>Budget Lines</td>
<td>Budgets</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>Windows or Pages That Contain the Descriptive Flexfield</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Budget Types</td>
<td>Budget Types</td>
</tr>
<tr>
<td>Budget Versions</td>
<td>Budgets</td>
</tr>
<tr>
<td>Burden Cost Codes</td>
<td>Burden Cost Codes</td>
</tr>
<tr>
<td>Class Categories</td>
<td>Class Categories and Codes</td>
</tr>
<tr>
<td>Class Codes</td>
<td>Class Categories and Codes</td>
</tr>
<tr>
<td>Draft Invoices</td>
<td>Invoice Review</td>
</tr>
<tr>
<td>Event Types</td>
<td>Event Types</td>
</tr>
<tr>
<td>Events</td>
<td>Events</td>
</tr>
<tr>
<td>Expenditure Categories</td>
<td>Expenditure Categories</td>
</tr>
<tr>
<td>Expenditure Items</td>
<td>Pre-Approved Expenditure Entry</td>
</tr>
<tr>
<td></td>
<td>Expenditure Items</td>
</tr>
<tr>
<td>Expenditure Types</td>
<td>Expenditure Types</td>
</tr>
<tr>
<td>Expenditures</td>
<td>Pre-Approved Expenditure Entry</td>
</tr>
<tr>
<td></td>
<td>Expenditure Items</td>
</tr>
<tr>
<td>Financial Plan Types</td>
<td>Create / Update Plan Type</td>
</tr>
<tr>
<td>Funding History</td>
<td>Funding Inquiry</td>
</tr>
<tr>
<td>Indirect Cost Codes</td>
<td>Burden Cost Codes</td>
</tr>
<tr>
<td>Labor Costing Details</td>
<td>Labor Cost Rates</td>
</tr>
<tr>
<td>Labor Costing Overrides</td>
<td>Labor Costing Overrides</td>
</tr>
<tr>
<td>Labor Costing Rule Sets</td>
<td>Labor Costing Rules</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>Windows or Pages That Contain the Descriptive Flexfield</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Lookup Sets</td>
<td>Lookup Sets</td>
</tr>
<tr>
<td>Mass Update Batches</td>
<td>Mass Update Batches</td>
</tr>
<tr>
<td>Next Allowable Statuses</td>
<td>Status</td>
</tr>
<tr>
<td>Non-Labor Resources</td>
<td>Non-Labor Resources</td>
</tr>
<tr>
<td>Non-Labor Resource Organizations</td>
<td>Non-Labor Resources</td>
</tr>
<tr>
<td>Probability Lists Flexfield</td>
<td>Probability Lists</td>
</tr>
<tr>
<td>Probability Members</td>
<td>Probability Lists</td>
</tr>
<tr>
<td>Project Assets</td>
<td>Projects</td>
</tr>
<tr>
<td>Project Classifications</td>
<td>Project Classifications</td>
</tr>
<tr>
<td>Project Funding</td>
<td>Agreements</td>
</tr>
<tr>
<td>Project Funding Inquiry</td>
<td>Project Funding Inquiry</td>
</tr>
<tr>
<td>Project Roles</td>
<td>Project Roles</td>
</tr>
<tr>
<td>Project Statuses</td>
<td>Project Statuses</td>
</tr>
<tr>
<td>Project Status Report Sections</td>
<td>Project Status Report Sections</td>
</tr>
<tr>
<td>Project Types</td>
<td>Project Types</td>
</tr>
<tr>
<td>Projects</td>
<td>Projects, Templates Summary</td>
</tr>
<tr>
<td>Provider Receiver Controls</td>
<td>Provider Receiver Controls</td>
</tr>
<tr>
<td>Resources</td>
<td>Resources</td>
</tr>
<tr>
<td>Standard Bill Rate Schedules</td>
<td>Bill Rate Schedules</td>
</tr>
<tr>
<td>Descriptive Flexfield</td>
<td>Windows or Pages That Contain the Descriptive Flexfield</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Subteam</td>
<td>Subteam</td>
</tr>
<tr>
<td>Tasks</td>
<td>Tasks</td>
</tr>
<tr>
<td>Team Role</td>
<td>Requirement Details, Assignment Details, Resource Schedule Page</td>
</tr>
<tr>
<td>Transaction Sources</td>
<td>Transaction Sources</td>
</tr>
<tr>
<td>Transfer Price Rules</td>
<td>Transfer Price Rules</td>
</tr>
<tr>
<td>Transfer Price Schedules</td>
<td>Transfer Price Schedules</td>
</tr>
<tr>
<td>Transfer Price Schedule Lines</td>
<td>Transfer Price Schedules</td>
</tr>
</tbody>
</table>

**Related Topics**

Defining Descriptive Flexfields, *Oracle Applications Flexfields Guide*

Planning Your Descriptive Flexfield, *Oracle Applications Flexfields Guide*
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.

<table>
<thead>
<tr>
<th>Lookup Name / LOOKUP TYPE</th>
<th>Access Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Status Change Reasons / CANDIDATE_STS_CHANGE_REASON</td>
<td>User</td>
<td>Indicates reasons for changing a candidate's status. See: Defining Statuses and Status Profile Options, page 2-87.</td>
</tr>
<tr>
<td>Control Item Effort Levels / PA_CI_EFFORT_LEVELS</td>
<td>User</td>
<td>Specifies the level of effort required to complete an issue or change. See: Control Item Priorities, Levels of Effort, and Source Types, page 6-52</td>
</tr>
<tr>
<td>Control Items Source Types / PA_CI_SOURCE_TYPES</td>
<td>User</td>
<td>Specifies the originating source of an issue or change. See: Control Item Priorities, Levels of Effort, and Source Types, page 6-52</td>
</tr>
<tr>
<td>Cost Base Type / COST BASE TYPE</td>
<td>Extensible</td>
<td>Specifies the use of cost bases. Oracle Projects predefines the cost base types Burden Cost and Other. See: Cost Bases and Cost Base Types, page 3-146.</td>
</tr>
<tr>
<td>Credit Type / CREDIT TYPE</td>
<td>Extensible</td>
<td>Categorizes revenue credit awarded to employees, such as sales credit, marketing credit, or quota credit. See: Credit Types, page 4-36.</td>
</tr>
<tr>
<td>Customer Project Relationship / PROJECT CUSTOMER RELATIONSHIP</td>
<td>Extensible</td>
<td>Specifies the relationship a customer has with a project. See: Project Customer Relationships and Contact Types, page 2-103.</td>
</tr>
<tr>
<td>Federal Rejection Reason / PA_BUD_INTERFACE_REJ_CODE</td>
<td>Extensible</td>
<td>Indicates why a budget failed to integrate with the Budget Execution module of Oracle Federal Financials. See PA: Budget Workflow, page 9-34</td>
</tr>
<tr>
<td>Lookup Name / LOOKUP TYPE</td>
<td>Access Level</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Key Performance Areas / PA_PERF_KEY_AREAS</td>
<td>User</td>
<td>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 6-100.</td>
</tr>
<tr>
<td>Performance Indicators / PA_PERF_INDICATORS</td>
<td>User</td>
<td>Indicates the performance statuses of measures, key performance areas, and projects. See Statuses and Status Indicators, page 6-97.</td>
</tr>
<tr>
<td>Project Contact Type / PROJECT CONTACT TYPE</td>
<td>Extensible</td>
<td>Specifies how the contacts of a customer are involved with a project. See: Project Customer Relationships and Contact Types, page 2-103.</td>
</tr>
<tr>
<td>Project Priority / PA_PROJECT_PRIORITY_CODE</td>
<td>User</td>
<td>Specifies the priority rating for projects</td>
</tr>
<tr>
<td>Project Status / PROJECT STATUS</td>
<td>Extensible</td>
<td>Indicates reasons for changing a candidate's status. See: Defining Statuses and Status Profile Options, page 2-87.</td>
</tr>
<tr>
<td>Project Task and Control Item Priority / PA_TASK_PRIORITY_CODE</td>
<td>User</td>
<td>Specifies the priority rating for tasks and control items. See: Control Item Priorities, Levels of Effort, and Source Types, page 6-52 and Defining Your Workplan Structure, Oracle Projects Fundamentals.</td>
</tr>
<tr>
<td>Reporting Pack Calendar Types / PA_RPCALENDAR_TYPES</td>
<td>User</td>
<td>Specifies the different calendars that you can use for a reporting pack when reporting performance</td>
</tr>
<tr>
<td>Reporting Pack Currency Types / PA_RPCURRENCY_TYPES</td>
<td>User</td>
<td>Specifies the different currencies that you can use for a reporting pack when reporting performance</td>
</tr>
<tr>
<td>Revenue Category / REVENUE CATEGORY</td>
<td>Extensible</td>
<td>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.</td>
</tr>
<tr>
<td>Lookup Name / LOOKUP TYPE</td>
<td>Access Level</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Service Type / SERVICE TYPE</td>
<td>Extensible</td>
<td>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.</td>
</tr>
<tr>
<td>Pm Product Code [Source Products] / PM_PRODUCT_CODE</td>
<td>Extensible</td>
<td>Identifies the external systems you use with Oracle Projects, for use with application programming interfaces (APIs). See: Source Products, page 2-205.</td>
</tr>
<tr>
<td>Staffing Priority / STAFFING_PRIORITY_CODE</td>
<td>Extensible</td>
<td>These codes enable you to rank the priority of staffing requirements. See: Staffing Priority Codes, page 5-14.</td>
</tr>
<tr>
<td>Unit / UNIT</td>
<td>Extensible</td>
<td>Specifies quantities or amounts of an expenditure item. Oracle Projects predefines the units <em>Currency</em> and <em>Hours</em>. See: Units, page 3-20.</td>
</tr>
<tr>
<td>Work Quantity Work Items / PA_WQ_WORK_ITEMS</td>
<td>Extensible</td>
<td>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.</td>
</tr>
<tr>
<td>Workplan Change Reason / PA_WORKPLAN_CHANGE_REASON</td>
<td>Extensible</td>
<td>Use workplan change reasons to indicate why you have updated or otherwise changed a workplan. See: Defining Workplan Change Reasons, page 6-13.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>AutoAccounting Function</th>
<th>Business Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burden Cost Revenue Account</td>
<td>Determines revenue account for burden costs</td>
</tr>
<tr>
<td>Event Revenue Account</td>
<td>Determines revenue account for revenue events</td>
</tr>
<tr>
<td>Expense Report Revenue Account</td>
<td>Determines revenue account for expense report items</td>
</tr>
<tr>
<td>Intercompany Revenue Account</td>
<td>Determines revenue account for cross-charged transactions requiring intercompany billing processing</td>
</tr>
<tr>
<td>Labor Revenue Account</td>
<td>Determines revenue account for labor items</td>
</tr>
<tr>
<td>Miscellaneous Transaction Revenue Account</td>
<td>Determines revenue account for miscellaneous transactions</td>
</tr>
</tbody>
</table>
AutoAccounting, the Account Generator, and Subledger Accounting

AutoAccounting Function | Business Activity
--- | ---
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.

<table>
<thead>
<tr>
<th>AutoAccounting Function</th>
<th>Business Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowed and Lent Credit Account</td>
<td>Determines borrowed account, which is the credit side of the borrowed and lent transaction</td>
</tr>
<tr>
<td>Burden Cost Account</td>
<td>Determines cost account for burden costs</td>
</tr>
<tr>
<td>Burden Cost Clearing Account</td>
<td>Determines clearing account for burden costs</td>
</tr>
<tr>
<td>Expense Report Cost Account</td>
<td>Determines cost account for expense report items</td>
</tr>
<tr>
<td>Intercompany Invoice Accounts</td>
<td>Determines receivables and rounding accounts for cross-charged transactions requiring intercompany billing processing</td>
</tr>
<tr>
<td>Labor Cost Account</td>
<td>Determines cost account for all labor items, including straight time and overtime</td>
</tr>
<tr>
<td>Labor Cost Clearing Account</td>
<td>Determines clearing account for labor costs</td>
</tr>
<tr>
<td>Borrowed and Lent Account Debit Account</td>
<td>Determines lent account, which is the debit side of the borrowed and lent transaction</td>
</tr>
<tr>
<td>Miscellaneous Transaction Clearing Account</td>
<td>Determines clearing account for miscellaneous transactions</td>
</tr>
<tr>
<td><strong>AutoAccounting Function</strong></td>
<td><strong>Business Activity</strong></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Miscellaneous Transaction Cost Account</td>
<td>Determines cost account for miscellaneous transactions</td>
</tr>
<tr>
<td>Provider Cost Reclass Cr</td>
<td>Determines credit amount for cross-charged costs reclassified by the provider operating unit</td>
</tr>
<tr>
<td>Provider Cost Reclass Dr</td>
<td>Determines debit amount for cross-charged costs reclassified by the provider operating unit</td>
</tr>
<tr>
<td>Supplier Invoice Cost Account</td>
<td>Determines cost account for adjusted supplier cost items</td>
</tr>
<tr>
<td>Total Burdened Cost Credit</td>
<td>Determines credit account for total burdened costs for all items on burdened projects</td>
</tr>
<tr>
<td>Total Burdened Cost Debit</td>
<td>Determines debit account for total burdened costs for all items on burdened projects</td>
</tr>
<tr>
<td>Usage Cost Account</td>
<td>Determines cost account for usage items</td>
</tr>
<tr>
<td>Usage Cost Clearing Account</td>
<td>Determines clearing account for usage costs</td>
</tr>
</tbody>
</table>

**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.


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.
<table>
<thead>
<tr>
<th><strong>AutoAccounting Parameter</strong></th>
<th><strong>Meaning</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Code</td>
<td>AutoAccounting class code on the project. <strong>Note:</strong> Since you can define many project classification categories, the <em>Class Code</em> parameter always corresponds to the one classification category that you specified as the AutoAccounting classification category.</td>
</tr>
<tr>
<td>Labor Costing Rule</td>
<td>Labor Costing rule of the employee who incurs the expenditure</td>
</tr>
<tr>
<td>Customer ID</td>
<td>Internal ID of the internal customer you define for the receiver operating unit</td>
</tr>
<tr>
<td>Customer Name</td>
<td>Internal customer you define for the receiver operating unit</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Employee number of the employee who incurs the expenditure</td>
</tr>
<tr>
<td>Event Num</td>
<td>Event number of the event</td>
</tr>
<tr>
<td>Event Organization</td>
<td>Organization for the event</td>
</tr>
<tr>
<td>Event Organization ID</td>
<td>Internal identifier of the organization for the Event</td>
</tr>
<tr>
<td>Event Type</td>
<td>The classification of the event</td>
</tr>
<tr>
<td>Expenditure Category</td>
<td>Expenditure category of the expenditure item</td>
</tr>
<tr>
<td>Expenditure Item ID</td>
<td>Internal identifier that identifies each expenditure item</td>
</tr>
<tr>
<td>Expenditure Operating Unit</td>
<td>Operating unit that incurs the expenditure</td>
</tr>
<tr>
<td>Expenditure Operating Unit ID</td>
<td>Internal identifier of the operating unit that incurs the expenditure</td>
</tr>
<tr>
<td>Expenditure Organization</td>
<td>Organization that incurs the expenditure</td>
</tr>
<tr>
<td>Expenditure Organization ID</td>
<td>Internal identifier of the organization that incurs the expenditure</td>
</tr>
<tr>
<td>AutoAccounting Parameter</td>
<td>Meaning</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Expenditure Type</td>
<td>Expenditure type of the expenditure item</td>
</tr>
<tr>
<td>Labor Cost Multiplier</td>
<td>Labor cost multiplier of the task charged</td>
</tr>
<tr>
<td>Non-Labor Resource Org.</td>
<td>Non-labor resource-owning organization</td>
</tr>
<tr>
<td>Non-Labor Resource Org. ID</td>
<td>Internal identifier of the non-labor resource-owning organization</td>
</tr>
<tr>
<td>Person ID</td>
<td>Internal identifier of the person who incurs the expenditure</td>
</tr>
<tr>
<td>Person Type</td>
<td>Identifies whether a person is an employee or a contingent worker</td>
</tr>
<tr>
<td>Note: If transactions have no Person Type parameter, use a SQL statement to derive your AutoAccounting rules.</td>
<td></td>
</tr>
<tr>
<td>Project ID</td>
<td>Internal identifier of the project being charged</td>
</tr>
<tr>
<td>Project Number</td>
<td>The number of the project being charged</td>
</tr>
<tr>
<td>Project Operating Unit ID</td>
<td>Internal identifier of the project-managing operating unit</td>
</tr>
<tr>
<td>Project Operating Unit</td>
<td>Project-managing operating unit</td>
</tr>
<tr>
<td>Project Organization ID</td>
<td>Internal identifier of the project-managing organization</td>
</tr>
<tr>
<td>Project Organization</td>
<td>Project-managing organization</td>
</tr>
<tr>
<td>Project Type</td>
<td>Project type of the project charged</td>
</tr>
<tr>
<td>Provider Organization ID</td>
<td>Internal identifier of the organization incurring the cross-charged transaction</td>
</tr>
<tr>
<td><strong>AutoAccounting Parameter</strong></td>
<td><strong>Meaning</strong></td>
</tr>
<tr>
<td>----------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Receiver Organization</td>
<td>Organization whose project receives the cross-charged transaction</td>
</tr>
<tr>
<td>Receiver Organization ID</td>
<td>Internal identifier of the organization whose project receives the cross-charged transaction</td>
</tr>
<tr>
<td>Revenue Category</td>
<td>Revenue category of the expenditure item</td>
</tr>
<tr>
<td>Task ID</td>
<td>Internal identifier of the task charged</td>
</tr>
<tr>
<td>Task Number</td>
<td>Task number of task charged</td>
</tr>
<tr>
<td>Task Organization</td>
<td>Task-managing organization</td>
</tr>
<tr>
<td>Task Organization ID</td>
<td>Internal identifier of the task-managing organization</td>
</tr>
<tr>
<td>Task Service Type</td>
<td>Service type of the task charged</td>
</tr>
<tr>
<td>Top Task ID</td>
<td>Internal identifier of the highest level parent task of the task charged</td>
</tr>
<tr>
<td>Top Task Number</td>
<td>Task number of the highest level parent task of the task charged</td>
</tr>
<tr>
<td>Supplier Type</td>
<td>Supplier type of the supplier on the invoice</td>
</tr>
</tbody>
</table>

**Selecting an Intermediate Value Source**

To define an AutoAccounting rule, you first specify an intermediate value (an "input" for the rule). You can draw an intermediate value from one of three intermediate value sources:

- **Constant**: Always supply a particular intermediate value (usually an Accounting Flexfield segment code)

- **Parameter**: Use a predefined parameter as an intermediate value; make the rule context-sensitive based on one value

- **SQL Select Statement**: Execute a SQL select statement to retrieve an intermediate value; make the rule dependent on multiple values and/or conditional statements

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:

<table>
<thead>
<tr>
<th>Segment Value Lookup Set</th>
<th>Supply the intermediate value as a segment value; do not use a lookup set</th>
</tr>
</thead>
</table>

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:

<table>
<thead>
<tr>
<th>Intermediate Value</th>
<th>Segment Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northeast</td>
<td>01</td>
</tr>
<tr>
<td>South</td>
<td>02</td>
</tr>
<tr>
<td>Middle States</td>
<td>03</td>
</tr>
<tr>
<td>Southwest</td>
<td>04</td>
</tr>
<tr>
<td>West</td>
<td>05</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Function Transactions</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indirect, Private Labor</td>
<td>All items on indirect, private projects</td>
</tr>
<tr>
<td>Indirect, Public Labor</td>
<td>All items on indirect, public projects</td>
</tr>
<tr>
<td>Indirect, All</td>
<td>All labor items on indirect projects</td>
</tr>
<tr>
<td>Capital, Private, Capital</td>
<td>Capitalizable labor items on capital, private projects</td>
</tr>
</tbody>
</table>
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...
In 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.

<table>
<thead>
<tr>
<th>AutoAccounting Function</th>
<th>AutoAccounting Rules: Company Segment</th>
<th>AutoAccounting Rules: Cost Center Segment</th>
<th>AutoAccounting Rules: Account Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Report Costs</td>
<td>- Project Company</td>
<td>- Project Cost Center</td>
<td>- Expense Report Cost</td>
</tr>
<tr>
<td>Account, page 3-61</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice Costs</td>
<td>- Project Company</td>
<td>- Project Cost Center</td>
<td>- Supplier Invoice Costs</td>
</tr>
<tr>
<td>Account, page 3-77</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AutoAccounting Function</td>
<td>AutoAccounting Rules: Company Segment</td>
<td>AutoAccounting Rules: Cost Center Segment</td>
<td>AutoAccounting Rules: Account Segment</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------</td>
<td>------------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Labor Cost Account, page 3-49</td>
<td>- Employee Company</td>
<td>- Employee Cost Center</td>
<td>- Gov Marketing Labor</td>
</tr>
<tr>
<td></td>
<td>- Project Company</td>
<td>- Project Cost Center</td>
<td>- Indirect, Private Labor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Private, Billable Labor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Private, Non-Billable Labor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Public, Billable Labor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Public, Non-Billable Labor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Inventory</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Transfer Out to Inventory</td>
</tr>
<tr>
<td>Usage Cost Account, page 3-64</td>
<td>- Resource Company</td>
<td>- Resource Cost Center</td>
<td>- Usage Costs</td>
</tr>
<tr>
<td>Event Revenue Account, page 4-69</td>
<td>- Project Company</td>
<td>- Project Cost Center</td>
<td>- Write-Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Bonus</td>
</tr>
<tr>
<td>Supplier Invoice Revenue Account, page 4-68</td>
<td>- Project Company</td>
<td>- Project Cost Center</td>
<td>- Subcontractor Revenue</td>
</tr>
<tr>
<td>Labor Revenue Account, page 4-60</td>
<td>- Employee Company</td>
<td>- Employee Cost Center</td>
<td>- Private Fee Revenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Public Fee Revenue</td>
</tr>
<tr>
<td>Usage Revenue Account, page 4-64</td>
<td>- Resource Company</td>
<td>- Resource Cost Center</td>
<td>- Usage Revenue</td>
</tr>
<tr>
<td>Total Burdened Cost Debit, page 3-71</td>
<td>- Employee Company</td>
<td>- Employee Cost Center</td>
<td>- Inventory</td>
</tr>
<tr>
<td>Total Burdened Cost Credit, page 3-71</td>
<td>- Employee Company</td>
<td>- Employee Cost Center</td>
<td>- Transfer Out to Inventory</td>
</tr>
</tbody>
</table>
### AutoAccounting Function

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue and Invoice Accounts, page 4-71</td>
<td>- Employee Company</td>
<td>- Division Cost Center</td>
<td>- Payroll Clearing</td>
</tr>
<tr>
<td></td>
<td>- Project Company</td>
<td>- Project Cost Center</td>
<td>- Write-Off</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Accounts Receivable</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Unbilled Receivables</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Unearned Revenue</td>
</tr>
</tbody>
</table>

### 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:

```sql
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:

<table>
<thead>
<tr>
<th>AutoAccounting Rule Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Indirect Cost Center</td>
</tr>
<tr>
<td>Description</td>
<td>Determine the cost center for indirect costs, using Expenditure Organization for Overhead projects and Project Organization for all other indirect projects</td>
</tr>
<tr>
<td>Intermediate Value Source</td>
<td>SQL Statement</td>
</tr>
</tbody>
</table>
AutoAccounting, the Account Generator, and Subledger Accounting

<table>
<thead>
<tr>
<th>AutoAccounting Rule Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQL Select Statement</td>
<td>select decode(:1, 'Overhead', :2, :3) from sys.dual</td>
</tr>
<tr>
<td>Segment Value Source</td>
<td>Segment Value Lookup Set</td>
</tr>
<tr>
<td>Lookup Set</td>
<td>Organization to Cost Center</td>
</tr>
</tbody>
</table>

The rule parameters for this AutoAccounting rule are shown in the following table:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Parameter Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Project Type</td>
</tr>
<tr>
<td>2</td>
<td>Expenditure Organization</td>
</tr>
<tr>
<td>3</td>
<td>Project Organization</td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>AutoAccounting Rule Field Name</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Descriptive flexfield segment</td>
</tr>
<tr>
<td>Description</td>
<td>Populate the AutoAccounting account segment value with the first descriptive flexfield segment value in the expenditure item.</td>
</tr>
<tr>
<td>Intermediate Value Source</td>
<td>SQL Statement</td>
</tr>
<tr>
<td>SQL Select Statement</td>
<td>SELECT attribute1 FROM PA_EXPENDITURE_ITEMS_ALL WHERE EXPENDITURE_ITEM_ID = :1</td>
</tr>
</tbody>
</table>
The rule parameter for this AutoAccounting rule is shown in the following table:

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Parameter Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Expenditure Item ID</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Accounting Setup</th>
<th>Required or Optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Purchasing Account Generator</td>
<td>Required</td>
<td>Oracle Purchasing uses the Account Generator to derive default debit accounts for project-related purchasing documents.</td>
</tr>
</tbody>
</table>
Oracle Payables uses the Account Generator to derive debit accounts for project-related supplier invoices that are not matched to a purchase order.

**Note:** 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 *PA: Allow Override of PA Distributions in AP/PO.* option is set to *Yes* in Oracle Payables.

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.

<table>
<thead>
<tr>
<th>Accounting Setup</th>
<th>Required or Optional</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Supplier Invoice Account Generator</td>
<td>Required</td>
<td>Oracle Payables uses the Account Generator to derive debit accounts for project-related supplier invoices that are not matched to a purchase order. <strong>Note:</strong> 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 <em>PA: Allow Override of PA Distributions in AP/PO.</em> option is set to <em>Yes</em> in Oracle Payables.</td>
</tr>
<tr>
<td>Supplier Invoice Cost Account AutoAccounting Function</td>
<td>Required</td>
<td>Oracle Projects uses this AutoAccounting function to derive default debit accounts for supplier cost adjustments that you perform in Oracle Projects.</td>
</tr>
<tr>
<td>Expense Report Cost AutoAccounting Function</td>
<td>Required</td>
<td>Oracle Projects uses this AutoAccounting function to derive default debit accounts for expense report adjustments that you perform in Oracle Projects.</td>
</tr>
<tr>
<td>Default Supplier Cost Credit Account Oracle Projects Implementation Option</td>
<td>Optional</td>
<td>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.</td>
</tr>
<tr>
<td>Accounting Setup</td>
<td>Required or Optional</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| User-defined Setup in Oracle Subledger Accounting for Supplier Cost Adjustments | Optional             | 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.  

**Note:** 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.  

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

<table>
<thead>
<tr>
<th>Application and Item</th>
<th>Method for Deriving the Charge Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oracle Payables invoices</td>
<td>Oracle Payables (Invoices window) calls the Project Supplier Invoice Account Generation workflow</td>
</tr>
<tr>
<td>Oracle Internet Expenses and Oracle Payables expense reports</td>
<td>Oracle Internet Expenses or Oracle Payables (Invoices window) calls the Project Expense Report Account Generator workflow</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Item Type (Workflow)</th>
<th>Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Supplier Invoice Account Generation</td>
<td>Generate Default Account; Generate Account Using FlexBuilder Rules; Sample Process for Account Generation</td>
</tr>
<tr>
<td>Project Expense Report Account Generator</td>
<td>Default Account Generator for Expense Reports; Sample Account Generator for Expense Reports</td>
</tr>
</tbody>
</table>

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.


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.


   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.


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 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 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.

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.
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)
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.
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 PAAPINVW.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.

<table>
<thead>
<tr>
<th>Supplier Invoice</th>
<th>Expense Report</th>
<th>Display Name and INTERNAL NAME</th>
<th>Type</th>
<th>Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>yes</td>
<td>yes</td>
<td>Project ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROJECT_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Task ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TASK_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Expenditure Type</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXPENDITURE_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Supplier Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>VENDOR_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Billable Flag</td>
<td>Text</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BILLIABLE_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Project Class Code</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CLASS_CODE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Expenditure Category</td>
<td>Text</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXPENDITURE_CATEGORY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Direct Flag</td>
<td>Text</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIRECT_FLAG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Expenditure Item Date</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXPENDITURE_ITEM_DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Expenditure Organization Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXPENDITURE_ORGANIZATION_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>Expense Report</td>
<td>Display Name and INTERNAL NAME</td>
<td>Type</td>
<td>Length</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------</td>
<td>-----------------------------------------------------</td>
<td>-----------</td>
<td>--------</td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Expenditure Organization Name</td>
<td>Text</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXPENDITURE_ORG_NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Project Number</td>
<td>Text</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROJECT_NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Project Organization Name</td>
<td>Text</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROJECT_ORGANIZATION_NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Project Organization Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROJECT_ORGANIZATION_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Project Type</td>
<td>Text</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PROJECT_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Public Sector Flag</td>
<td>Text</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PUBLIC_SECTOR_FLAG</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Revenue Category</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>REVENUE_CATEGORY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Task Number</td>
<td>Text</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TASK_NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Task Organization Name</td>
<td>Text</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NAME</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Task Organization Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TASK_ORGANIZATION_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Task Service Type</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TASK_SERVICE_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>Expense Report</td>
<td>Display Name and INTERNAL NAME</td>
<td>Type</td>
<td>Length</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Top Task Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOP_TASK_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Top Task Number</td>
<td>Text</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOP_TASK_NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Supplier Employee Number</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>VENDOR_EMPLOYEE_NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Supplier Person Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>VENDOR_EMPLOYEE_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Employee Number</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMPLOYEE_NUMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Employee Identifier</td>
<td>Text</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMPLOYEE_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Supplier Type</td>
<td>Text</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>VENDOR_TYPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Chart of Accounts ID</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHART_OF_ACCOUNTS_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>This attribute is present in all account generator item types.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Supplier Invoice Account Code Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>DIST_CODE_COMBINATION_ID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Employee Account Identifier</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EMPLOYEE_CCID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>Expense Report</td>
<td>Display Name and INTERNAL NAME</td>
<td>Type</td>
<td>Length</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>--------------------------------</td>
<td>------------</td>
<td>--------</td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Expense Type</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXPENSE&gt;Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Expense Cost Center</td>
<td>Text</td>
<td>240</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EXPENSE_CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Calling Module</td>
<td>Text</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CALLING_MODULE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Lookup Set Value</td>
<td>Text</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LOOKUP_SET_VALUE</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stores the result of a lookup. See Using the Segment Lookup Set Value Function, page G-45.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Function Transaction Code</td>
<td>Text</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TRANSACTION_CODE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Error Message</td>
<td>Text</td>
<td>2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ERROR_MESSAGE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td>yes</td>
<td>Attribute Category and Attribute 1-15 (Invoice Descriptive Flexfield)</td>
<td>Text</td>
<td>150</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ATTRIBUTE_CATEGORY</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ATTRIBUTE1-15</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>These are the descriptive flexfield values entered in the Oracle Payables invoice header.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier Invoice</td>
<td>Expense Report</td>
<td>Display Name and INTERNAL NAME</td>
<td>Type</td>
<td>Length</td>
</tr>
<tr>
<td>------------------</td>
<td>----------------</td>
<td>---------------------------------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Distribution Attr Category and Distribution Attribute 1-15 (Inv Distn Desc Flexfield)</td>
<td>ATTRIBUTE CATEGORY</td>
<td>ATTRIBUTE1-15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>These are descriptive flexfield values entered for each Oracle Payables invoice distribution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Attribute Category and Attribute 1-15 (Expense Report Descriptive Flexfield)</td>
<td>ATTRIBUTE CATEGORY</td>
<td>ATTRIBUTE1-15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Expense Line Attr Category and Attribute 1-15 (Exp Line Desc Flexfield)</td>
<td>ATTRIBUTE CATEGORY</td>
<td>ATTRIBUTE1-15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>yes</td>
<td></td>
<td>Accounting Date</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ACCOUNTING_DATE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Parameter Name</th>
<th>Type</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_PROJECT_ID</td>
<td>NUMBER(15)</td>
<td>IN</td>
</tr>
<tr>
<td>P_TASK_ID</td>
<td>NUMBER(15)</td>
<td>IN</td>
</tr>
<tr>
<td>P_EXPENDITURE_TYPE</td>
<td>VARCHAR2(30)</td>
<td>IN</td>
</tr>
<tr>
<td>P_VENDOR_ID</td>
<td>NUMBER</td>
<td>IN</td>
</tr>
<tr>
<td>P_EXPENDITURE_ORGANIZATION_ID</td>
<td>NUMBER(15)</td>
<td>IN</td>
</tr>
<tr>
<td>P_EXPENDITURE_ITEM_DATE</td>
<td>DATE</td>
<td>IN</td>
</tr>
<tr>
<td>P_BILLABLE_FLAG</td>
<td>VARCHAR2(1)</td>
<td>IN</td>
</tr>
<tr>
<td>P_CHART_OF_ACCOUNTS_ID</td>
<td>NUMBER</td>
<td>IN</td>
</tr>
<tr>
<td>P_ATTRIBUTE_CATEGORY</td>
<td>VARCHAR2(150)</td>
<td>IN</td>
</tr>
</tbody>
</table>

(Note: Descriptive flexfield values from each Payables invoice header)
### Parameter Name, Type, Mode

<table>
<thead>
<tr>
<th>Parameter Name</th>
<th>Type</th>
<th>Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>P_ATTRIBUTE1 through P_ATTRIBUTE15</td>
<td>VARCHAR2(150)</td>
<td>IN</td>
</tr>
<tr>
<td>(Note: Descriptive flexfield values from each Oracle Payables invoice header)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P_DIST_ATTRIBUTE_CATEGORY</td>
<td>VARCHAR2(150)</td>
<td>IN</td>
</tr>
<tr>
<td>(Note: Descriptive flexfield values from each Oracle Payables invoice distribution)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P_DIST_ATTRIBUTE1 through P_DIST_ATTRIBUTE15</td>
<td>VARCHAR2(150)</td>
<td>IN</td>
</tr>
<tr>
<td>(Note: Descriptive flexfield values from each Oracle Payables invoice distribution)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>X_RETURN_CCID</td>
<td>NUMBER(15)</td>
<td>OUT</td>
</tr>
<tr>
<td>X_CONCAT_SEGS</td>
<td>VARCHAR2</td>
<td>OUT</td>
</tr>
<tr>
<td>X_CONCAT_IDS</td>
<td>VARCHAR2</td>
<td>OUT</td>
</tr>
<tr>
<td>X_CONCAT_DESCRS</td>
<td>VARCHAR2</td>
<td>OUT</td>
</tr>
<tr>
<td>X_ERROR_MESSAGE</td>
<td>VARCHAR2</td>
<td>OUT</td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Account Generator Terms or Functionality</th>
<th>Equivalent in AutoAccounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow or Item Type</td>
<td>Function</td>
</tr>
<tr>
<td>Process</td>
<td>Defining and assigning rules to segments</td>
</tr>
<tr>
<td>Attribute</td>
<td>Parameter</td>
</tr>
<tr>
<td>Assigning a constant to a segment</td>
<td>Assigning a constant AutoAccounting rule to a segment</td>
</tr>
<tr>
<td>Assigning an attribute parameter to a segment</td>
<td>Assigning an AutoAccounting rule that uses a parameter, which becomes the segment value (a lookup set is not used)</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Account Generator Terms or Functionality</th>
<th>Equivalent in AutoAccounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assigning a lookup set value to a segment</td>
<td>Assigning an AutoAccounting rule that passes a parameter to a lookup set to determine the segment value</td>
</tr>
<tr>
<td>Deriving a segment value by using SQL statements or If conditions</td>
<td>Using an AutoAccounting rule that derives the intermediate value or segment value via a SQL statement</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Oracle Projects AutoAccounting Functionality</th>
<th>Equivalent in Oracle Subledger Accounting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lookup sets</td>
<td>Mapping sets</td>
</tr>
<tr>
<td>Intermediate value</td>
<td>Input value</td>
</tr>
<tr>
<td>AutoAccounting rules</td>
<td>Account derivation rules</td>
</tr>
<tr>
<td>Parameter</td>
<td>Source</td>
</tr>
<tr>
<td>AutoAccounting function transactions</td>
<td>Conditions on account derivation rules</td>
</tr>
<tr>
<td>AutoAccounting functions</td>
<td>Journal line types</td>
</tr>
<tr>
<td>AutoAccounting rule assignment</td>
<td>Journal lines definitions: Assign account derivation rules to journal line types</td>
</tr>
</tbody>
</table>

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
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*
account codes
  Fremont Corporation, 2-25
Account Generation Example, 9-55
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, 9-90
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
evend 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
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, 9-38
budgetary controls
adjusting default control levels, 6-41
control level defaults, 6-40
creating baseline, 6-41
defining profile options, 6-37
defining the time interval, 6-38
projects, 6-39
project templates, 6-39
project types, 6-39
setting up, 6-37
adjusting default control levels, 6-41
burdened cost amounts, 6-41
defining control levels and the time interval, 6-38
defining profile options, 6-37
initial budget, 6-41
workflow, 6-41
budget change reasons, 6-29
Fremont Corporation, 6-30
budget control
profile options, B-20, B-28
setting up
profile options, B-20, B-28
budget entry methods, 6-34
Fremont Corporation, 6-35
budget execution
integration, 6-46
budget integration, 6-44
implementing, 6-42
Budget Process
activities, 9-35
budgets
budgetary control, 2-131
budgetary controls, setting up, 6-37
budget change reasons, defining, 6-29
budget entry methods, defining, 6-34
budget types, defining, 6-33
implementing budget execution, 6-46
implementing budget integration, 6-42
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, 6-37
budget change reasons, defining, 6-29
financial plan types, 6-19
integration with Microsoft Excel, 6-30
planning rate schedules, defining, 6-29
planning resources, defining, 6-29
resource breakdown structures, defining, 6-29
setting up, 6-17
budget types, 6-33
Fremont Corporation
for forecast cost budget, 6-34
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, 9-91
Candidate FYI Notification Process
activities, 9-92
Candidate Nominated Process
activities, 9-93
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, 6-47
  client extensions, 6-57
  control item classes, 6-54
  control item classifications
    classification, 6-48
    reason, 6-48
    resolution, 6-48
  control item level of effort, 6-52
  control item priority, 6-52
  control item source type, 6-52
  control item statuses, 6-49
  control item status lists, 6-49
  control item types, 6-54
  overview, 6-47
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, 6-33
    budget calculation, 6-33
    budget verification, 6-33
  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, 6-91
  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, 6-57
  issue and change workflow, 6-57
  item document numbering, 6-57
  labor costing, 3-93
  labor transaction, 3-93
  overtime calculation, 3-114
project status inquiry, 6-91
project status workflow, 6-112
  staffing, 5-14
Transaction Control, 3-40
Workplan Workflow, 6-14
Column Setup window, 6-79
commitment changes extension, 6-91
  commitments
    from external systems, 6-82
    views, 6-82
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, 6-48
    reason, 6-48
    resolution, 6-48
    level of effort, 6-52
    lookups, 6-52
    priority, 6-52
    source type, 6-52
    statuses, 6-49
    status lists, 6-49
  control item classes, 6-54
  control item types, 6-54
  control levels
    for budgetary controls, 6-38
    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, 6-106
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, 6-77, 6-80
  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, 6-58
custom measures, 6-67
custom reports, 6-70

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, 6-62
  currency type, 6-62
Default Reporting Organization Hierarchy
  implementation option, C-4
deferred workflow processes, 2-154
defining reporting pack, 6-107
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, 6-42
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, 6-96
  See performance rules
exchange rates
  setting up, C-7
expenditure batches
  function security, A-21
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 Lookup
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, 6-30
budget entry methods, 6-35
budget types
for forecast cost budget, 6-34
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, 4-18
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, 9-54
  Generate Performance Scores and Notifications concurrent program, 6-103
generating reporting pack, 6-107
global business intelligence, 6-61
global profile options
  for utilization, 2-197
  GL periods, 2-40
  statuses, 2-44
  GL Periods for Projects window, 2-44
  global 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,
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-5, C-7, C-8, C-10, C-11, C-12, C-13, C-14, 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, 6-57
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, 6-82
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, 6-30
enabling, 6-31
spreadsheet layouts
creating additional, 6-31
spreadsheet uploads
controlling, 6-32
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, 4-27
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, 6-47
  client extensions, 6-57
  control item classes, 6-54
  control item classifications
    classification, 6-48
    reason, 6-48
    resolution, 6-48
  control item level of effort, 6-52
  control item priority, 6-52
  control item source type, 6-52
  control item types, 6-54
  overview, 6-47
issue management
  control item statuses, 6-49
  control item status lists, 6-49
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, 6-100

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
  implementation option, C-2
ledger and encumbrance accounting
  setting up
    budgetary controls, 6-42
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, 6-59
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, 6-58
Microsoft Project integration
implementing, 6-57
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, 6-77, 6-80
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, 6-46
profile options, B-69
Oracle General Ledger
integration, C-2
profile options, B-67
setting up, 6-42
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 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, 9-79
Oracle Project Resource Management
licensing, 5-4
setting up, 5-1
staffing, 5-5
Oracle Project Resource Management Workflows
overview, 9-87
Oracle Projects
limiting actions in, 6-58
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
  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, 9-51
PA: Action Assignment with Signoff
  activities, 9-50
PA: Action Closed FYI
  activities, 9-52
PA: Advertisement Notification Process
  activities, 9-88
PA: Advertisements Workflow, 9-88
PA: Advertisements Workflow Processes, 9-88
PA: Allow Project-Related Entry in Oracle
  Internet Expenses, B-40
PA: Apply Team Template Process
  activities, 9-90
PA: Apply Team Template Workflow, 9-90
PA: AutoApprove Timesheets, B-40, B-41
PA: Budget Integration Process
  activities, 9-42
PA: Budget Integration Workflow
  implementing, 9-40
PA: Budget Integration Workflow Processes, 9-42
PA: Budget Workflow
  implementing, 9-34
PA: Budget Workflow Processes, 9-35
PA: Candidate Notification Process
  implementing, 9-91
PA: Candidate Notification Workflow Processes, 9-91
PA: Change Request Approval Workflow
  implementing, 9-43
PA: Control Item Owner Change FYI
  activities, 9-47
PA: Control Item Process Approval
  activities, 9-47
PA: CRM Workaround Workflow
  implementing, 9-94
PA: CRM Workaround Workflow Processes, 9-94
PA: Days to Maintain BC Packets, 6-38
PA: Deduction Workflow
  implementing, 9-45
PA: Enable Budget Integration and Budgetary
  Control Feature, 6-37
PA: Enable Microsoft Excel Integration for
  Budgeting and Forecasting, 6-31
PA: HR Related Updates Workflow
  implementing, 9-95
PA: HR Related Updates Workflow Processes, 9-
  96
PA: Issue and Change Action Workflow, 9-49
PA: Issue and Change Action Workflow
  processes, 9-49
PA: Issue and Change Workflow
  implementing, 9-46
PA: Issue and Change Workflow Processes, 9-47
PA: Mass Assignment Approval Required
  Process
  activities, 9-128
PA: Mass Assignment Approval Resource
  Notification Process
  activities, 9-107
PA: Mass Assignment Approval Submission
  Notification Process
  activities, 9-107
PA: Mass Assignment Approval Submission
  Submitter Notification Process
  activities, 9-108
PA: Mass Assignment Approval Workflow, 9-104
PA: Mass Assignment Approval Workflow
  Processes, 9-105
PA: Mass Assignment Creation Approval
  Notification Process
  activities, 9-109
PA: Mass Assignment Creation Approval
  Submitter Notification Process
  activities, 9-109
PA: Mass Assignment Transaction Workflow, 9-
  112
PA: Mass Assignment Transaction Workflow
  Processes, 9-112
PA: Mass Assignment Update Approval
Notification Process activities, 9-110
PA: Mass Assignment Update Approval
Submitter Notification Process activities, 9-110
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, 9-111
PA: Mass Transaction Error Process activities, 9-105
PA: Missing Status Report Notification activities, 9-72
PA: Oracle Projects Library Workflow, 9-26
PA: Overcommitment Notification Processes, 9-116
PA: Overcommitment Notification Process Workflow, 9-116
PA: Performance Notification Workflow, 9-64
PA: Performance Notification Workflow process, 9-65
PA: Project Assignment Approval activities, 9-120
PA: Project Assignments Workflow implementing, 9-118
PA: Project Assignments Workflow Processes, 9-119
PA: Project Execution Process activities, 9-63
PA: Project Execution Workflow implementing, 9-62
PA: Project Execution Workflow Processes, 9-63
PA: Project Workflow processes, 9-27
PA: Project Workflow Processes project, 9-28
project approval subprocess, 9-28
PA: Remove Advertisement Notification activities, 9-89
PA: Status Report Approval activities, 9-67
PA: Status Report Notification activities, 9-70
PA: Status Report Reminder activities, 9-66
PA: Status Report workflow implementing, 9-65
PA: Status Report Workflow Processes, 9-66
PA: Step Down Allocations Processes, 9-5
PA: Step Down Allocations Workflow implementing, 9-4
PA: Task Approval Workflow implementing, 9-72
PA: Task Managers Must Be Project Members, 6-13
PA: Workplan Approval activities, 9-75
PA: Workplan Approval Subprocess activities, 9-76
PA: Workplan Errors activities, 9-77
PA: Workplan Notification activities, 9-78
PA: Workplan Tasks Default View, 6-13
PA: Workplan Workflow implementing, 9-74
PA: Workplan Workflow Processes, 9-74
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, 9-122
PA Assignment Approval Subprocess activities, 9-123
PA Assignment Cancellation Notification activities, 9-125
PA Assignment Rejection Notification activities, 9-127
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, 6-69
team home page, 8-3
PA Mass Asgmt Transaction Workflow Process
activities, 9-112
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, 4-18
   setting up, 4-17
pay types, 3-87
people
   setting up, 2-58
performance exceptions reporting
   exceptions, generating, 6-103
   implementing, 6-96
   key performance areas, 6-100
   key performance area scores
      calculating, 6-103
      statuses, 6-103
   notifications, status, 6-102
   performance rules, 6-98
   performance statuses, 6-97
   scoring rules
      See key performance areas
      status reports
      automated, sending, 6-103
Performance Notification Process
activities, 9-65
performance reports, 6-60, 6-104
   See project performance reporting
   See reporting pack
performance rules, 6-98
performance statuses, 6-97
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, 9-85
PJP Close Planning Cycle Process
activities, 9-82
PJP Initiate Planning Cycle Process
activities, 9-79
PJP Main Workflow Process
activities, 9-83
PJP Submit Plan Process
activities, 9-84
PJP User Force Collection Process
activities, 9-81
planning rate schedules, 6-29
planning resource lists, 2-112
   centrally controlled, 2-112
   project specific, 2-112
planning resources, 2-112, 6-29
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, 9-97
Process to Perform Changes to Persons' Addresses
activities, 9-96
Process to Perform Changes to the Job Level
activities, 9-98
Process to Perform CRM Workaround for Future Dated Resources
activities, 9-94
Process to Perform Full Name Changes of a Person
activities, 9-99
Process to Perform Job Billability Changes
activities, 9-100
Process to Perform Operating Unit Changes for an Organization
activities, 9-101
Process to Perform Project Job Relationship Changes
activities, 9-103
Process to Perform Project Organization Changes
activities, 9-102
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
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-54
staffing defaults, B-56
utilization defaults, B-60
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, 6-37
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-68
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-58
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-59
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-61
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-46
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
PJPI: Default Reporting Calendar Type, B-37
PJPI: Default Reporting Currency Type, B-37
PJPI: Default Discount Rate, 7-9
PJPI: Financial Plan Type for Project Benefit, 7-7
PJPI: Financial Plan Type for Project Cost, 7-7
PJPI: Licensed to Use Project Portfolio Analysis, B-32
PJPI: Nominate Risk from Investment Criteria, 7-8
PJPI: Portfolio Organization Hierarchy, 7-8
PJPI: Portfolio Selection Class Category, 7-8
reporting pack
addresses, 6-106
processing, 6-106
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
project approval subprocess, 9-30
Project Budget Account Generation Workflow implementing, 9-52
processes, 9-54
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, 9-116
Project Manager Warning Process activities, 9-117
project organization roles, 2-71
project performance reporting
custom measures, 6-67
custom reports, 6-70
implementing, 6-60
page layouts, 6-69
profile options
default reporting, 6-62
global business intelligence, 6-61
public views, 6-70
row sets, 6-70
setup parameters, 6-63
additional currencies, 6-63
current reporting periods, 6-63
planning amount allocation method, 6-63
planning amount conversion method, 6-63
Project Portfolio Analysis workflow Processes, 9-79
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, 6-39
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, 6-59
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, 6-109
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, 6-81
overview, 6-73
setup tips, 6-91
Project Status Inquiry, 6-73
adding columns, 6-78
Column Setup window, 6-79
configuring, 6-78
defaults, 6-74, 6-78
formatting numbers and currencies, 6-77, 6-80
rounding, 6-77
totals, 6-80
project status inquiry extension, 6-91
project status reporting implementing, 6-107
page layouts, 6-109
reminder rules, 6-110
reporting cycles, 6-110
sections, 6-108
statuses, 6-110
workflow, 6-112
project status report workflow extension, 6-112
project summary amounts custom reporting of, 6-87
Projects window
project templates budgetary controls, 6-39
creating, 2-150
disabling, 2-151
updating, 2-150
resource lists, assigning, 2-108
project types budgetary controls, 6-39
defining for organization forecasting projects, 2-191
disabling, 2-151
Oracle Sales integration, 2-201
updating, 2-150
attributes billing, 2-134
budget control, 2-131
budget option, 2-130
capitalization, 2-132
class categories, 2-128
costing, 2-129
general, 2-128
budgetary controls, 6-39
capitalization and CIP, 3-121
capitalized interest allow interest rate schedule override, 2-
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, 6-40
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, 6-38
public views, 6-70
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, 6-106
  defining, 6-107
distributing, 6-107
  generating, 6-107
  implementing, 6-104
processing
  profile option, 6-106
profile options
  processing, 6-106
  reply-to address, 6-106
  server address, 6-106
report templates
  creating, 6-106
reports, 1-8
  request groups, 2-153
reports and listings
  about
    customizing, 6-87
report templates
  creating, 6-106
report types
  defining, 6-109
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, 6-29
resource classes
  define resource class, 2-110
resource information
  in Microsoft Project, 6-58
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
search
  project, 2-152
security, 6-59
  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
  deduction, A-14
  deliverable, A-14
events, A-15
expenditure adjustments, A-15
expenditure inquiry, A-17
expenditure inquiry options, A-17
financial structure, A-18
issue and change management, A-18
ledger, A-19
oracle projects implementation, A-41
page layout, A-20
PA Period, A-20
performance exceptions reporting, A-31
pre-approved expenditure entry, A-21
progress, A-22
project assignments, A-22
project collaboration, A-23
project lifecycle, A-25
project options, A-25
project organization update, A-30
project performance reporting, A-31
project portfolio analysis, A-30
project resource, A-32
projects, A-23
project setup, A-32
project status, A-32
project status inquiry, A-33
project status reporting, A-33
reporting pack, A-34
resource management, A-34
revenue review, A-37
scheduling tool integration, A-37
subledger, A-38
task, A-38
team member home, A-38
transaction import, A-38
utilization reporting, A-39
workplan, A-39
workplan progress, A-41
set profile options, 7-7
security profiles, 2-81
for utilization, 2-197
Self Overcommitment Warning Process
activities, 9-117
Send AR Notification Workflow
implementing, 9-24
service type, 2-101
service types
Fremont Corporation, 2-102
setting up, 2-101
account generators, G-24
agreement templates, 4-51
agreement types, 4-50
budgetary controls, 6-37
budget change reasons, 6-29
budget entry methods, 6-34
budgeting and forecasting
integration with Microsoft Excel, 6-30
budgets and forecasts, 6-17
budget types, 6-33
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
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
default supplier cost credit account, C-11
finite plan types, 6-19
finite projects, 2-126
integration with Microsoft Excel, 6-30
international projects, 2-126
job groups, 2-49
journals, C-11, C-13
labor costing rules, 3-87
labor costs
multipliers, 3-86
ledger, 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, 6-29
prepayment, 4-52
project
  roles, 2-68
  status, 2-88
  types, 2-126
resource breakdown structures, 6-29
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, 6-29
setting up Oracle Projects
  example
    Fremont Corporation, 1-10
setup
  worktype, 2-124
shared profile 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-64
  BIS: Secondary Currency, B-64
  BNE Upload Batch Size, B-64
eBTax: Allow Ad Hoc Tax Changes, B-62
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 Basis, 6-25
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, 9-68
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, 6-87
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
Index-29

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, 6-38
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, 6-33
   budget workflow, 6-33
   budget workflow extension, 6-33
   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