

**Oracle® Project Billing**

User Guide

Release 12.2

**Part No. E49079-20**

November 2023

Oracle Project Billing User Guide, Release 12.2

Part No. E49079-20

Copyright © 2023, Oracle and/or its affiliates.

Primary Author: Sudha Seshadri

Contributor: Kevin Brown, Badesaheb Noorbhasha, Emily Sandico, Anupam Joshi, Uday Gajula, Anusha Vaithianathan, Mangala Jahnavi Vadlamudi, Shikha Agarwal, Aritra Bandyopadhyay, Rajiv Degala, Stacey Tucker-Blosch, Suresh Varma Gadhiraaju, Prashanti Gajjala, Umamaheswari Subramanian

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish, or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this is software or related documentation that is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, then the following notice is applicable:

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

This software or hardware is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications that may create a risk of personal injury. If you use this software or hardware in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy, and other measures to ensure its safe use. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software or hardware in dangerous applications.

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

---

# Contents

## Send Us Your Comments

## Preface

### 1 Overview of Oracle Project Billing

Overview of Oracle Project Billing.....	1-1
Billing Options for Projects and Tasks.....	1-2
Accounting Transactions.....	1-3
Accounting Transactions for Revenue, Invoices, and Advances.....	1-4

### 2 Contract Projects

Overview of Contract Projects.....	2-1
Entering a Contract Project and Generating Revenue and Invoices.....	2-2
Billing Methods.....	2-7
Rates.....	2-8
Assigning Bill Rates.....	2-8
Controlling Billing by Top Task.....	2-9
Integration with Oracle Project Contracts.....	2-9
Delivery-Based Billing Events.....	2-9
Events Summary Window: Delivery-Based Billing Fields.....	2-10
Subprojects Association.....	2-11
Contract-Based Project Billing.....	2-11

### 3 Agreements and Project Funding

Agreements.....	3-1
Defining an Agreement.....	3-1

Entering Agreements.....	3-2
Agreements with Advance Payments.....	3-5
Viewing Agreement Summary Amounts.....	3-7
<b>Project Funding.....</b>	<b>3-8</b>
Fund Across Operating Units.....	3-9
Fund at the Project Level.....	3-9
Fund at the Task Level.....	3-11
Funding Multiple Projects With One Agreement .....	3-13
Funding a Project.....	3-13
<b>Funding Revaluation.....</b>	<b>3-15</b>
<b>Project Funding Inquiry Window Reference.....</b>	<b>3-26</b>
<b>Quick Agreement / Funding Projects .....</b>	<b>3-28</b>
Project Templates for Quick Agreement.....	3-29
Agreement Template.....	3-30
Creating a Quick Agreement Project .....	3-30
<b>Funding a Project Template.....</b>	<b>3-31</b>
<b>Copying a Template to Create a Quick Agreement Project.....</b>	<b>3-31</b>
<b>Budgeting for Project Templates.....</b>	<b>3-32</b>
<b>Managing Agreements through Self-Service Pages.....</b>	<b>3-33</b>

## 4 Events

<b>Events .....</b>	<b>4-1</b>
Entering Events in Any Currency .....	4-1
<b>Adjusting Revenue Events.....</b>	<b>4-4</b>
Determining Accounting Dates.....	4-5
Adjusting Revenue Events: Example.....	4-5
<b>Events Summary Window Reference.....</b>	<b>4-8</b>
<b>Event Details Window.....</b>	<b>4-11</b>
<b>Event Revenue Distribution Lines Window .....</b>	<b>4-12</b>

## 5 Revenue Accrual

<b>Accruing Revenue for a Project .....</b>	<b>5-1</b>
Revenue Flow.....	5-2
Steps Before Generating Revenue.....	5-2
Revenue Generation Process.....	5-3
Selection Criteria.....	5-4
Calculate Potential Revenue.....	5-6
Creating Event and Expenditure Item Draft Revenue.....	5-8
<b>Generating and Adjusting Revenue.....</b>	<b>5-8</b>
<b>Deriving Revenue in Foreign Currency.....</b>	<b>5-9</b>

<b>Revenue Accrual and Invoicing</b> .....	5-10
<b>Release Revenue, Generate Revenue Accounting Events, and Create Accounting</b> .....	5-13
<b>Adjusting Revenue</b> .....	5-14
<b>Reviewing Revenue</b> .....	5-15
Revenue Summary Window Reference .....	5-16
Revenue Window.....	5-17
Revenue Lines Window.....	5-19
Revenue Line Details Window.....	5-20
<b>How to Review Revenue</b> .....	5-21
<b>Viewing Accounting Lines</b> .....	5-22
<b>Accruing Revenue and Generating Invoices Based on Percent Complete</b> .....	5-23
Processing Percent Complete Revenue and Invoicing.....	5-24
Agreements with Hard Limits.....	5-26
Percent Complete .....	5-26
<b>Revenue-Based Cost Accrual</b> .....	5-27
Cost Accrual Implementation Example .....	5-27
Cost Accrual Accounting Entries .....	5-28
Cost Accrual Accounting.....	5-29
Case Study: Using Cost Accrual for a Project.....	5-30
<b>Other Revenue Issues</b> .....	5-33
Funding and Multiple Customers or Multiple Agreements.....	5-33
Hard Limits and Partial Accrual.....	5-34

## 6 Invoicing

<b>Invoicing a Project</b> .....	6-1
Invoice Flow.....	6-2
Steps To Take Before Generating Invoices.....	6-3
<b>Components of an Invoice</b> .....	6-5
<b>Hard Limits</b> .....	6-9
<b>Generating Draft Invoices</b> .....	6-10
Viewing and Calculating Proforma Invoice - Estimated Tax .....	6-19
Reviewing Draft Invoices.....	6-30
Invoice Review Windows .....	6-31
Invoice Window Regions.....	6-32
Approving, Releasing, and Printing Draft Invoices.....	6-35
<b>Consolidating Invoices</b> .....	6-37
Reviewing Consolidated Invoices.....	6-41
Viewing Consolidated Invoice Details.....	6-43
Approving, Releasing, and Crediting Consolidated Invoices.....	6-43
<b>Retention Billing</b> .....	6-44

Defining the Retention Level.....	6-44
Defining Retention Terms.....	6-44
Accounting for Unbilled Retention.....	6-47
Reviewing Retention Information .....	6-48
<b>Changing Invoice Currency Attributes (Recalculating an Invoice).....</b>	<b>6-48</b>
<b>Viewing Invoices.....</b>	<b>6-49</b>
<b>Viewing Invoices in Oracle Receivables.....</b>	<b>6-50</b>
<b>Adjusting Project Invoices.....</b>	<b>6-51</b>
Types of Invoice Adjustments.....	6-52
<b>Adjusting an Invoice.....</b>	<b>6-59</b>
<b>Conditions That Allow Specific Invoice Actions.....</b>	<b>6-61</b>
<b>Integrating with Oracle Receivables.....</b>	<b>6-63</b>
Data that Oracle Projects Predefines.....	6-65
Interface Invoices to Oracle Receivables.....	6-67
AutoInvoice.....	6-69
Tieback Invoices from Oracle Receivables.....	6-69
Sending Invoice Accounting to Oracle Subledger Accounting.....	6-70
Automatic Tax Calculation.....	6-70
Reporting .....	6-70
Viewing Invoices in Oracle Receivables.....	6-71
AR Merge.....	6-74

## 7 Inter-Project Billing

<b>Overview of Inter-Project Billing.....</b>	<b>7-1</b>
Business Needs and Examples.....	7-2
<b>Inter-Project Billing Project Relationships.....</b>	<b>7-4</b>
<b>Inter-Project Billing Process.....</b>	<b>7-4</b>
<b>Overview of Processing Flow for Inter-Project Billing.....</b>	<b>7-5</b>
Entering Inter-Project Transactions.....	7-7
Interface the draft inter-project invoice to Oracle Receivables.....	7-7
Interface the draft inter-project invoice to Oracle Payables.....	7-7
Run Open Interface Import in Payables.....	7-9
Interface the draft inter-project invoice to Oracle Projects.....	7-9
<b>Adjusting Inter-Project Billing Invoices.....</b>	<b>7-9</b>

## 8 Billing in a Global Environment

<b>Billing in a Global Environment.....</b>	<b>8-1</b>
Currency Conversion Attributes .....	8-2
Project Billing Transaction Currency.....	8-3

## 9 Federal Government Projects

Federal Projects: Overview.....	9-1
Process Flow for Federal Projects.....	9-2
Federal Projects: Accounting.....	9-3

## 10 Using G-Invoicing in Oracle Projects

Overview.....	10-2
G-Invoicing Flow.....	10-3
Running Interface Programs.....	10-4
Submitting Performance for Multiple Orders.....	10-8
Generating 7600B Reporting.....	10-9
The Oracle Projects Command Center G-Invoicing Dashboard.....	10-10
Overview of the Projects Command Center.....	10-10
G-Invoicing Dashboard.....	10-12
Managing and Maintaining GT&Cs and Orders.....	10-29
Using Agreements and Agreement Additional Attributes.....	10-32
Creating or Associating Projects and Updating Performance Obligations.....	10-38
Seller-Facilitated Orders Created in Oracle Projects.....	10-46
Seller-Facilitated Orders Maintained in Federal G-Invoicing.....	10-52
Non-Advance-Enabled Orders - New and Modified.....	10-53
Advance-Enabled Orders - New and Modified.....	10-54
Creating Seller-Facilitated Orders.....	10-55
Requesting Agency Approves SFO.....	10-56
Pulling Seller-Facilitated Orders into EBS.....	10-57
Working with Seller-Facilitated Orders (created in Oracle Projects) .....	10-57
Modifying Seller-Facilitated Orders.....	10-60
Submit Deferred and Delivery Performance for Seller-Facilitated Orders.....	10-63
Closing Orders.....	10-63
Servicing Agency Support for Buyer-Initiated Orders.....	10-64
Closing IGT Orders.....	10-65
G-Invoicing Order Approval – Funds Check and Allocation .....	10-66
APIs and Client Extensions for G-Invoicing .....	10-70
Using Additional Attributes (User Defined Attributes) Pages.....	10-76
Using Performance in G-Invoicing.....	10-77
Using Deferred Performance.....	10-79
Using Delivery Performance.....	10-83
Using Advance Performance.....	10-90
Submitting Advance Performance (Partial).....	10-92
Submitting Adjustment Performance.....	10-93

Adjustments to Advance Enabled Orders.....	10-95
<b>Using Refund Pay Group</b> .....	10-97
<b>Intragovernmental Payment and Collection (IPAC) Settlement</b> .....	10-98
<b>Viewing Receipts</b> .....	10-106
<b>Refund Performance and Order Modification</b> .....	10-108
<b>Update and Resynchronize Failed Push Orders</b> .....	10-117
<b>Organization Group Model</b> .....	10-118
<b>In-Flight Orders</b> .....	10-122
Process Flow for E-Business and G-Invoicing Maintained (New Order).....	10-123
Servicing Agency Pulls IFOs.....	10-125
Modifying Buyer-Initiated In-Flight Orders.....	10-126
Modifying Seller-Facilitated In-Flight Orders.....	10-127
Importing or Creating PPQs in Federal G-Invoicing.....	10-128
Pulling PPQs into EBS.....	10-129
<b>7600 Easy (EZ) Invoice</b> .....	10-130
Required Setups for 7600 Easy Invoice.....	10-131
Mass Submission of EZ Invoice.....	10-132
Pushing or Pulling Intragovernmental 7600EZ Invoice Interface Program.....	10-133
Creating Agreement for Easy Invoice from the GT&C.....	10-134
Updating EZ Agreement.....	10-136
Create and Submit an Easy (EZ) Invoice.....	10-137
Create an EZ Invoice.....	10-137
Submit an EZ Invoice.....	10-138
Delete an EZ Invoice in the Draft Status.....	10-139
Delete an EZ Invoice in the Pending Status.....	10-139
Reverse an EZ Invoice with a Settled Status.....	10-140
Reverse a Settled EZ Invoice with Credit Memo.....	10-141
Reject an EZ Invoice in a Pending Status.....	10-142
Reject an EZ Invoice in a Settled Status.....	10-143
APIs and Client Extensions for EZ Invoicing.....	10-144
<b>Working Capital Fund</b> .....	10-145
Overall Process of WCF.....	10-146
Rounding Management.....	10-147
Participation Ratio.....	10-148
Setting Up for Working Capital Fund (WCF).....	10-148
Working Capital Order Pull and Approval.....	10-151



---

# Send Us Your Comments

## Oracle Project Billing User Guide, Release 12.2

### Part No. E49079-20

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).

Note: Before sending us your comments, you might like to check that you have the latest version of the document and if any concerns are already addressed. To do this, access the new Oracle E-Business Suite Release Online Documentation CD available on My Oracle Support and [www.oracle.com](http://www.oracle.com). It contains the most current Documentation Library plus all documents revised or released recently.

Send your comments to us using the electronic mail address: [appsdoc\\_us@oracle.com](mailto: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](http://www.oracle.com).



---

# Preface

## Intended Audience

Welcome to Release 12.2 of the *Oracle Project Billing User Guide*.

This guide contains the information you need to understand and use Oracle Project Billing.

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

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## Structure

### **1 Overview of Oracle Project Billing**

This chapter gives you an overview of project billing in Oracle Projects.

### **2 Contract Projects**

This chapter describes contract projects, how to enter a contract project, billing methods and integration with Oracle Project Contracts.

### **3 Agreements and Project Funding**

This chapter describes how to enter agreements and fund projects.

#### **4 Events**

This chapter discusses how to work with events in Oracle Projects.

#### **5 Revenue Accrual**

This chapter describes the revenue accrual functionality in Oracle Projects, including how to generate and adjust revenue, derive revenue in foreign currency, release revenue, review revenue and view accounting lines.

#### **6 Invoicing**

This chapter describes the functionality offered by Oracle Projects for your invoice processing needs. It provides a brief overview of invoice components and explains how to generate invoices, review and adjust them online, and integrate with Oracle Receivables.

#### **7 Inter-Project Billing**

This chapter gives you an overview of the Inter-project billing functionality in Oracle Projects.

#### **8 Billing in a Global Environment**

This chapter describes billing in a global environment using the multi-currency billing functionality in Oracle Projects.

#### **9 Federal Government Projects**

This chapter describes managing and tracking projects that are funded by U.S. Federal Government agencies.

#### **10 Using G-Invoicing in Oracle Projects**

This chapter describes how a servicing (selling) agency uses Oracle Projects to carry out intragovernmental transactions in accordance with the federal government's G-Invoicing requirements.

## **Related Information Sources**

### **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 Oracle E-Business Suite. As your instance is patched, the repository is automatically updated with content appropriate for the precise revisions of interfaces in your environment.

## **Do Not Use Database Tools to Modify Oracle 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 Oracle Project Billing

This chapter gives you an overview of project billing in Oracle Projects.

This chapter covers the following topics:

- Overview of Oracle Project Billing
- Billing Options for Projects and Tasks
- Accounting Transactions

### Overview of Oracle Project Billing

Oracle Project Billing provides you with the ability to define revenue and invoicing rules for your projects, generate revenue, create invoices, and integrate with other Oracle Applications to process revenue and invoices. Oracle Project Billing also integrates with Oracle Receivables.

Oracle Project Billing enables you to perform the following functions:

- Enter project customers and contacts with whom you have negotiated and contracted project work
- Enter agreements (contracts) from your customers and either:
  - fund projects with the agreements, or
  - apply receipts to agreements and fund projects with the advance amounts
- Generate revenue using various methods including time and materials, percent complete, and cost plus
- Create draft invoices from detail transactions and milestones for online approval by your project or accounting managers
- Generate revenue accounting events and create accounting in Oracle Subledger

## Accounting

- Report project revenue, invoice, and receivables status online and in reports

## Billing Options for Projects and Tasks

You specify project and task options to control how Oracle Project Billing processes your transactions. Use the Options region in the Projects, Templates window to specify the billing options for your projects and tasks:

Some options are available in the project billing setup but not available on the top task billing setup. The following table lists the billing options you can specify for your project and tasks:

Billing Options	Description
Customers and Contacts	Use this option to specify your customers and contacts
Currency	Use this option to specify the billing currency conversion attributes
Billing	Use this option to specify the following for a project: <ul style="list-style-type: none"><li>- Distribution rule that determines the revenue accrual method and the invoice method for the project</li><li>- Invoice formats</li><li>- Retention withholding and retention billing formats</li><li>- Funding rules</li><li>- Other invoicing options</li><li>- Date-effective funds consumption</li></ul>
Billing Assignments	Use this option to assign a billing extension that creates revenue or billing events that suit your business needs
Credit Receivers	Use this option to define which employees receive credit for a project



Billing Options	Description
Retention	Use this option to define retention terms for your project customer
Bill Rates and Discount Overrides	<p>Use this option to define the following billing schedules for your project:</p> <ul style="list-style-type: none"> <li>- Standard billing schedules</li> <li>- Employee bill rate and discount overrides</li> <li>- Job bill rate and discount overrides</li> <li>- Labor multipliers</li> <li>- Job assignment overrides</li> <li>- Job billing title overrides</li> <li>- Non-labor bill rate and discount overrides</li> </ul>

**Important:** In the billing setup steps, if you select the Bill Labor Accruals check box for a project, only the future labor cost transactions are evaluated for billing.

For detailed setup instructions for each option, see: *Billing Setup, Oracle Projects Fundamentals*. For detailed setup instructions for billing implementation options, see: *Implementation Options, Oracle Projects Implementation Guide*.

## Accounting Transactions

Oracle Project Billing allows you to generate draft invoices and draft revenue using separate processes, which you can run at different times. To allow for different billing cycles and revenue accrual, Oracle Projects creates the accounting distribution lines during invoice and revenue generation.

During the AutoInvoice process in Oracle Receivables, the balance on the advance is reduced (if applicable). The default account that is credited with the invoice amount is either the unbilled receivables (UBR) account or the unearned revenue (UER) account, depending on whether you accrue revenue before or after you generate invoices.

You can apply advance receipts to an agreement using the Apply Receipt window. When you run the program PRC: Generate Draft Invoices, the program reduces the available advance balance associated with the agreement.

## Accounting Transactions for Revenue, Invoices, and Advances

The following examples illustrate how Oracle Projects accounts for revenue transactions.

### Advance

After an advance receipt is applied to an agreement, Oracle Receivables creates the prepayment entry. The following table shows an example of a prepayment entry that Oracle Receivables creates:

Account	Debit	Credit
On Account Cash	200.00	
Prepayment		200.00

### Revenue

Once revenue is created, Oracle Projects runs AutoAccounting to determine the appropriate default accounts. AutoAccounting selects all of the AutoAccounting parameters for each item or event, determines the account coding, validates the account coding against the general ledger, and updates each revenue distribution line with the appropriate default account.

Any items or events that fail in AutoAccounting are marked accordingly, and the associated draft revenue is marked with a generation error. See: *Overview of AutoAccounting, Oracle Projects Implementation Guide.*

Account	Debit	Credit
Unbilled Receivables and/or Unearned Revenue	200.00	
Revenue		200.00

### Invoice

When you run the program to interface invoices to Oracle Receivables, Oracle Projects runs AutoAccounting to determine the appropriate default accounts. If the invoice fails AutoAccounting, then the program marks the draft invoice with an error. See: *Overview of AutoAccounting, Oracle Projects Implementation Guide.*

The following table shows entries Oracle Projects creates when the Interface Invoices to Oracle Receivables process is run:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Receivables	200.00	
Unbilled Receivables and/or Unearned Revenue		200.00

## Collections

The following table shows a Collections entry Oracle Receivables creates:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Cash	200.00	
Receivables		200.00

The following table shows a prepayment matching entry that Oracle Receivables creates:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Prepayment	200.00	
Receivables		200.00

## Examples of Revenue and Invoice Accounting Transactions

The following examples shows accounting transactions for revenue accrual and billing.

### Example 1: Accrue prior to billing

The following table shows a revenue transaction entry prior to billing:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Unbilled Receivables	200.00	
Revenue		200.00

The following table shows an invoice transaction entry prior to billing:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Receivables	200.00	
Unbilled Receivables		200.00

### **Example 2: Invoice prior to accrual**

The following table shows an invoice transaction entry prior to accrual:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Receivables	200.00	
Unearned Revenue		200.00

The following table shows a revenue transaction entry prior to accrual:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Unearned Revenue	200.00	
Revenue		200.00

### **Example 3: Accrue prior to invoicing and invoice partial amount of work**

The following table shows a revenue transaction entry prior to invoicing:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Unbilled Receivables	200.00	
Revenue		200.00

The following table shows a partial invoice transaction entry:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Receivables	100.00	
Unbilled Receivables		100.00

#### **Example 4: Pre-bill and accrue more than pre-bill**

The following table shows a pre-bill transaction entry:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Receivables	200.00	
Unearned Revenue		200.00

The following table shows an accrue more than pre-bill transaction entry:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Unearned Revenue	200.00	
Unbilled Receivables	100.00	
Revenue		300.00



---

## Contract Projects

This chapter describes contract projects, how to enter a contract project, billing methods and integration with Oracle Project Contracts.

This chapter covers the following topics:

- Overview of Contract Projects
- Entering a Contract Project and Generating Revenue and Invoices
- Billing Methods
- Rates
- Integration with Oracle Project Contracts

### Overview of Contract Projects

You use contract projects to track activities, cost, revenue, and billing for services performed for and reimbursed by a customer. Types of contract projects include:

- Time and Materials
- Fixed Price
- Cost Plus

### Related Topics

Setting Up a Contract Project, page 2-2

Funding a Contract Project, page 3-8

Accruing Revenue for a Project, page 5-1

Invoicing a Project, page 6-1

## Entering a Contract Project and Generating Revenue and Invoices

A contract project is the primary billing unit at which you specify the following information:

- Revenue accrual method
- Billing method
- Billing cycle
- Other billing information

For contract projects, you define additional information for revenue accrual and billing based on requirements of your project, your company, and your customer. For example, you can enter billing terms, bill rates and billing titles, status, and credit receivers for contract projects only.

### To enter a contract project and generate revenue and invoices

1. Enter a contract project and tasks. See: *Billing Options for Projects and Tasks, Oracle Projects Fundamentals*. See also: *Creating Projects, Oracle Projects Fundamentals*.
2. Enter an agreement. See: *Entering an Agreement, page 3-2*.
3. Fund the contract project. See: *Funding a Project, page 3-8*.
4. Enter and create a baseline version of the revenue budget for the contract project. See: *Entering a Budget Draft, Oracle Project Planning and Control User Guide* and *Creating a Baseline for a Budget Draft, Oracle Project Planning and Control User Guide*.

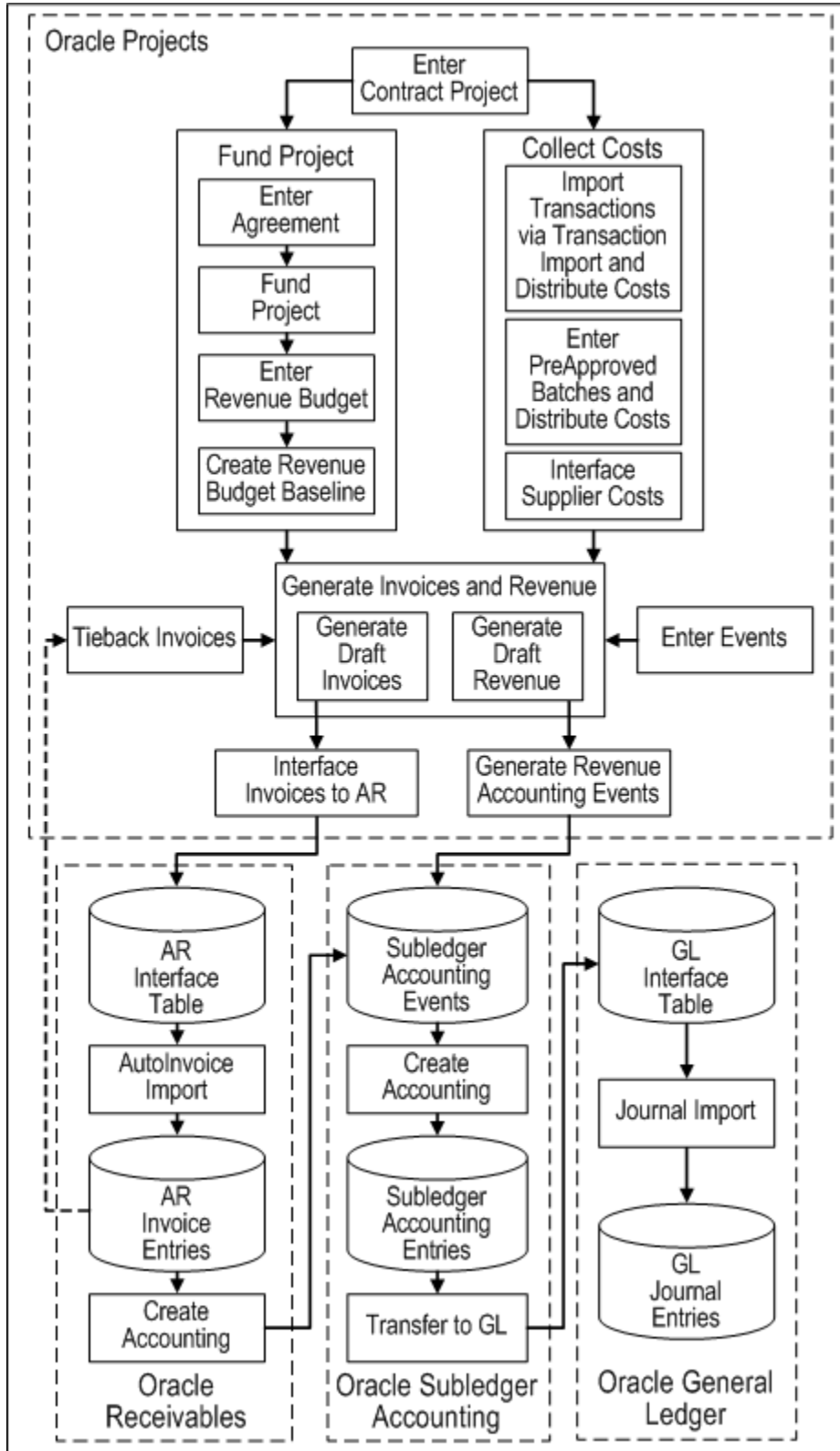
**Caution:** When cost breakdown planning is enabled for a project, then you cannot create integrated budgets or budgets with budgetary controls. You must log in to Self Service Web Application (SSWA) to create financial plans.

5. Optionally, perform adjustments. See: *Adjusting Expenditure Items, Oracle Project Costing User Guide* and *Types of Invoice Adjustments, Oracle Project Costing User Guide*.
6. Distribute costs, and generate invoices and revenue. See: *Submitting Requests, Oracle Projects Fundamentals*.

The following figure illustrates the flow for entering a contract project and generating revenue and invoices for the contract project:



***Entering a Contract Project and Generating Revenue and Invoices***



As illustrated in the figure Entering a Contract Project and Generating Revenue and

Invoices, page 2-3, to enter a contract project and generate revenue and invoices, you must perform the following activities:

### **Enter Contract Project**

You can copy a project template or another project to create a contract project. The project or project template that you copy must be associated with a contract class project type. You can then perform activities such as adding or removing tasks, updating billing information, updating billing overrides, and updating customer information.

### **Fund Project**

Before you can generate revenue or invoices for a project, you must fund the project and create a baseline version of the revenue budget. The steps are as follows:

1. **Enter agreement:** Set up one or more agreements, with one or more customers, to define the funding source from your project customers.
2. **Fund project:** Fund the project by associating funding amounts from one or more customer agreements with the project.
3. **Enter revenue budget:** Enter a revenue budget for the project. The amount of the revenue budget must equal the total funding amount for the project.
4. **Create revenue budget baseline:** Create a baseline version for the project revenue budget.

### **Collect Costs**

You can use expenditure transaction information to generate revenue. You can capture expenditure transaction data from the following the following sources:

- **Import transactions via Transaction Import and distribute costs:** You can import costed or uncosted expenditures. You must distribute the costs for any uncosted expenditures that you import to generate information for the Generate Draft Revenue process. If you want to generate invoices or revenue based on accrued labor costs, then you must enable your project for billing on labor accruals and process approved or imported time cards using the Generate Labor Accruals process.

**Note:** To import expense reports costs, the transactions must be *Raw Cost GL Accounted*. You cannot import uncosted or unaccounted expense report transactions.

- **Enter preapproved batches and distribute costs:** For example, you can enter timecards, usage, and miscellaneous costs. You must run the cost distribution processes to generate information for the Generate Draft Revenue process.
- Interface supplier costs from Oracle Purchasing and Oracle Payables to Oracle

## Projects

### Enter Events

Optionally, you can define project events in order to trigger the recognition of revenue, create revenue adjustments, or generate invoices based on event criteria that you specify.

### Generate Draft Revenue

The revenue generation process calculates revenue and determines default revenue accounting using AutoAccounting. You can submit either the process PRC: Generate Draft Revenue for a Single Project or the process PRC: Generate Draft Revenue for a Range of Projects. After you generate revenue, you perform the following activities to complete revenue processing:

1. **Generate revenue accounting events:** Run the process PRC: Generate Revenue Accounting Events to calculate unearned revenue and unbilled receivables amounts and determine the default accounts using AutoAccounting. This process generates accounting events in Oracle Subledger Accounting.
2. **Create accounting:** The process PRC: Create Accounting creates draft or final accounting entries in Oracle Subledger Accounting for the accounting events. When you run the process in final mode, you can optionally choose to have it initiate the following activities:
  - **Transfer to GL:** The process can transfer the final accounting entries to the GL interface tables.
  - **Journal Import:** If you choose to transfer the final accounting to Oracle General Ledger, the process PRC: Create Accounting also initiates the Journal Import process in Oracle General Ledger. This process brings the revenue journal entries from the interface tables into Oracle General Ledger.
  - **Posting:** Optionally, if you choose to transfer the final accounting to Oracle General Ledger, then you can have the process initiate posting in Oracle General Ledger.

### Generate Draft Invoices

The process generates customer invoices and determines a default receivables account using AutoAccounting. You can run either the process PRC: Generate Draft Invoices for a Single Project or the process PRC: Generate Draft Invoices for a Range of Projects. After you generate, approve, and release the invoice, you perform the following activities to complete invoice processing:

1. **Interface invoices to AR:** Run the process PRC: Interface Invoices to Receivables to calculate the unearned revenue and unbilled receivables amount and determine the default accounts using AutoAccounting. This process interfaces the draft invoices to the Oracle Receivables interface tables.

2. **AutoInvoice Import:** Run AutoInvoice Import in Oracle Receivables to import the invoices into Oracle Receivables from the interface tables.
3. **Tieback invoices from receivables:** Run the process PRC: Tieback Invoices from Receivables in Oracle Projects to confirm the interfaced amounts.
4. **Create Accounting:** Run the process Submit Accounting in Oracle Receivables to create accounting for the invoices in Oracle Subledger Accounting. When you run this process, you can choose to create draft or final accounting entries in Oracle Subledger Accounting. When you choose to create the accounting entries in final mode, you can optionally choose to have the process initiate the following activities:
  - **Transfer to GL:** The process can transfer the final accounting entries to the GL interface tables.
  - **Journal Import:** If you choose to transfer the final accounting to Oracle General Ledger, the process Submit Accounting also initiates the Journal Import process in Oracle General Ledger. This process brings the invoice journal entries from the interface tables into Oracle General Ledger.
  - **Posting:** Optionally, if you choose to transfer the final accounting to Oracle General Ledger, then you can have the process initiate posting in Oracle General Ledger.

## Billing Methods

You use billing methods to specify how Oracle Projects generates bills for projects.

The following table shows the predefined billing methods in Oracle Projects:

Billing Method	Description
Cost/Cost	Accrues revenue and bills using the ratio of actual cost to budgeted cost (percent complete)
Cost/Event	Accrues revenue using the ratio of actual cost to budgeted cost (percent complete) and bills based on events
Cost/Work	Accrues revenue using the ratio of actual cost to budgeted cost (percent complete) and bills as work occurs
Event/Event	Accrues revenue and bills based on events

<b>Billing Method</b>	<b>Description</b>
Event/Work	Accrues revenue based on events and bills as work occurs
Work/Event	Accrues revenue as work occurs and bills based on events
Work/Work	Accrues revenue and bills as work occurs

To specify the billing method for a project, see: *Billing Information, Oracle Projects Fundamentals*.

## Rates

A bill rate is an amount or percentage that is applied to a unit (of time and materials) to calculate revenue and invoicing. Bill rates are used for time and materials projects. You can specify the following bill rates in Oracle Projects:

- **Employee Bill Rates:** Standard hourly bill rates or percentage markups assigned to employees. You can assign a different bill rate to each employee for customer invoicing.
- **Job Bill Rates:** Standard hourly bill rates assigned by job title. For example, all System Administrators can have one bill rate, while all Consultants can have a different bill rate.
- **Non-Labor Bill Rates:** Standard bill rates or standard markups assigned to non-labor expenditure type or non-labor resources.

## Related Topics

Standard Billing Schedules, *Oracle Projects Fundamentals*

Using Rates for Billing, *Oracle Projects Fundamentals*

Rate Schedule Definition, *Oracle Projects Implementation Guide*

## Assigning Bill Rates

You can assign and override the bill rates that are defined during implementation. Use the Bill Rates and Overrides options in the Projects, Templates window to override bill rates. See: *Rate Overrides, Oracle Projects Fundamentals*.

## Controlling Billing by Top Task

You can control revenue accrual and invoices by the top task of a project.

1. Navigate to the Control Billing by Top Task window.
2. Find the project you want.
3. Indicate whether you want to hold, accrue, or bill:

**Hold Accrual** Choose this button to hold revenue accrual for this project at this top task.

**Hold Billing** Choose this button to hold billing for this project at this top task.

**Ready to Accrue** Choose this button if you are ready to accrue for this project at this top task.

**Ready to Bill** Choose this button if you are ready to bill for this project at this top task.

4. Save your work.

## Related Topics

Accruing Revenue for a Project, page 5-1

Invoicing a Project, page 6-1

## Integration with Oracle Project Contracts

Oracle Project Billing integrates with Oracle Project Contracts to create delivery based billing events that drive billing based on completed deliverables in the Deliverable Tracking System.

## Delivery-Based Billing Events

Delivery-based billing events are created based on completed deliverables in the Deliverable Tracking System (DTS) in Oracle Project Contracts. They are used only with Oracle Project Contracts integration.

In the Oracle Project Contracts DTS, you can designate a contract deliverable line as billable. After a contract deliverable is delivered to the customer, the DTS initiates an Oracle Projects event. The billing event is automatically created in Oracle Projects for further processing. You can bill either individual events or multiple events at once.

## Generating a Delivery-Based Billing Event from the DTS

When items are ready for billing (for example, shipped and inspected), you can select

all billable deliverables ready for billing, enter an event type and date, and create an event eligible for draft invoicing.

**Note:** You cannot add, edit, or delete events created from the Oracle Project Contracts DTS in Oracle Projects. Changes to events must be made in the DTS.

### Tie Back Billing Event to Deliverables

You can tie back the billing event created for a deliverable to the deliverable for collection activity tracking.

### Workflow Message to Project Manager on Event Creation

The project manager can receive a workflow notification that a billing event has been created for the contract project. The project manager can then review the event and make changes as necessary in the Oracle Project Contracts DTS.

**See also:** *Oracle Project Contracts User Guide*.

### Events Summary Window: Delivery-Based Billing Fields

The fields in the Events Summary window display information about delivery-based billing events created from the Oracle Project Contracts DTS. These fields are display-only.

The following table shows the Delivery Based Billing Events fields in the Event Summary window:

Item	Description
Bill Quantity	Quantity of billed amount.
UOM	Unit of measure.
Inventory Organization	If populated, the inventory organization of the inventory item being billed.
Inventory Item	The inventory item being billed.
Unit Price	The unit price (total event amount divided by bill quantity).
Reference1 through Reference10	User-defined reference fields.



## Subprojects Association

If you are using Oracle Project Contracts, you can associate a project task with one or more projects to create a project hierarchy. This project hierarchy provides you with the ability to have multiple billing methods per project, complex organizational work structures, and different overhead rate structures within a project. For more information about billing project contracts, see: *Oracle Project Contracts User Guide*.

You can select either the project number or project name for each project with which you want the task associated. The View Subproject button displays the Projects, Templates window for the selected project.

## Contract-Based Project Billing

The integration between Oracle Projects and Oracle Project Contracts supports businesses required to comply with the Federal Acquisition Regulation (FAR) regulations. For more information on the Contracts-Based Project Billing solution, refer to the *Integration with Oracle Project Contracts* section within the *Oracle Projects Implementation Guide*.



---

# Agreements and Project Funding

This chapter describes how to enter agreements and fund projects.

This chapter covers the following topics:

- Agreements
- Project Funding
- Funding Revaluation
- Project Funding Inquiry Window Reference
- Quick Agreement / Funding Projects
- Funding a Project Template
- Copying a Template to Create a Quick Agreement Project
- Budgeting for Project Templates
- Managing Agreements through Self-Service Pages

## Agreements

In Oracle Projects, an agreement represents any form of contract, written or verbal, between you and one of your customers. For example, an agreement may correspond to a purchase order, a continuing service agreement, or a verbal authorization.

## Related Topics

Entering Agreements, page 3-2

## Defining an Agreement

An agreement provides the funding for projects and tasks. Each agreement you define includes the following items:

- A customer
- A hard or a soft limit for revenue and/or invoice
- A currency amount
- An organization that owns the agreement

If you specify a hard revenue and invoice limit on an agreement, Oracle Projects prevents revenue accrual and billing activity beyond the amount you funded to a particular project or task.

If you specify a soft revenue and invoice limit, Oracle Projects provides a warning telling you when revenue and billing for the project exceeds the amount you funded.

**Note:** You can specify a hard limit for both revenue and invoice limit, or a hard limit for revenue or invoice limit.

No project or task can accrue revenue without an agreement to fund its revenue budget.

## Entering Agreements

You can enter an agreement representing a purchase order, retainer letter, or any other funding agreement you make with a customer in any currency regardless of your project functional currency. When you record an agreement, you can specify payment terms for invoices against the agreement, and whether there are limits to the amount of revenue you can accrue and bill against the agreement. See also *Agreement Templates*, page 3-30 and *Quick Agreement/Funding Projects*, page 3-28.

If it is required by your business, you can apply advance receipts to an agreement.

From the Agreements window, you can open the Funding window to allocate funds to one or more projects (or to top tasks within a project), and to see how much unused funding remains for an agreement. Each agreement that funds a project can be entered in a different currency.

For any agreement, you can review the revenue and billing activity associated with the agreement, such as the amount of revenue accrued, the amount invoiced, and the amount of funding that is allocated and has a baseline.

All revenue and invoices in Oracle Projects are recorded against an agreement, and all items that accrue revenue against an agreement subsequently bill against the same agreement.

The Agreement Types window includes a new field Mandate Advance. When you check this option, the Advance Required option is either enabled or disabled on the Agreement and Update Agreement windows.

### To enter an agreement

1. Navigate to the Agreement window using Projects > Billing > Agreement.

The following Agreement window displays:

**Create Agreement Window from Forms**

The screenshot shows a software window titled "Agreement" with a light blue background. It is divided into several sections. The top section contains fields for "Customer Name" and "Customer Number". Below this is the "Agreement" section, which includes "Operating Unit" (set to "Vision Services"), "Type", "Currency" (set to "USD"), "Start Date", "Expiration Date", "Billing Sequence", "Terms", "Description", "Administrator" (set to "Marlin, Ms. Amy"), "Organization", "Product Source", and "Per Invoice Limit". To the right of these are fields for "Agreement Number", "Customer Order Number", "Proposed Amount", "Approved Amount", "Status", "Approval Required", "Creation Date" (set to "28-AUG-2023"), "Line of Accounting", and "Reference". There are also checkboxes for "Revenue Hard Limit" (checked), "Invoice Hard Limit" (checked), and "Advance Required". The "Summary Amounts" section at the bottom left has fields for "Amount", "Allocated, Not baselined", "Allocated, Baselined", and "Not Allocated". The bottom right has fields for "Net Revenue", "Revenue Write-Off", "Invoiced Amount", "Approved Advance Amount", and "Total Advance Amount". At the very bottom, there are several buttons: "Apply Receipts", "Unapply Receipts", "View Receipts", "ACRN (B)", "Submit", "Funding", "Agreement Versions", and "Funding Summary".

2. Enter the **Customer Name** who is providing the agreement funding.
3. Enter the **Customer Number** assigned to the customer.
4. Enter the name of the **Operating Unit** to which the agreement belongs.
5. Enter an **Agreement Number** to identify this agreement, such as the customer's purchase order number.

The agreement number must be unique for the customer and agreement type, although two customers can each have an agreement with an identical agreement number.

**Important:** You cannot change this number once you create an invoice against this agreement and interface the invoice to Oracle Receivables.

6. Select or enter an agreement **Type**.

7. Enter the **Customer Order Number**.
8. Choose the **Currency** code of the agreement from the list of values. The list of values is restricted to the currencies defined in Oracle General Ledger.

**Note:** The currency field can only be updated if the Multi Currency Billing implementation option is enabled at the operating unit and the funds have not been allocated.
9. Enter the **Proposed Amount** of this agreement.
10. Enter the **Start Date** of the agreement from when it is effective.
11. Enter the **Expiration Date** for the agreement. You can leave the expiration date blank if you do not want the agreement to expire. If you generate draft revenue or an invoice for projects funded by this agreement after the agreement expiration date, Oracle Projects creates distribution warnings for revenue and invoices.
12. Enter the **Billing Sequence**. If you want to control the order in which the Agreement funding is consumed, then enter a Billing Sequence Number.
13. If advance receipts application is required by your business, enable **Advance Required**.

During agreement creation, if the specified agreement type is Mandate Advance option enabled, then the Advance Required check box is selected by default and you cannot modify it.

When you update the agreement, if an agreement type is mapped with the **Mandate Advance** option checked, then you can change the agreement type value to another agreement type that also has the Mandate Advance option enabled. If an agreement type is mapped with the Mandate Advance option unchecked, then you can change the agreement type value to another agreement type that also has the Mandate Advance option not enabled.
14. Choose the **Revenue Hard Limit** or/and **Invoice Hard Limit** check box to impose a hard limit on revenue accrual and invoice generation for projects funded by this agreement. Otherwise, Oracle Projects imposes a soft limit.

A **hard limit** prevents revenue accrual and invoice generation beyond the amount allocated to a project or task by this agreement. A **soft limit** issues a warning when revenue accrual and invoice generation exceed the amount allocated to a project or task.
15. Enter the payment **Terms** (defined in Oracle Receivables) for any invoices funded by this agreement.

16. Optionally, enter a Description of this agreement.

17. Enter the **Administrator** of the agreement.

**Note:** An agreement administrator can be a future-dated employee. However, this is not recommended or likely, because agreement owners are almost always current employees.

18. Enter a **Creation Date**.

19. Enter the name of the **Organization** that owns the agreement.

**Note:** You can choose any project owning organization (in the project owning organization hierarchy assigned to the operating unit) as the organization that owns the agreement.

20. Optionally enter Customer Order Number and **Line of Accounting**.

21. Enter the **Per Invoice Limit** that indicates the per invoice amount limit. An invoice is generated within the specified amount. The system considers this limit and generates invoices using the specified amount as the threshold. The amount accumulated on an invoice should be within this limit. If the amount cannot be distributed below the threshold value, then the system results in an error. For Example, the threshold amount is less than an expense or event amount on a specific expenditure or event.

The Create Agreement API has been enhanced to accommodate the Per Invoice Limit attribute when you create an agreement using this API.

22. Save your work.

## Agreements with Advance Payments

You can select Advance Required on an agreement and record advance payments as they are made. On this agreement, you can enter funding only up to the amount of advance payments.

You cannot apply advance payments to agreements that fund intercompany projects or projects in other operating units.

**Note:** If an agreement is Advance Required enabled and a portion of the funding available is allocated to a project, you must apply receipts to enable further funding and view total and available agreement funding amounts.

## Requiring Advance Payments

You can set up an agreement to require advance payments by selecting the Advance Required on the agreement. You can also use the Advance Required client extension to determine which agreements require advance payments. On these agreements, you can enter funding only up to the amount of advance payments.

The ability to change the Advance Required agreement option is controlled by function security.

## Entering an Advance Payment

You enter advance payments in Oracle Receivables. When you enter advance payments in Oracle Receivables, you enter the following attributes:

- Enter the receipt in the same operating unit that owns the associated agreement.
- For Receipt Customer, enter the agreement customer.
- For Receipt Currency, enter the agreement currency

## Applying a Receipt

To apply advance payments:

1. In the Agreements window, query the agreement to which you want to apply payments.
2. Choose Apply Receipts.
3. In the Apply Receipts window, select a receipt. The receipts that are displayed are those that have been entered for the agreement customer in the agreement currency, and that have not been fully applied.
4. The On Account Amount field displays the amount remaining to be applied from the selected receipt. Apply the complete amount of the receipt to the agreement.

**Note:** You cannot apply partial amount of the receipt to an agreement.

You can apply multiple receipts to one agreement. You cannot apply the same receipt to multiple agreements.

## Canceling Application of a Receipt

To cancel ("unapply") advance payments:

1. In the Agreements window, query the agreement to which you want to cancel an



advance payment.

2. Choose Unapply Receipts.
3. In the Unapply Receipts window, select a receipt. The receipts that are displayed are those that have been applied to the agreement.
4. Choose Unapply Receipt.

## Viewing Receipts

To view receipts applied to an agreement:

1. In the Agreements window, query the agreement to which you want to apply payments.
2. Choose View Receipts.
3. The View Receipts window displays receipts that have been applied to the agreement.

## Viewing Agreement Summary Amounts

To view agreement summary amounts:

1. Query the agreement you want to review in the Agreement window. The Summary Amounts region displays the overall agreement amounts in the agreement's currency for the following:
  - Amount of the Agreement
  - Allocated, Not Baseline Funding
  - Allocated, Baseline Funding
  - Not Allocated
  - Net Revenue
  - Revenue Write-off
  - Invoiced Amount
  - Advance Amount
2. Choose the Summary button to view the funding and billing amounts for the agreement in more detail in the Summary Project Funding window.

3. Choose Funding History in the Funding Summary window to view the allocation history for this agreement.

## Project Funding

You must fund a project before the project can accrue revenue and be billed. Funding is the step that allocates an amount associated with a customer agreement to a specific project. The total amount of allocated project funding must equal the current approved project revenue budget amount in order to successfully baseline the project. Optionally, top tasks on projects can be individually funded. If top tasks are funded, then the same requirement of matching budget amounts to funding amounts applies at the top task level of the project.

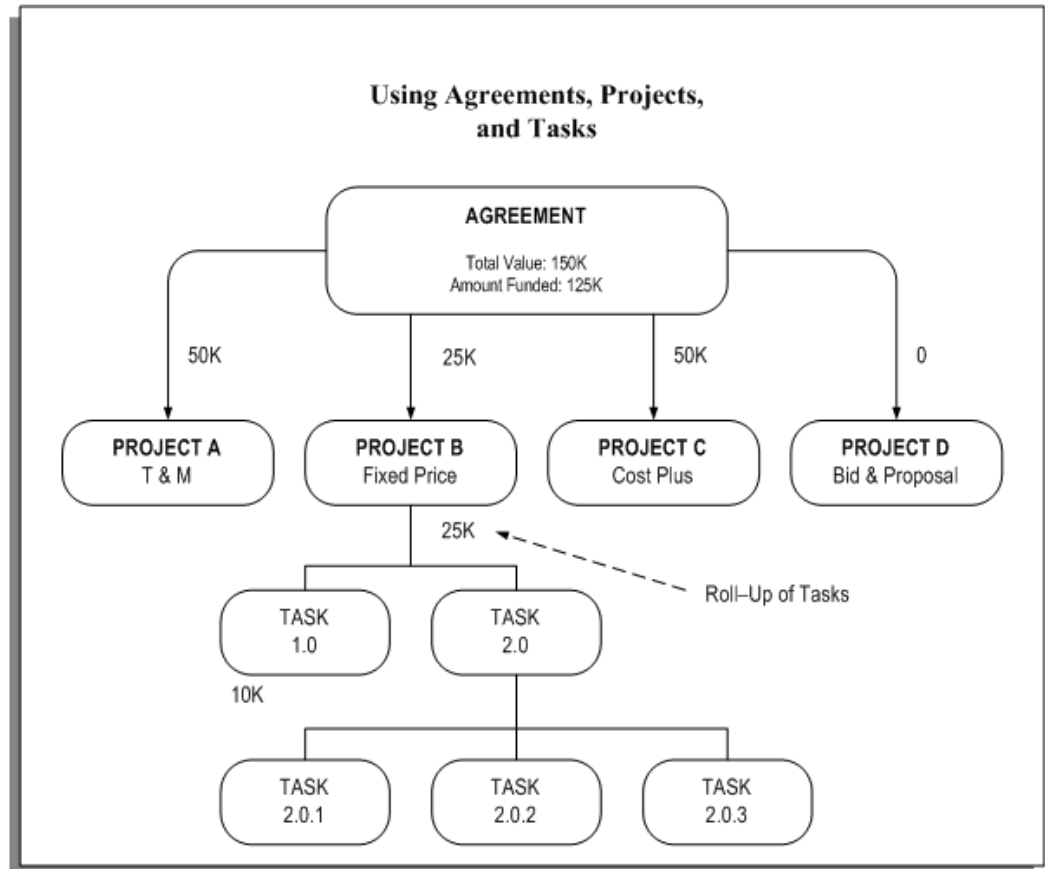
Oracle Projects allows you to define agreements, projects, and tasks to organize your project work. Funding Multiple Projects and Tasks, page 3-9 illustration represents an example of how you can use an agreement to fund multiple projects and tasks.

In this example, a single agreement is used to fund four projects. The agreement has a total value of \$150,000. The amount funded is \$125,000.

- Project A, a time and materials project, is funded at \$50,000 at the project level.
- Project B, a fixed price project, is funded at \$25,000. It has a work breakdown structure with two tasks, namely Task 1.0 and Task 2.0. Task 1.0 is funded at \$10,000. The remainder of the funding for Project B is assigned to Task 2.0. Task 2.0 has three sub-tasks: Task 2.0.1, Task 2.0.2, and Task 2.0.3.
- Project C, a cost plus project, is funded at \$50,000.
- Project D, a bid and proposal project, has been funded with \$0. While this does not allow the project to generate any revenue, it gives the user a link to relate specific bid & proposal projects to agreements for reporting purposes.

The Agreements section, page 3-1 describes how to use agreements to fund projects and tasks in more detail.

## Funding Multiple Projects and Tasks



In Oracle Projects, an agreement represents any form of contract, written or verbal, between you and one of your customers. For example, an agreement may correspond to a purchase order, a continuing service agreement, or a verbal authorization.

## Related Topics

Entering Agreements, page 3-2

## Fund Across Operating Units

You can fund different projects across operating units by enabling the Allow Funding Across Operating Units functionality in the Billing tab of the Implementation Options window. See: *Allow Funding Across Operating Units, Oracle Projects Implementation Guide*

## Fund at the Project Level

There are many different ways to link agreements, projects and tasks. You should learn

the benefits and consequences of each method to create clear policies.

If you use the Date-Effective Funds Consumption option on a project, the billing sequence and effective dates for each agreement determine the order in which agreements/customers are invoiced for projects funded by multiple agreements. Amounts are not prorated between agreements when hard limits are met. In this case, you do not specify a percentage contribution for each customer.

### **One Customer, One Agreement**

Use one agreement when you have one customer and one contract.

This should be your most frequent case. All revenue is accrued and all invoices billed against the same agreement. The same agreement may fund other projects without changing the operation of the system.

### **Multiple Customers, One Agreement Per Customer**

Use one agreement per customer when you have multiple paying customers, no additional contracts with any of the customers, and a requirement to invoice by contract.

All revenue and invoice amounts are divided between customers according to the percentage splits defined for the project in the Customers and Contract Project options. Each run of revenue generation creates one draft revenue per customer, and each run of invoice generation creates one draft invoice per customer. The draft revenue and invoices for all customers contain the same items, but with prorated amounts.

Oracle Projects supports only one percentage split between customers over the life of a project. You cannot change an existing percentage split.

### **One Customer, Multiple Agreements**

Use multiple agreements when you have one customer, but several contracts, and a requirement to invoice by contract.

For example, a project that was originally funded by one purchase order is subsequently funded by another purchase order. The customer has requested that each invoice reference a specific purchase order. In this case, you would fund the project from two agreements, one for each purchase order. The PRC: Generate Draft Invoice process produces two invoices - one against each purchase order agreement from which funding is used.

When generating an invoice for expenditure items or events for a project that is enabled for Date-Effective Funds Consumption and has multiple agreements with available funds, the billing process first looks at the start date and end dates of the agreements.

If the expenditure items or events fall within the dates of more than one agreement, the billing process uses the billing sequence number to determine the application order of agreements. If the Date-Effective Funds Consumption option on a project is not enabled, the billing process uses hard limit agreements first followed by soft limit

agreements in order of agreement expiration date and prorates items between the agreements used.

### **Multiple Customers, Multiple Agreements Per Customer**

Use multiple agreements per customer when you have multiple paying customers, multiple contracts with one or more of the customers, and a requirement to invoice by contract.

This method is a combination of the two above. Revenue is prorated between the customers according to their percentage split. For each customer, revenue is placed on agreements by the same rules as for multiple agreements and a single customer.

## **Fund at the Task Level**

### **One Customer, One Agreement**

Use one agreement when you have one customer and one contract.

Use this method only if you want to accrue revenue cost-to-cost at the task level or impose hard or soft revenue limits at the task level.

Task level funding with one agreement does NOT create separate task invoices. However, you can define an invoice format to group expenditure items by task.

**Important:** If you enter funding for a project at the top task level, you must assign invoice formats (for labor, non-labor, and retention) to the project that use a top task level grouping option. You assign invoice formats in the Revenue and Billing Information window. If you assign invoice formats that use a project level grouping option, Oracle Projects does not generate invoices for the project.

If you enter funding for a project at the project level, you can assign invoice formats to the project that use either a project level or top task level grouping option.

### **Case Study: Funding for Hard Limits at the Task Level**

Fremont Corporation has a contract with XYZ Company for \$100,000. There are three phases to the project, each with a separate hard limit. Each phase is set up as a top task, and funded with a hard revenue limit:

- Task 1: Design (\$20,000)
- Task 2: Programming Services (\$60,000)
- Task 3: QA/Testing (\$20,000)

## One Customer, Multiple Agreements

Use multiple agreements when you have one customer, but a requirement to create a separate invoice for each top task.

You can use this method to accrue revenue cost-to-cost or impose hard or soft revenue limits by task, as well as automatically create separate invoices by task.

To create separate invoices by task, you must use a different agreement to fund each task. If you use more than one agreement for a single task, the agreements are used according to the precedence described earlier for projects.

For any agreement, you can review the revenue and billing activity associated with the agreement, such as the amount of revenue accrued, the amount invoiced, and the amount of funding that is allocated and has a baseline.

## Multiple Customers, One Agreement Per Customer

Use one agreement per customer when you have multiple paying customers with one customer paying for each piece of the work, no additional contracts with your customers, and a requirement to invoice by contract.

**Note:** To define project customers with no contribution and associate them with each top task, enable Customer at Top Task on the project Revenue and Billing Information option.

To define project customers with no contribution (so that the system uses Date-Effective Funds Consumption logic to determine what to bill each customer) and fund the project at the task level, enable Date-Effective Funds Consumption as part of the project Revenue and Billing Information option.

## Multiple Customers, Multiple Agreements Per Customer

Use multiple agreements per customer when you have multiple paying customers with one customer paying for each piece of the work, multiple contracts with one or more of the customers, and a requirement to invoice by contract.

**Note:** To define project customers with no contribution and associate them with each top task, enable Customer at Top Task on the project Revenue and Billing Information option. Oracle Project Billing then groups all revenue and invoice amounts by top task and bills the customer associated with the top task.

To define project customers with no contribution (so that the system uses Date-Effective Funds Consumption logic to determine what to bill each customer) and fund the project at the task level, enable Date-Effective Funds Consumption as part of the project Revenue and Billing

Information option.

## Funding Multiple Projects With One Agreement

You can allocate funds from one agreement to any number of projects or top level tasks.

If your business deals with very large contracts, and divides the work into separate projects, you can use one agreement to fund each project. You may assign some of the work to a time and materials project, other work to a fixed price project, and other related bid and proposal work to an indirect project. The agreement represents the total value of the contract. You can generate separate invoices for each contract project.

An agreement may also represent a contract to do an unspecified amount of work over a period of time. You can create a project as various pieces of work are defined. Each of these projects is funded by the master agreement.

## Funding a Project

You can allocate an agreement's funds to a project or top-level task in the agreement's currency. Using conversion attributes, each funding amount in the agreement currency is converted to the project functional and project currency. You can divide these funds among several projects or tasks. In addition to allocating funds, you can reverse agreement funding from a project or task, up to the amount accrued or invoiced. See: *Currency Conversion Attributes, Oracle Projects Fundamentals*.

**Note:** You cannot fund at the task level for multiple-customer projects unless the Customer at Top Task option is enabled or the Date-Effective Funds Consumption option is enabled.

You can also view the funding line's baseline status for this project or task.

**Note:** Only baseline funding is used for revenue or invoice generation.

When a project is funded by amounts that are in more than one currency, the funding amounts are converted to a common currency to determine a project's total funding across all agreements. The processes that generate revenue and invoices for a project use this total amount. During revenue and invoice processing, Oracle Projects performs fund checking using the total funding amount in the project functional currency (revenue) and invoice processing currency (invoice).

**Note:** The funding currency can be used as the invoice processing currency only when all funding amounts are in the same currency.

**To fund a project:**

1. Navigate to the Agreement form and query the agreement you want.
2. Choose the Funding button.
3. In the Fund Projects window, enter the number of the project you want to fund with this agreement. The list of values displayed for this field is dependent on the following:
  - If Allow Funding Across Operating Units is enabled for your operating unit, then:
    - The list of values contains projects from other operating units
  - If multi-currency is disabled for a project, then:
    - The list of values is restricted to projects whose project functional currency is the same as the agreement currency.
    - The list of values contains all projects for which the Allow Funding Across Operating Units functionality is enabled.
  - If multi-currency is enabled for a project, then:
    - The list of values contains all projects except projects whose invoice processing currency is selected as the funding currency, and that already have funding in a currency that is different from the agreement currency.  
  
For example, if a project with the invoice processing currency equal to the funding currency has already been funded by an agreement in GBP (agreement currency), then you cannot fund the project with another agreement in a different currency (EUR).
  - If receipts are applied to the agreement, then:
    - You cannot fund the projects from other operating units, and
    - You cannot fund the intercompany projects
4. Enter the number of the top-level task you want to fund with this agreement. If you do not want to restrict funding for a particular task, leave this field blank.

**Additional Information:** If the project is funded at the task level and the Customer at Top Task option is enabled for the project, the list of values is restricted to the top tasks associated with the customer.
5. Enter the Amount you want to allocate to this project or task.



6. Enter a Date to record when you allocated agreement funds to this project or task. The Date Allocated is used as the rate date to determine the exchange rate when the Rate Date Type for the project's funding currency attribute is PA/Invoice Date.
7. If you enter an agreement currency that is different from the project functional currency, use the Folder tools to enter the conversion attributes when you fund the agreement in the Fund Projects window.
8. Enter the Funding Classification to indicate the nature of the allocations. Funding lines can be aggregated by funding classification and reported accordingly using Project Intelligence. See: Using Project Intelligence chapter in *Oracle Daily Business Intelligence*.
9. Save your work.

## Reviewing Project Funding Information

**To review project funding information:**

1. Query the project or agreement in the Project Funding Inquiry window. See: Project Funding Inquiry Window Reference, page 3-26.

You can access the Project Funding Inquiry window can be accessed from the Fund Projects window.

## Reversing Funds from a Project

**To reverse funds from a project:**

1. Enter a negative amount if you want to reverse funds from a project or task and allocate the funds elsewhere, or to leave the funds available for future funding. You can decrease the funding amount up to the amount already accrued or invoiced for the project or task.

## Related Topics

Currency, *Oracle Projects Fundamentals*

Currency Conversion Attributes, *Oracle Projects Fundamentals*

## Funding Revaluation

Funding revaluation allows you to periodically revalue your project funding, taking into account the effects of currency fluctuations between funding and project functional currency. Companies operating in a multi currency environment, with fixed price contracts, typically require that project funding amounts reflect the fluctuations in the currency exchange rate by:

- Revaluating project funding prior to revenue and invoice processing by:

- Considering currency fluctuations between funding and functional currency on funding backlog
- Creating funding adjustment lines in functional currency
- Including foreign exchange gains and losses (FXGL) for paid invoices on project revenue
- Auditing the revaluated funding amounts and components, and reprocess revaluation as needed

## Revalue Funding

Before generating revenue and processing invoices, funding is revalued to determine the total available funding on a project and to ensure that invoices are generated in accordance with the hard limits set. To revalue funding, you run the following concurrent programs:

- PRC: Revalue Funding for a Single Project
- PRC: Revalue Funding for a Range of Projects

Projects are included in the concurrent programs and eligible for revaluation based on the following criteria:

- The project level option Revalue Funding is enabled
- It is a contract project with baseline funding
- The project has no unreleased draft revenue or invoices
- The project has no unbaseline revaluation adjustment funding lines - applicable only for the PRC: Revalue Funding for a Range of Projects process.

**Note:** The PRC: Revalue Funding for a Single Project process will delete the unbaseline revaluation adjustment funding lines, and the realized currency gains and losses events, which are created by an earlier run.

## Funding Revaluation Components

The Funding Revaluation process includes the following components:

- Backlog
- Paid Invoices

- Unpaid Invoices
- Realized Gains and Losses

To view the detailed components used in the Funding Revaluation process, you run the audit report AUD: Revaluated Funding Audit Report.

## Funding Backlog

The Revaluate Funding process first determines the current project funding backlog amount. Project funding backlog is the remaining project funding available to be billed to the customers. The funding backlog subject to revaluation is the total baseline funding amount less invoices issued to customers, both paid and unpaid.

After deriving the funding backlog amount, the Funding Revaluation process calls the Funding Revaluation Factor client extension. The Funding Revaluation Factor client extension allows you to apply a funding revaluation factor to the funding backlog amount. This extension can be used to implement escalation indices defined for a contract. The factor can increase or decrease the funding backlog amount subject to revaluation and is applied to the funding backlog amount in the funding currency. The funding revaluation rate is applied to the funding backlog amount to derive the revaluated backlog amount in project functional and invoice processing currency.

The process then creates a net funding adjustment line with the funding line classification "Revaluation" in the project functional currency. The process adjusts the current value of project funding available for revenue and invoice processing. If you have the option "Baseline Funding Without Budget" enabled, you can automatically create a baseline for the funding adjustments and update the budgets as part of the revaluation process. If this option is not enabled, you must adjust the budgets and create a baseline for the funding adjustments manually after revaluating funding.

To enable funding revaluation for a project you must check the Revaluate Funding check box when you set up your project types and projects.

**Note:** Revaluated Backlog amounts are calculated for both the invoice processing currency (IPC) and the project functional currency (PFC).

## Include Foreign Exchange Gains And Losses (FXGL)

You can optionally include gains and losses for paid and unpaid project invoices, in the Funding Revaluation process. The process calculates the foreign exchange gain or loss (FXGL) associated with the project and agreement, and adjusts project revenue accordingly. The gain or loss will increase or decrease the revenue for the project but will not affect the unbilled receivables or unearned revenue amounts.

To include the effects of the foreign exchange gains and losses in the project revenue, you must:

- Enable the "Funding Revaluation Includes Gains and Losses" option at the implementation, project type and project level.
- Define event types for the Realized Gains and Realized Losses event classifications in the Billing tab of the Project Types window.
- Setup the function transactions, Realized Gains Account and Realized Losses Account for the AutoAccounting function Revenue and Invoice Account.

When you setup your project or task to include billing adjustments on a standard invoice, the realized gain or loss may be calculated differently than using a credit memo due to the difference in transaction dates. When you use a credit memo, the adjusting transaction is converted using the exchange rates of the original invoice line. When you process adjustments on a standard invoice, the conversion rate of the invoice date is used. The following example describes the difference in realized gain and loss calculations:

Consider the following example of an original Standard Invoice

Invoice / Line No.	Invoice Date	Description	Invoice Amount (USD)	Exchange Rate	Invoice Amount PFC (CAD)
1	01-Jan-2011	Standard Invoice No. 1			
1A		Labor Accrual	122.50	1.02	125.00
1B		Labor Transaction	200.00	1.02	204.00
1C		All other transaction excluding labor transaction	100.00	1.02	102.00
		Total	422.50		431.00

The following receipt was received and applied:

Receipt No.	Receipt Date	Description	Receipt Amount (USD)	Exchange Rate	Receipt Amount PFC (CAD)
1	07-Jan-2011	Standard Invoice No. 1	422.50	1.03	435.18

The realized gain or loss on original invoice is based on the following calculation:

Receipt amount (PFC) – Invoice Amount (PFC) = 435.18 – 431.00 = 4.18 (CAD)

After an adjustment, a standard invoice is generated:

Invoice / Line No.	Invoice Date	Description	Invoice Amount (USD)	Exchange Rate	Invoice Amount PFC (CAD)
2	31-Jan-2011	Standard Invoice No. 2			
2A		Labor Accrual reversals	-122.50	1.02	-125.00
2B		Reversal for 1B	-200.00	1.02	-204.00
2C		Reversal for 1C	-100.00	1.02	102.00
2D		Labor Actual	185.63	1.01	187.50
2E		Adjusted line for 1B	220.00	1.01	222.20
2F		Adjusted line for 1C	102.00	1.01	103.02
		Total	85.13		81.76

The following receipt is applied to the standard invoice with the adjustment:

Receipt No.	Receipt Date	Description	Receipt Amount (USD)	Exchange Rate	Receipt Amount PFC (CAD)
2	10-Feb-2011	Standard Invoice No. 2	85.13	0.99	84.28

Realized gain or loss on original invoice would be calculated as follows:

Receipt amount (PFC) – Invoice Amount (PFC) = 85.13 – 84.28 = -0.85 (CAD)

Effective Realized Gain / Loss = 4.18-0.85 = 3.32 (CAD)

You define the invoicing adjustment option on the billing setup for a project or a top task using the Include Adjustments on Standard Invoice option.

## Paid Project Invoices

When cash is applied to invoices, Oracle Receivables calculates and posts the realized gains and losses to the General Ledger currency gain and loss accounts of the operating unit. The Revalue Funding process includes these gains and losses on paid project invoices to record the effect of the transaction as a realized gain or loss against the project revenue.

## Unpaid Project Invoices

Unpaid project invoices consist of all issued project invoices less AR cash receipts. Issued project invoices include all released project invoices whether or not they have been transferred to Oracle Receivables. Though the cash applied in AR may include tax and other components as defined by the cash application rules, the revaluation process considers only the cash applied to the invoice line type "Line."

The paid project invoices are deducted from the total project invoiced to determine the unpaid project invoice amounts. The resulting unpaid project invoice amount is revalued by applying the revaluation rate.

**Note:** When determining unpaid project invoice amounts with retention lines, cash receipt amounts applied to retention invoices are treated like regular invoices, except when retention is at the project level and funding is at the task level. In that case, applied cash is allocated at the task level on a first in first out basis. Cash is first applied to the earliest retention line at the task level. After that line is paid, the remaining cash is applied to the second retention line, and so on.

## Revaluated Funding in Project Functional Currency (PFC)

The revaluated funding in project functional currency is calculated as follows:

Total Revaluated Funding Amount in PFC = Revaluated Funding Backlog in PFC + Revaluated unpaid project invoice amount in PFC + Cash applied to project invoices in PFC + Realized Gains - Realized Losses.

The net funding adjustment in PFC = Total Revaluated funding amount in PFC - Total baseline funding amount in PFC before revaluation.

## Revaluated Funding in Invoice Processing Currency (IPC)

Funding revaluation needs to be performed in the invoice processing currency to revalue the backlog in IPC to control future invoicing. The revaluated funding in invoice processing currency is calculated as follows:

Total Revaluated Funding Amount in IPC = Revaluated Funding backlog in IPC

The net funding adjustment in IPC = Total Revaluated funding amount in IPC - Prior baseline funding adjustment amount in IPC - Funding backlog in IPC before revaluation

To track your revaluation currency gains and losses differently from the unbilled receivable realized gains and loss account, you must set up function transactions called *Realized Gains Account* and *Realized Losses Account* for the AutoAccounting function *Revenue and Invoice Accounts*. Oracle Projects uses AutoAccounting to determine the default realized gains and realized losses accounts.

**Important:** You must set up Oracle Projects AutoAccounting so that the derived accounts match the general ledger currency realized gains and realized losses accounts in Oracle Receivables.

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 define your own subledger accounting rules, then you must set up rules so that the derived accounts match the general ledger currency realized gains account and realized losses account in Oracle Receivables.

## Reviewing Funding Adjustment Lines

You can view the various revaluation components of the funding adjustment line from the folder in the Funding History window. Navigate to the Project Funding Inquiry window and select an Agreement in the Summary by Agreement region. Click on the Funding History button. You can choose the various revaluation component fields to include in the folder.

## Example of Funding Revaluation

Following is an example of how funding revaluation is calculated for a company whose functional currency is different from the funding currency.

In this example the company has the following agreement in place with a customer:

- The functional currency of the operating unit of the company is US Dollars (USD)
- The customer's agreement/funding is provided in British Pounds (GBP)
- Project functional currency (USD) is selected as the invoice processing currency
- Agreement funded on 01-Jan-2001
- Customer requests to be invoiced in GBP

The following table shows the billing transactions that occur during the Jan-2001 period:

Date	Description	Funding Currency (GBP)	Exchange Rate (GBP: USD)	Project Functional Currency (USD)	Exchange Rate (GBP: USD)	Invoice Processing Currency (USD)
01-Jan-2001	Total project funding amount [A]	1,000,000 GBP		1,550,000 USD		1,550,000 USD
	Issued project invoices (includes paid and unpaid) [B+C=F]	300,000 GBP		465,000 USD		465,000 USD
	Project funding backlog [A-F=G]	700,000 GBP		1,095,000 USD		1,095,000 USD
	AR cash receipt to project invoices during the period[D]	(200,000) GBP		(310,000) USD		



Date	Description	Funding Currency (GBP)	Exchange Rate (GBP: USD)	Project Functional Currency (USD)	Exchange Rate (GBP: USD)	Invoice Processing Currency (USD)
	AR Realized Gain/Loss from cash receipts to project invoices [E]			-2000 USD		
	Project invoices issued but not paid [F-D=H]	100,000 GBP				
31-Jan-2001	Project funding to revalue to project functional currency [G+H=I]	800,000 GBP				

Prior to generating revenue on 31-Jan-2001, the project funding in GBP is revalued in project functional currency. The currency exchange rate from GBP to USD on 31-Jan-2001 is 1.58.

Revaluation to project functional currency on 31-Jan-2001 includes the following three components:

- Unpaid project invoice
- Project funding backlog
- Realized currency gains and losses from cash receipts applied to project invoices

The project funding requiring revaluation is determined as shown by the following table:

Date	Description	Funding Currency (GBP)	Exchange Rate (GBP: USD)	Project Functional Currency (USD)	Exchange Rate (GBP: USD)	Invoice Processing Currency (USD)
01-Jan-2001	Total project funding amount [A]	1,000,000 GBP		1,550,000 USD		1,550,000 USD
	Issued project invoices (includes paid and unpaid) [B+C=F]	300,000 GBP		465,000 USD		465,000 USD
	Project funding backlog [A-F=G]	700,000 GBP		1,095,000 USD		1,095,000 USD
	AR cash receipt to project invoices during the period[D]	(200,000) GBP		(310,000) USD		
	AR Realized Gain/Loss from cash receipts to project invoices [E]			-2000 USD		
	Project invoices issued but not paid [F-D=H]	100,000 GBP				
31-Jan-2001	Project funding to reevaluate to project functional currency [G+H=I]	800,000 GBP				

The following table details the total project funding amount after revaluation:

Date	Description	Funding Currency (GBP)	Exchange Rate (GBP: USD)	Project Functional Currency (USD)	Exchange Rate (GBP: USD)	Invoice Processing Currency (USD)
	Project invoices issued but not paid [J]	1,000,000 GBP	1.58	1,580,000 USD		
	Project funding backlog [K]	700,000 GBP	1.58	1,106,000 USD	1.58	1,106,000 USD
	Project invoices paid [D]			(310,000) USD		
	AR Realized Gain/Loss from cash payments to project invoices [E]			-2000 USD		
31-Jan-2001	Total project funding amount after revaluation [L]			1,572,000 USD [L=J]+K+D+E]		1,106,000 USD [L=K]

The revaluation process generates the funding adjustment line as detailed in the following table:

Date	Description	Funding Currency (GBP)	Project Functional Currency (USD)	Invoice Processing Currency (USD)
31-Jan-2001	Funding Revaluation Adjustment [M]		22,000 USD [L-A]	11,000 USD [L-G]

A new event line is created as shown in the following table:

Event Type	Event Amount (Project Functional Currency)
Realized Loss	2000 USD

After generating project revenue and revenue accounting events, the accounting entries for the realized loss are as follows:

- Dr. Event Revenue Account 2000
- Cr. Realized Losses Account 2000
- Dr. Realized Losses Account 2000
- Cr. Project Specific Realized Losses 2000

## Related Topics

- Revaluated Funding Audit Report, *Oracle Projects Fundamentals*
- Reevaluate Funding for a Single Project, *Oracle Projects Fundamentals*
- Reevaluate Funding for a Range of Projects, *Oracle Projects Fundamentals*
- Delete Revaluated Funding for a Range of Projects, *Oracle Projects Fundamentals*
- Implementation Options, *Oracle Projects Implementation Guide*
- Event Types, *Oracle Projects Implementation Guide*
- Project Types, *Oracle Projects Implementation Guide*
- Project Types: Billing Information, *Oracle Projects Implementation Guide*
- Accounting for Revenue and Invoices, *Oracle Projects Implementation Guide*

## Project Funding Inquiry Window Reference

Use this Project Funding Inquiry window to view information about project funding and to baseline your budget automatically. For a given project, you can view the amount invoiced, the amount of net revenue accrued, the revenue write-off balances, as well as other funding information.

You can view summary amounts for funding allocated to a particular project by agreement and top level task, such as baseline amounts, the amount of revenue accrued and invoiced, as well as the customer providing agreement funding. Amounts can be viewed in the project functional, project, funding currency, or invoice processing currency by selecting the respective tabbed region. Funding amounts can be viewed only when all project funding is in the same currency.

You can also use this window to view a history of project funding allocation, such as the incremental allocation amounts, and the allocation date.

You can use the Project Retention Inquiry window to review retention information, see *Reviewing Retention Information*, page 6-48.

### **Baseline a Budget**

You can also use this window to baseline a revenue budget if the Baseline Funding Without Budget option is enabled in the Revenue and Billing Information window. See: *Project Types: Funding, Oracle Projects Implementation Guide*. Click on the Baseline Funding button to baseline the funding and create a revenue budget for the project. A revenue budget is created for the project that includes all funding from the agreements that fund the project. The revenue budget has the following attributes:

- The budget type is Approved Revenue Budget
- The currency of the budget is the project functional currency
- The Budget Entry Method is Project Level or Task Level

If funding changes for a project, you can baseline the funding again. A new version of the budget is created each time the funding has a baseline.

When cost breakdown planning is enabled for a project, then you cannot select the Baseline Funding Without Budget check box.

**Note:** When a budget is created by baseline funding, you cannot change the budget lines or version using the budget windows. The budget can only be viewed. In addition, once you have used the system defined budget entry methods, they cannot be modified.

## **Funding**

**Currency:** Currency in which the amounts are displayed.

**Not Baselined:** The total funding amount that does not have a baseline for this project or task.

**Baselined:** The total funding amount that has a baseline for this project or task.

**Total:** The total funding allocated to this project or task.

## **Billing**

**Net Revenue:** The net amount of revenue accrued for this project or task, regardless of revenue transfer status.

**Revenue Write-Off:** The total amount of revenue write-off events.

**Invoiced Amount:** The total amount invoiced for this project including any retention amount withheld, regardless of invoice transfer status.

## Retention

**Withheld:** The total amount of retention withheld for this project or top task.

**Billed:** The total amount of withheld retention billed for this project or top task.

**Note:** If you fund your project at the top task and retention level is at the project level, the Summary Amounts region will not display withheld and billed retention information.

## Funding Summary by Agreement

Funding amounts can be viewed in the project functional currency. To view funding amounts for each agreement in the project, funding, and invoice processing currency, use the folder to select the fields for display.

**Agreement Number:** The agreement number from which funds are allocated.

**Top Task Number:** The task number to which funds are allocated, if you have funded your project at the top level task level.

## Funding History Window

Funding amounts are in the funding/agreement currency. To view funding amounts in the project, funding, and invoice processing currency, use the folder technology to select the fields for display.

**Date:** The date this funding line was allocated.

**By:** The person responsible for allocating this funding line.

**Funding Amount:** The incremental amount of agreement funding allocated by this detail funding line.

**Funding Classification:** Funding classification of the funding line.

**Baselined:** This check box indicates whether the funding line has a baseline.

## Related Topics

Overview of Cost Breakdown Planning, *Oracle Project Planning and Control User Guide*

## Quick Agreement / Funding Projects

Many companies have short-term projects, lasting one to ten days, which they want to bill. Oracle Projects provides an easy way to set up these short-term contract projects. You can create a project template that is associated with an agreement, funding, and baseline budgets. When you create a new project by copying the template, the

agreement funding, and baseline budgets will also be copied to the new project.

The project template is funded with an agreement template; the revenue budget and funding may have a baseline. When you copy a new project from the project template, you specify the customer in the Quick Entry options, and Oracle Projects copies the agreement, funding, and baseline budgets from the template to the project. You can specify the agreement amount in Quick Entry. If the project is of short duration, you may elect to have a nominal agreement amount (such as \$1.00) with a soft limit.

## Related Topics

Project Templates for Quick Agreement, page 3-29

Agreement Template, page 3-30

Funding a Project Template, page 3-31

Budgeting for Project Templates, page 3-32

Copying a Template to Create a Quick Agreement Project, page 3-31

## Project Templates for Quick Agreement

### Project Options

When you are creating a project template that will be used to create a quick agreement, you must enter a customer in the Customer option of the project. You will use this customer in the agreement template that creates the agreement/funding for the quick agreement project. You can only have one customer in a template that will be used to create Quick Agreement projects. The customer billing contribution must equal 100%. If you have more than one customer in the project template, you will not be able to associate the project template with an agreement template.

Define any other project and task options that are appropriate for the project. A Quick Agreement template has no special restrictions or requirements other than those noted in the above paragraph.

### Quick Entry Setup

When creating a project template for quick agreement projects, you must enable the Customer field in the Quick Entry setup. You then select the customer relationship to use when creating the project customer (*primary*, for example). When you create a project by copying the template, you enter the appropriate customer in Quick Entry. The customer in the agreement template will be replaced by the customer you enter in Quick Entry.

You can also enter an agreement amount and agreement owning organization in the quick entry fields.

Enable any other Quick Entry fields that are appropriate for the project. A Quick Agreement template has no special restrictions or requirements other than those noted

in the above paragraph.

## Related Topics

Project Template Design Considerations, *Oracle Projects Fundamentals*

Defining Quick Entry Fields, *Oracle Projects Fundamentals*

## Agreement Template

To create a Quick Agreement, you set up an agreement template that will be associated with a project template. See: *Defining Agreement Templates, Oracle Projects Implementation Guide*.

A project created from the project template associated with the agreement template will have an agreement created for it with the values entered in the agreement template. The only exceptions are the Agreement Number and Expiration Date. The Agreement Number will be the same as the Project Number you enter in Quick Entry. The Expiration Date will be based on the relationship between the project start date and the agreement template Expiration Date.

For example, if the project start date of the project template is January 1, 1996, the agreement template expiration date is January 10, 1996, and the new project's start date is July 15, 1996, then the agreement for the new project will be created with an expiration date of July 25, 1996.

Agreement templates can only be viewed in the Agreement Template Entry window. You cannot view agreement templates in the Agreement Entry window.

**Note:** Project Templates that have the Date Effective Funds Consumption option enabled while defining Project Type or Project Template cannot be used to create Agreement Templates.

## Related Topics

Entering Agreements, page 3-2

## Creating a Quick Agreement Project

**To create a quick agreement project**

1. Set up a Project Template with a Customer Quick Entry field and a customer defined in the project option.
2. Set up an Agreement Template with the same customer entered in the Customer option in the Project Template.
3. Select any currency as well as a default owning organization for the Agreement template.



4. Within the Agreement Template, fund the Project Template at either the project or task level.
5. Create a revenue and/or cost budget for the Project Template. Baseline the budgets.
6. Copy the Project Template to a new project. The new project will be ready to bill as soon as it is created.

## Funding a Project Template

Each agreement template that funds a project template can fund only one project template. Conversely, each project template can only be funded by one agreement template.

When you fund an agreement template, only project templates (not projects) will be listed in the Project List of Values.

When you create a new project from the project template associated with the agreement template, you enter a starting date for the project. The funding date for the new project will be based on the funding date you entered in the agreement template, adjusted by the difference between the project template start date and the project start date.

For example, if the funding date in the agreement template is January 1, 1997 and the project template has a start date of June 1, 1996, when you create a new project whose start date is July 15, 1996, The funding for the new project will have an allocation date of July 15, 1997.

You can fund agreement templates at either the project or task level.

## Copying a Template to Create a Quick Agreement Project

To create a Quick Agreement Project, you select a template to copy. Oracle Projects copies the template to the new project, along with the agreement, funding, and baseline budgets based on the following rules:

- If an agreement template is associated with the project template, the agreement and funding are copied. If a customer is specified in Quick Entry, the template customer is replaced with the specified customer. The agreement number is replaced with the project number. If a project start date is entered in Quick Entry, the agreement expiration date and funding allocated date are shifted accordingly. You can override the agreement amount, currency and owning organization values defined in the agreement template, but cannot override any conversion attributes defined in the agreement template.

**Note:** If the agreement amount is entered in quick entry it creates only one funding line at the project level, even if the template was

funded at the task level. If you override the agreement amount or the currency, the budget has a baseline automatically only if you have the Baseline Funding Without Budget checkbox enabled in the Revenue and Billing Information window.

- The funding, cost budget, and revenue budget are copied to the project. If these budgets have a baseline, they are copied as baseline.
- If the project template has a baseline revenue budget and the new project has no project customer for a contract project, no agreement, funding, or baseline revenue budget will be copied. However, if there is a baseline cost budget, it will be copied as baseline and the baseline revenue budget will be copied as a draft revenue budget to the new project.
- If the template project has a baseline revenue budget but not baseline cost budget and the new project has a COST/COST, COST/EVENT, or COST/WORK distribution rule, the draft cost budget, if any exists, will be copied, along with the draft revenue budget, as well as agreement and funding, but with no baseline.
- If the Customer field in Quick Entry is null, the new project will have no customer, agreement, or funding. Any budgets will be copied as draft budgets.
- If Customer is not a Quick Entry field, the new project will have the same customer as the template and will also have an agreement, funding, and baseline budgets.
- If the customer entered in Quick Entry does not have a primary bill-to and ship-to site, you will receive an error message and will not be able to create the new project with that customer.

## Budgeting for Project Templates

Enter budgets for the project template you will use to create Quick Agreements. After the budgets are created, baseline the budgets. New projects created from the template will have baseline budgets equal to the amounts entered in the budgets for the project template.

### Related Topics

Budget Entry, *Oracle Project Planning and Control User Guide*

# Managing Agreements through Self-Service Pages

## Searching for Agreements

To use the self-service pages, log in with the Projects Super User responsibility. Navigate to Projects: Billing and then to the Agreements page.

Specify the search criteria for agreement and click **Go**. You can search for an agreement using these search criteria: customer name, customer number, agreement number, currency, amount, type, start date and expiration date. The agreements matching the search criteria are displayed in the agreements table.

To update an agreement, select the **Update Agreement** option from the Action drop-down menu.

## Creating Agreements

On the Create Agreement and Update Agreement pages, when you use the Agreement Type that is Mandate Advance-enabled, the agreement inherits properties defined for the agreement type and these are setup as Advance Agreements.

If the Mandate Advance type is not enabled, then you can manually check or uncheck the Advance Required check box on the Agreement and Update Agreement pages.

For existing agreement types, if you want to change the agreement type then both agreement types must share the same setup as selected for the Mandate Advance option. For example, if the selected agreement type has Mandate Advance enabled and Advance Required checked, then Oracle Projects displays agreement types that share same setups.

An agreement is created, and funding is baselined. Consider a case, when you reverse a complete funding for an agreement and try to update the agreement type, then the Project Billing application displays only those agreement types in the LOV that share similar setups as used previously.

1. Navigate to the Agreements page using Projects > Billing > Agreement.
2. Click the **Create Agreement** option on the **Search Agreement** page.

The **Create Agreement** page appears.

## Create Agreement in Self-Service Page

[Search Agreement >](#)

### Create Agreement

 TIP \* Represents Mandatory Field

* Customer Name	<input type="text"/>	* Operating Unit	<input type="text" value="Vision Services"/>
* Agreement Type	<input type="text"/>	* Customer Number	<input type="text"/>
		<input type="checkbox"/>	Intragovernmental Order

#### Agreement

* Agreement Number	<input type="text"/>	Description	<input type="text"/>
Customer Order Number	<input type="text"/>	* Currency	<input type="text" value="USD"/>
Start Date	<input type="text" value="(29-Aug-2023)"/>	* Proposed Amount	<input type="text"/>
Expiration Date	<input type="text"/>	Approved Amount	<input type="text"/>
* Administrator	<input type="text" value="Marlin, Ms. Amy"/>	Billing Sequence	<input type="text"/>
Organization	<input type="text"/>	* Terms	<input type="text"/>
Creation Date	<input type="text" value="29-Aug-2023"/>	Line of Accounting	<input type="text"/>
Approval Status		Approval Required	<input type="text"/>
	<input type="checkbox"/>	Per Invoice Limit	<input type="text"/>
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

#### Additional Information

3. Enter a **Customer Name** and **Customer Number** for the agreement.
4. Enter or select the **Agreement Type**.

During agreement creation, if an agreement type is mapped with the **Mandate Advance** option checked, then you can change the agreement type value to another agreement type that also has the Mandate Advance option checked. If an agreement type is mapped with the Mandate Advance option is unchecked, then you can change the agreement type value to another agreement type that also has the Mandate Advance option unchecked.
5. Enter or select the **Agreement Type**.
6. Enter the **Customer Number**.
7. If the agreement is IGT enabled, then the **Intragovernmental Order** check box is selected. This option is disabled for regular agreements.
8. Enter an **Agreement Number**. The agreement number must be unique for this customer and agreement type, although two customers can each have an agreement with an identical agreement number.
9. Optionally, enter a **Description** for the agreement.
10. Optionally, enter the **Customer Order Number**.

11. Specify the **Currency** for the agreement. Click the magnifying glass icon to search for currencies. You can select a currency from the currencies defined in Oracle General Ledger.
12. Enter the **Start Date** of the agreement from when it is effective.
13. Enter the **Proposed Amount** of this agreement.
14. Enter the **Expiration Date** for the agreement. You can leave the expiration date blank if you do not want the agreement to expire. If you generate draft revenue or an invoice for projects funded by this agreement after the agreement expiration date, Oracle Projects creates distribution warnings for revenue and invoices.
15. Enter the **Approved Amount** of this agreement.
16. Enter the **Administrator** of the agreement.

**Note:** An agreement administrator can be a future-dated employee. However, this is not recommended or likely, because agreement owners are almost always current employees.

17. Enter the **Billing Sequence**. If you want to control the order in which the Agreement funding is consumed, then enter a Billing Sequence Number.
18. Enter the name of the **Organization** that owns the agreement.

**Note:** You can choose any project owning organization (in the project owning organization hierarchy assigned to the operating unit) as the organization that owns the agreement.

19. Enter the payment **Terms** (defined in Oracle Receivables) for any invoices funded by this agreement.
20. Enter a **Creation Date**.
21. Optionally enter Customer Order Number and **Line of Accounting**.
22. Choose the **Approval Status** from **Revenue Hard Limit** or/and **Invoice Hard Limit** and **Advance Required** check box to impose a hard limit on revenue accrual and invoice generation for projects funded by this agreement. Otherwise, Oracle Projects imposes a soft limit.

A **hard limit** prevents revenue accrual and invoice generation beyond the amount allocated to a project or task by this agreement. A **soft limit** issues a warning when revenue accrual and invoice generation exceed the amount allocated to a project or task.

23. Enter the **Per Invoice Limit** that indicates the per invoice amount limit. An invoice is generated within the specified amount. The system considers this limit and generates invoices using the specified amount as the threshold. The amount accumulated on an invoice should be within this limit. If the amount cannot be distributed below the threshold value, then the system results in an error. For Example, the threshold amount is less than an expense or event amount on a specific expenditure or event.
24. If advance receipts application is required by your business, enable **Advance Required**.  
  
If the Mandate Advance check box is enabled, then the Advance Required check box is selected by default and you cannot change it. If the Mandate Advance check box is not enabled on the Agreement Type window, then you can manually check or un-check the Advance Required check box.
25. Click **Apply**.

## Updating Agreements

During Update Agreement, if an agreement type is mapped with the **Mandate Advance** option checked, then you can change the agreement type value to another agreement type that also has the Mandate Advance option enabled. If an agreement type is mapped with the Mandate Advance option unchecked, then you can change the agreement type value to another agreement type that also has the Mandate Advance option not enabled.

Depending on the Mandate Advance option selection on the Agreement Types window, the Advance Required option is either enabled or disabled on the Agreement and Update Agreement windows.

To update an agreement, use the following steps:

1. Navigate to the Agreements page using Projects > Billing > Agreement.
2. Specify the search criteria for agreement and click **Go**. The agreements matching the search criteria are displayed in the agreements table.
3. Click the **Update** icon. In the **Update Agreements** page, update the agreement as needed.

The Summary Amounts region displays the overall agreement amounts in the agreement's currency.

4. Modify parameter values as needed.
5. Click **Apply** to save updates.

## View Funding

To view funds allocated to a project, use the following steps:

1. In the Agreements page, specify the search criteria for agreement and click **Go**. The agreements matching the search criteria are displayed in the agreements table.
2. To view funding, select the **View Funding** option from the **Action** drop-down menu.

The **View Funding** page displays the agreement details and the funds allocated. The Summary Amounts region displays the overall agreement amounts in the agreement's currency. The Funds Allocated region displays the details of funds allocated to a project or a project and task combination.

To view the agreement, select the **View Agreement** option from the Action drop-down menu and click **Go**.

To add funding, select the Add Funding option from the Action drop-down menu and click **Go**.

## Add Funding

To add funds allocated to a project, use the following steps:

1. In the Agreements page, specify the search criteria for agreement and click **Go**. The agreements matching the search criteria are displayed in the agreements table.
2. To add allocation, select the **Add Funding** option from the Action drop-down menu.

The **Add Funding** page appears.

3. In the Allocate Funds region, click the Add Row icon. Enter the project number you want to fund with this agreement.
4. Enter the top-level task you want to fund with this agreement. If you do not want to restrict funding for a particular task, leave this field blank.
5. Enter the amount you want to allocate to this project or project and task combination.
6. Enter a date to record when you allocated agreement funds to this project or task.
7. Enter the Funding Classification to indicate the nature of the allocation.
8. Click **Apply**.

## View Funding Inquiry

To view the Funding Inquiry page, navigate to the Agreements page, select an agreement and select the View Funding option from the Action drop-down menu. The View Allocation page displays the agreement details and the funds allocated.

Click the **Funding Inquiry** button. The Funding Inquiry page displays information about project funding and enables you to baseline funding if the Baseline Funding Without Budget option is enabled in the project setup. For a given project, you can view the amount invoiced, the amount of net revenue accrued, the revenue write-off balances, as well as other funding information. You can view summary amounts for funding allocated to a particular project by agreement and top level task, such as baseline amounts, the amount of revenue accrued and invoiced, as well as the customer providing agreement funding.

Amounts can be viewed in the project functional, project, funding currency, or invoice processing currency. Funding amounts can be viewed only when all project funding is in the same currency.

### Baseline Funding

You can also use this page to baseline funding if the Baseline Funding Without Budget option is enabled. When you click **Baseline Funding**, the system automatically creates and baselines the revenue budget.

## Approval Workflow for Agreements

To fund a project, you must review and understand the terms and conditions of the agreement. An Approval workflow is provided for approving Agreements.

- Agreement is viewed, reviewed and approved by hierarchy
- Supports one-level hierarchy
- Agreement attributes, such as value, type, and customer drive the approval hierarchy
- Amendments to the agreement document are versioned
- Based on the Multi Organization Access Control (MOAC) rules, the agreements that belong to the assigned Operating Units (OU), can be accessed by the members who have access to view agreements

### Prerequisites - Setting Up AME Administration

The implementers must do this one-time setup for the AME\_Admin to be used for an approval mechanism. Refer to *Agreements and Project Funding* topic in *Oracle Projects Implementation Guide* for details and steps on setting up AME Administrator.



## Setting up Approval Option

You specify if the agreement created needs approval. Once the Approval Required option is selected for an Agreement Type, it cannot be changed due to the following cases:

- If an agreement is present for the same agreement type and it is in the Submitted status.
  - If the agreement type has been used either by the SOV contracts or by Grants award.
1. Navigate to the Agreement Types window using Projects > Setup > Billing > Agreement Types.
  2. An option, **Approval Required**, is added on the Agreement types window.
  3. On selecting the Approval Required option, the agreements created with this type supports agreement approval mechanism.
  4. AME\_admin setup is used for approval mechanism.

## Creating Agreement

After setting up the agreement type, you create an agreement. Following fields are available:

1. Navigate to the **Agreements** page using Projects > Billing > Agreement.
2. **Proposed Amount** indicates the agreement amount proposed with the customer.
3. **Approved Amount** indicates the amount that has been approved for use. This is a display only field, and populates once the agreement is approved
4. **Status** indicates the status the agreement is in, such as, Work in Progress. You cannot change the value. The valid statuses include, Work in Progress, Submitted and Approved.
5. **Approval Required** displays yes if the agreement requires approval. If the Agreement Type is not enabled for approval, then the default value is No. These agreements display No by default. The value defaults from the agreement type selected.
6. **Agreement Versions** option displays the revisions agreement goes through.
7. Click **Submit**.
8. A notification is sent to the approver when the workflow initiates.

Approved amount and Proposed Amount values may differ or could be the same for the agreements with the Work In Progress status. After an agreement is approved, the proposed amount and the approved amount are the same. You cannot modify an agreement and its attributes after the agreement has been submitted for approval. Funding is allowed only on the approved amount. You can delete agreements that are in the submitted status. The only option allowed on a submitted agreement is to fund projects with that agreement's prior approved amount.

## Using an Agreement

### Template

An agreement workflow applies to agreement templates. The template brings in all the data to versions and projects agreement tables. Agreements created from agreement template retain the same status as that of the template. If you try to create an agreement from a template that is in the Submitted status, then an error displays.

## Approving Agreements

1. Login to Oracle Projects as the approver.
2. You will see the approval notification in the worklist assigned to you.
3. Click the notification with subject Agreement <agreement name> requires your approval.
4. Approval window comes up.
5. Click Approve.
6. You can Reject an Agreement.
7. You can also Reassign the Agreement and request for more details.

## Viewing Approved Agreement and Versions

The Agreement Version window displays changes done to the agreement throughout its lifecycle. The following steps explain viewing agreements after approval and various agreement versions:

1. Change responsibility to Oracle Projects.
2. Navigate to the Agreements window using Projects > Billing > Agreement.
3. Search for the agreement you created.  
The **Status** displays Approved.
4. Click the Agreement Version to view all modifications available as the audit trail.

5. Displays the Agreement Number.
6. Displays the Customer Order Number.
7. Displays the Customer Name associated with the order.
8. Displays the Customer Number of the customer.
9. Displays the Currency used.

### **Agreement Versions Line Details**

1. Displays the Agreement Version Number.
2. Displays the Agreement Status.
3. Displays the Agreement Type.
4. Displays the Amount.
5. Displays the Advance Amount.
6. Displays the Revenue Limit.
7. Displays the Invoice Limit.
8. Indicates if the Advance is Required.
9. Indicates the Start Date when the agreement takes effect.
10. Indicates the date the agreement expires on.
11. Indicates the Billing Sequence.
12. Indicates the Line of Account.
13. Indicates the date the agreement was last updated.
14. Indicates the who updated the agreement last.

### **Schedule of Values**

For Projects that use Schedule of Values (SOV), agreement approval is not supported because the agreement life-cycle is auto-managed by the system. Therefore, agreement types that have approval workflow enabled, will not be available for selection in the Contract Type LOV of Structures window (Project > Setup > Structures > Enable SOV > Contract Type) for an SOV enabled project.

## Using Apply and Unapply Receipts in Advance Payment Flow

For agreements that require approval, there is no change in the functionality. For agreements that require approval, Apply and Unapply buttons are enabled on an agreement, and the results of the receipt information are stored in a temporary table. These actions change the proposed advance amount on the agreement window. When agreement is approved, this amount is reflected in the approved advance amount, on the agreements window (Projects) and prepayments window in receipts (AR).

When the agreement is in the submitted status, the Apply and UnApply buttons are not available.

## Creating Agreements Using an API

You can create agreements using an API. When an agreement is created using the `pa_agreement_pub.create_agreement` API, if an agreement type is passed to the API that has Mandate Advance option is enabled, then the Advance Required option is auto-selected and disabled for editing. In such cases agreement is created but the API does not allocate funding and displays an error.

When you update an Agreement using the API, if the Mandate Advance setup for the agreement type is different from the value of Mandate Advance on the new agreement type, then there is a mismatch of the advance required value, and an error displays.

When an API is run with an agreement type with mandate advance enabled, then the agreement is created with Advance Required selected.

- Using control actions if agreement forms are disabled from updates, then you cannot use the API for Mandate Advance enabled agreement types..
- The Create Agreement API has been enhanced to accommodate the Per Invoice Limit attribute when creating an agreement using the API.

---

## Events

This chapter discusses how to work with events in Oracle Projects.

This chapter covers the following topics:

- Events
- Adjusting Revenue Events
- Events Summary Window Reference
- Event Details Window
- Event Revenue Distribution Lines Window

### Events

Use the Event Details window to enter and review events for a project or top task. Examples of events include an invoice reduction, a performance bonus, revenue write-off, or adjusting revenue. You can also change the bill hold status of an event using these windows.

For transactions that involve foreign currencies, all amounts displayed in the Event windows are shown in the event transaction currency.

### Entering Events in Any Currency

Events can be entered in any currency when multi-currency is enabled for the associated project. The currency in which the event is entered or created is called the event transaction currency. Oracle Projects uses the currency conversion attributes stored for each event to convert revenue and invoice amounts for manually entered and automatically created events from the event transaction currency to the project functional, project currency, and the funding currency.

The following table describes the conversion currency attribute fields for the project functional currency and the project currency:

<b>Field</b>	<b>Comments</b>
Currency Code	Currency code of the project functional currency or the project currency
Rate Type	<p>Required field. List of values is restricted to the rate types defined in Oracle General Ledger</p> <p>Exchange rate type used to determine the conversion rate from the event transaction currency to the project functional and project currency</p> <p>Default value is derived from the project setup</p>
Rate Date	<p>Exchange rate date used to determine the conversion from event transaction currency to the project functional currency and the project currency</p> <p>Default value is derived from the project setup if the exchange rate type defined for the project is Fixed Date</p> <p>Can be updated if the rate date type defined for the project is Fixed Date</p>
Rate	<p>Rate used to convert from the event transaction currency to the project functional currency or the project currency</p> <p>Display only field if the Exchange Rate Type is not User. Can be entered if the Exchange Rate Type is User</p> <p>Required if the Exchange Rate Type is User</p>
Revenue Date	Exchange rate date used during the revenue generation process to convert from the event transaction currency to the project functional currency and the project currency
Revenue Rate	Exchange rate used during the revenue generation process to convert from the event transaction currency to the project functional currency and the project currency

<b>Field</b>	<b>Comments</b>
Revenue Amount	Revenue amount in project functional currency or the project currency that is calculated during the revenue generation process by applying the project functional currency conversion attributes and the project currency conversion attributes respectively.
Bill Date	Exchange rate date used during the invoice generation process to convert from the event transaction currency to the project functional currency and the project currency
Bill Rate	Exchange rate used during the invoice generation process to convert from the event transaction currency to the project functional currency and the project currency
Bill Amount	Bill amount in project functional currency and the project currency that is calculated during the invoice generation process by applying the project functional currency conversion attributes and the project currency conversion attributes, respectively.

The following table explains the conversion currency attributes for the funding currency:

<b>Field</b>	<b>Comments</b>
Rate Type	Exchange rate type used to determine the exchange rate from the event transaction currency to the funding currency  Default value is derived from the project setup  List of values is restricted to the exchange rate types defined in Oracle General Ledger

Field	Comments
Rate Date	<p>Exchange rate date used to determine the exchange rate from the event transaction currency to the funding currency</p> <p>Default value is the Exchange Rate Date defined for the project if the Funding Rate Date Type defined for the project is Fixed Date</p> <p>Can be entered if the Funding Rate Date type for the project is Fixed</p>
Rate	<p>Rate used to convert from the event transaction currency to the funding currency</p> <p>Display only field if the Exchange Rate Type is not User. Can be entered if the Exchange Rate Type is User</p> <p>Required if the Exchange Rate Type is User</p>

## Adjusting Revenue Events

You can enter adjusting revenue events when you enable the Adjusting Revenue check box in the Event Details window.

**Note:** You can enable the Adjusting Revenue check box only for manual event types.

Entering adjusting revenue events allows you to adjust revenue for a project without reopening the project accounting period. Adjusting revenue amounts do not have an effect on invoicing. Therefore, you cannot enter a value in the Bill Amount field for these events.

After you make the adjustments and regenerate revenue in Oracle Projects, submit the process PRC: Generate Revenue Accounting Events. Next, submit the process PRC: Create Accounting. You can select *Revenue* for the Process Category parameter when you run the Create Accounting process to include only revenue accounting events. When you run the Create Accounting process in final mode, you can optionally transfer the final accounting to Oracle General Ledger.

**Note:** The revenue generation process assigns sequential revenue numbers to the draft revenue as it is generated. When adjusting events are entered for a project, a gap in numbering can occur when revenue is



deleted and regenerated.

## Determining Accounting Dates

When Enhanced Period Processing is enabled, both the PA Date and GL Date for adjusting revenue are determined based on the Accrue Through Date you enter when you submit the revenue generation process. The PA Date and the GL Date are always equal to the Accrue Through Date, even when the accounting periods that include the Accrue Through Date have a closed status in Oracle Projects. The accounting period in General Ledger must have an open status.

When Enhanced Period Processing is not enabled, the PA date for the draft revenue is determined based on the Accrue Through Date, and the GL Date is based on the PA Date. The PA Date is the ending date of the open or closed PA period that includes the Accrue Through Date. The GL Date is the ending date of the GL period that includes the PA Date. The accounting period in General Ledger must have an open status.

For information on determining PA and GL date for non-adjusting revenue events, see: Date Processing in Oracle Projects, *Oracle Projects Fundamentals*.

## Adjusting Revenue Events: Example

The rules for determining PA and GL dates are shown in the following example.

The PA Periods in this example are shown in the following table:

Period	Start Date	End Date
Jan-W3-02	14-Jan-2002	20-Jan-2002
Jan-W4-02	21-Jan-2002	27-Jan-2002
Jan-W5-02	28-Jan-2002	03-Feb-2002

The GL Periods in this example are shown in the following table:

Period	Start Date	End Date
Jan-02	01-Jan-2002	31-Jan-2002
Feb-02	01-Feb-2002	28-Feb-2002

An adjusting revenue event for \$100.00 and a non-adjusting revenue event for \$150.00

are entered. Both have an Event Date of 20-Jan-2002. The Accrue Through Date is 25-Jan-2002 for both events.

#### Case 1: Enhanced Period Processing is not Enabled

The table below illustrates the PA Date and the GL Date determined by the system for adjusting revenue when Enhanced Period Processing is not enabled and the PA Period (Jan-W4-02) that includes the Accrue Through Date is open.

Event	Accrue Through Date	PA Date	GL Date
Adjusting Revenue	25-Jan-2002	27-Jan-2002	31-Jan-2002
Non-Adjusting Revenue	25-Jan-2002	27-Jan-2002	31-Jan-2002

The table below illustrates the PA Date and the GL Date determined by the system for adjusting revenue when Enhanced Period Processing is not enabled and the PA Period (Jan-W4-02) that includes the Accrue Through Date is closed.

Event	Accrue Through Date	PA Date	GL Date
Adjusting Revenue	25-Jan-2002	27-Jan-2002	31-Jan-2002
Non-Adjusting Revenue	25-Jan-2002	03-Feb-2002	28-Feb-2002

#### Case 2: Enhanced Period Processing is Enabled

The table below illustrates the PA Date and the GL Date determined by the system for adjusting revenue when Enhanced Period Processing is enabled. The PA Period (Jan-W4-02) that includes the Accrue Through Date and the GL Period (Jan-02) that includes the Accrue Through Date are both open.

Event	Accrue Through Date	PA Date	GL Date
Adjusting Revenue	25-Jan-2002	25-Jan-2002	25-Jan-2002
Non-Adjusting Revenue	25-Jan-2002	25-Jan-2002	25-Jan-2002

The following table illustrates the PA Date and the GL Date determined by the system for adjusting revenue when Enhanced Period Processing is enabled. The PA Period (Jan-W4-02) that includes the Accrue Through Date and the GL Period (Jan-02) that includes the Accrue Through Date are both closed.

Event	Accrue Through Date	PA Date	GL Date
Adjusting Revenue	25-Jan-2002	25-Jan-2002	25-Jan-2002
Non-Adjusting Revenue	25-Jan-2002	28-Jan-2002	01-Feb-2002

There are two Event Window modes:

- **Project.** The Project mode Event Windows allow you to enter and view events for a single project only. You must enter a project number or name in the Find Project Events window before you can execute the query. If project security has been implemented, you can only select projects that you are allowed to see.
- **All.** The All mode Event Windows allow you to enter and view events across projects for the selected operating unit. You are not required to enter a project number or name in the Find Events window. You can structure your query to retrieve information across projects for the selected operating unit.

The mode in which you access the Event Window is determined by your user responsibility, as set up by your System Administrator. Under the Project Billing Super User and Project Costing Super User responsibilities, which are supplied by Oracle Projects, you have access to both modes.

#### To Review or Enter Events

1. Navigate to the Find Events window (Billing > Events).
  - To view or enter events in summary format, enter your search criteria and choose Find. See Events Summary Window Reference, page 4-8.
  - To enter a new event in the Event Details window, choose New. See Event Details Window, page 4-11.
2. From the Events Summary window, choose:
  - **Revenue** to view event revenue distribution lines information.
  - **Totals** to view the total bill amount and total revenue amount for the events displayed based on your search criteria.

**Note:** The total bill amount and the total revenue amount are displayed only if all the events queried are in the same currency.

- **Open** to view all of the event information for a single event in one window. See: Event Details Window, page 4-11.

## Related Topics

Generate Revenue Accounting Events, *Oracle Projects Fundamentals*  
Create Accounting, *Oracle Projects Fundamentals*  
Generate Draft Revenue, *Oracle Projects Fundamentals*  
Event Types, *Oracle Projects Implementation Guide*  
Events Summary Window Reference, page 4-8  
Event Details Window, page 4-11  
Event Revenue Distribution Lines Window, page 4-12  
Function Security for Event Windows, *Oracle Projects Implementation Guide*  
Integration with Oracle Project Contracts, page 2-9

## Events Summary Window Reference

The Events Summary window uses folder technology, allowing you to customize the window to display the fields you want to view. Some of the information displayed in this window is shown in the following table:

Item	Description
Project Number	The number of the project for the event
Project Name	The name of the project
Task Number	The number of the top task for the event
Task Name	The name of the top task
Agreement Number	The number of the agreement under which the event will be billed

Item	Description
Product Source	The name of the external system from which the event was imported
Event Reference	The name of the event in the external system from which the event was imported
Event Number	The number of the event
Event Type	The event type
Event Classification	The event classification of the event type
Date	The date the event is eligible for processing
Currency	The currency of the event
Bill Amt	The bill amount if the event affects billing for this project/task
Revenue Amt	The revenue amount if this event affects revenue accrual. The amount for write-off revenue may not exceed this project's unbilled receivables amount.
Description	The event description. Except for events having a classification of Write-Off, this description appears on the invoice line billing this event.
Organization	The organization name for the event. You assign organizations to events to credit project revenue to different organizations. You can also use events in AutoAccounting to account for revenue at the expenditure organization level.

Item	Description
Bill Hold Flag	<p>The bill hold flag for this event. The options are:</p> <p>No - Do not hold from billing.</p> <p>Once - Hold from the next billing only.</p> <p>Yes - Hold from future billing indefinitely.</p> <p>You cannot hold billing on revenue write-offs. The Bill Hold Flag is only enabled for events that can be billed.</p> <p>You can update this flag from the Event Summary Window.</p>
Bill Hold Reason	<p>This option indicates the reason a bill was put on hold.</p>
Billed	<p>Flag that indicates whether this event has been billed</p>
Revenue Hold Flag	<p>The revenue hold flag for this event. The options are:</p> <p>No - Do not hold from revenue accrual.</p> <p>Yes - Hold from future revenue accrual indefinitely.</p> <p>This flag is applicable only for the Realized Gains and Realized Losses events created by the Revalue Funding process.</p> <p>The Revenue Hold Flag for the realized gains is set to Yes if the corresponding revaluation adjustment funding does not have a baseline, and set to No when the revaluation adjustment funding has a baseline.</p>
Revenue Hold Reason	<p>This option indicates the reason a revenue was put on hold.</p>
Adjusting Revenue flag	<p>Adjusting revenue flag for the event. This flag is enabled if the system allow was revenue adjusted for a project.</p>

Item	Description
Revenue Distributed	Flag that indicates whether the event's revenue has been distributed. An event can be either distributed or not. It cannot be partially accrued.
Invoice Rejection Reason	This option indicates the reason an invoice was rejected.
Revenue Rejection Reason	This option indicates the reason a revenue was rejected.
Bill Group	The bill group for grouping events for invoicing. The bill group can be updated and deleted till a transaction is billed.

## Event Details Window

Use Event Details window to enter, modify, or review the information for a single event on one screen.

### To enter events

1. Navigate to the Event Details window.
2. Enter the details of the project, task, and event.
 

**Note:** Event number must be greater than zero, and cannot be changed once the event is billed or revenue generated.
3. Optionally enter the agreement number of the agreement on which the event will be billed.
4. Enter the organization of the event.
5. Enter a description for the event.
6. In the currency field, enter any currency defined in Oracle General Ledger.
7. Click Currency button to review or override the currency conversion attributes defined for the project. See: Entering Events in Any Currency, page 4-1.
8. Check the Adjusting Revenue check box if you are entering an event to adjust revenue amount. See: Adjusting Revenue Amounts, page 4-4.

**Note:** After an event has been processed for revenue or invoicing, you cannot change the bill group, the event transaction currency, or the currency conversion attributes.

For field descriptions in the Event Details window, see: Events Summary Window Reference, page 4-8.

## Event Revenue Distribution Lines Window

The Event Revenue Distribution Lines window displays information about the revenue distribution lines for an event.

The following information is displayed for the selected event:

- Project Functional Amount - displays amount in project functional currency
- Revenue Transaction Amount - displays amount in project functional currency if you selected the Project Functional Currency Only option for the revenue transaction currency on your project, or displays amount in invoice transaction currency if you selected the Project Functional Currency and Invoice Transaction Currency option for the revenue transaction currency
- Default Account and Description
- Draft Revenue Number and Line
- PA Date and Period
- GL Date and Period



---

## Revenue Accrual

This chapter describes the revenue accrual functionality in Oracle Projects, including how to generate and adjust revenue, derive revenue in foreign currency, release revenue, review revenue and view accounting lines.

This chapter covers the following topics:

- Accruing Revenue for a Project
- Generating and Adjusting Revenue
- Deriving Revenue in Foreign Currency
- Revenue Accrual and Invoicing
- Release Revenue, Generate Revenue Accounting Events, and Create Accounting
- Adjusting Revenue
- Reviewing Revenue
- How to Review Revenue
- Viewing Accounting Lines
- Accruing Revenue and Generating Invoices Based on Percent Complete
- Revenue-Based Cost Accrual
- Other Revenue Issues

### Accruing Revenue for a Project

Oracle Projects generates revenue based on the transactions that you charge to your projects. You configure your projects to accrue revenue based on your company policies. You can review revenue amounts online and you can also adjust transactions. Oracle Projects then processes transactions to adjust the revenue amounts for your project.

When you generate revenue, Oracle Projects calculates revenue, creates revenue events, creates expenditure item revenue details, and maintains funding balances. You run the

process PRC: Generate Revenue Accounting Events to derive default GL accounts using AutoAccounting and generate accounting events. You run the process PRC: Create Accounting to create accounting 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.

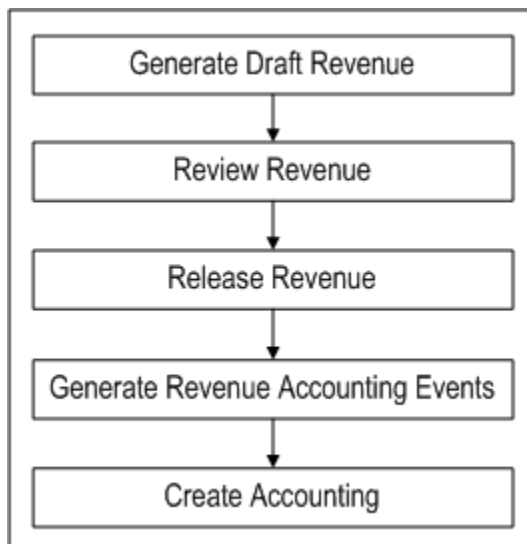
## Revenue Flow

The Oracle Projects revenue flow follows the following steps detailed in the Revenue Flow, page 5-2 illustration.

1. Generate draft revenue
2. Review revenue
3. Release revenue
4. Generate revenue accounting events
5. Create accounting

This section describes each step, as well as procedures such as adjusting revenue and creating revenue events and hard limits.

### *Revenue Flow*



## Steps Before Generating Revenue

Oracle Projects provides control as to which projects are ready for revenue generation. It processes only funded, fully defined projects.

You must complete the following steps before generating revenue for a contract project

in Oracle Projects:

1. Baseline the project budget and funding

**Note:** You must enter and submit an approved revenue budget and allocate funds to the project or task before you can baseline it or automatically create a baseline budget when you baseline funding. See also: *Baseline Funding Without Budget, Oracle Projects Implementation Guide.*

2. Distribute costs for billable expenditures charged to the project

**Note:** If you do not want to accrue revenue for a specific top task, deselect the Ready to Accrue check box in the Control Billing by Top Task window. Oracle Projects assumes you want to generate revenue and invoices for all billable top tasks on contract projects.

3. Optionally, reevaluate the funding.

## Related Topics

Revenue Accrual and Invoice Generation Based on Percent Complete, page 5-23

Creating a Baseline for a Budget Draft, *Oracle Project Planning and Control User Guide*

Entering a Draft, *Oracle Project Planning and Control User Guide*

Entering Agreements, page 3-2

Funding a Project, page 3-13

Submitting Requests, *Oracle Projects Fundamentals*

Generating and Adjusting Revenue, page 5-8

Funding Revaluation, page 3-15

## Revenue Generation Process

When you generate revenue, Oracle Projects first selects projects, tasks, and their associated events and expenditure items that are eligible for revenue generation. Oracle Projects next calculates the potential revenue and then creates revenue events and expenditure items.

During the revenue generation process, revenue and billing amounts are calculated in the billing transaction currency. Revenue is processed using a common currency, called the revenue processing currency, which is always the project functional currency. Revenue amounts in the billing transaction currency are converted to project functional currency, project currency, and funding currency during the revenue generation

process.

For expenditure items, exchange rate date for currency conversion is based on the profile option PA: Use Original Exchange Rate Date for Recalculation of Revenue. This profile option determines how previously generated and released revenue is recalculated. When you enable this profile option, the exchange rate date for currency conversion for expenditure items with previously generated revenue is the exchange rate date of the initially created revenue line. For expenditure items where no revenue has been generated, exchange rate date for currency conversion is the open PA Date of the accrue through date of the current revenue run.

If you do not enable this profile option, all expenditure items will have the exchange rate date for currency conversion as the open PA Date of the accrue through date.

Revenue recognition, funds check, and unbilled receivables/unearned revenue are processed in the revenue processing currency. For reporting purposes, Oracle Projects maintains funding balances in the project functional currency, the project currency, and the funding currency.

**Note:** When you enter conflicting currency conversion rate attributes for the same currency, conversion attributes defined for the project functional currency take precedence over those assigned to the project currency or the funding currency. Conversion attributes defined for the project currency take precedence over those assigned to the funding currency. For more information on currency conversion attributes, see: *Currency Conversion Attributes, Oracle Projects Fundamentals*.

## Related Topics

Entering Events in Any Currency, page 4-1

Generate Draft Revenue, *Oracle Projects Fundamentals*

## Selection Criteria

Revenue is accrued for projects, expenditure items, and events based on the following criteria:

**Projects:** Oracle Projects first determines if a project is eligible for revenue accrual. To accrue revenue, a project must meet the following criteria:

- Must be a contract project
- Must have a status that allows revenue generation. For more information, see: *Project Statuses: Oracle Projects Implementation Guide*.
- Must have a baseline revenue budget
- Within the specified range (if you specify a start and end project number, for mass

generation only)

- Must have expenditure items or events that are eligible for revenue accrual or transaction independent billing extensions that are assigned at the project type, project, or top task level

**Expenditure Items:** For each project selected, Oracle Projects then selects expenditure items that are eligible for revenue accrual based on the following criteria for items:

- Approved
- On a ready-to-accrue task
- Billable (except for cost-to-cost projects)
- Cost distributed
- Not revenue distributed, partially distributed, or marked for revenue recalculation (except for cost-to cost projects)
- Occurred on or before the accrue through date (except for cost-to cost projects)
- If the expenditure is for labor cost accrual, then the project billing setup must enable billing for accrued labor.

If the project uses cost-to-cost revenue accrual, items must also:

- Have project or task cost budgets that include burdened costs and revenue budgets that include revenue amounts

**Note:** Without these amounts, Oracle Projects cannot successfully generate revenue for your project.

- Have a cost distribution line which must be in a PA Period that starts on or before the accrue through date
- If the revenue accrual is based on percent complete, you must have entered percent complete at the funding level.

If the Date-Effective Funds Consumption option is selected, then the expenditure item date must be within the Agreement start and expiration dates.

**Events:** For each project selected, Oracle Projects then selects events that are eligible for revenue accrual based on the following criteria for events:

- On a ready-to-accrue task
- Are not revenue distributed

- Have a completion date on or before the accrue through date
- Revenue amount not equal to zero
- Have an event type classification of *Write-On, Write-Off, Manual, or Automatic*
- Have realized gains, realized losses

If the Date-Effective Funds Consumption option is selected, then the event date must be within the Agreement start and expiration dates.

**Billing Extensions:** If you define transaction independent billing extensions, Oracle Projects executes these extensions for each project with an active billing assignment, even if there are no transactions to process.

## Calculate Potential Revenue

Oracle Projects next calculates the total potential revenue that can be accrued for each project. Potential revenue is the full revenue amount that could be accrued if enough funding is available. Projects that use task level funding calculate the potential revenue for each task, while projects that are funded at the project level have a single potential revenue amount for the project.

Oracle Projects calculates the bill amounts for all expenditure items when calculating revenue, except for cost and event billing projects, which do not bill expenditure items.

## As-Work-Occurs (Time and Materials)

For projects that use as-work-occurs (or time and materials) revenue accrual, the total potential revenue is simply the sum of the revenue of all expenditure items plus events.

For these projects, Oracle Projects calculates the revenue for each expenditure item by applying a bill rate or markup. Items that have partially accrued revenue due to having previously reached a hard limit do not have their revenue and bill rates recalculated. For information on how Oracle Projects determines bill rates for billable expenditure items, see: *Using Rates for Billing, Oracle Projects Fundamentals*.

After all bill rates are assigned, Oracle Projects rejects those items for which no bill rate or markup is found, and creates distribution warnings.

**Note:** If a markup is used to calculate revenue and bill amount, and the discount applied to the markup results in revenue that is less than the raw cost, then revenue is billed at raw cost.

Oracle Projects also calculates the bill amounts for each item for projects which accrue cost-to-cost revenue based on percent spent, but bill on a time and material basis.

## Determining Billing Titles

As part of the revenue generation process, Oracle Projects determines job and employee billing titles.

Oracle Projects determines the effective job for labor items first from the task assignment override, then the project assignment override, and finally the primary job assignment. It then uses this job, along with the task job title override, project job title override, and primary job title, to determine the job billing title for each labor item.

Oracle Projects determines the employee billing title for labor items from the task employee billing title override, the project employee billing title, and the primary employee billing title.

See also:

*Job Assignment Overrides, Oracle Projects Fundamentals*

*Job Billing Title Overrides, Oracle Projects Fundamentals*

## Cost-to-Cost (Percent Spent)

For projects using cost-to-cost revenue accrual method, Oracle Projects uses the following formula to calculate revenue (in the project functional currency) to accrue for the revenue generation run:

$CCR(RUN) = \text{Lesser of (Remaining funding available if using hard limit) and } ((AC/BC (BR-ER)) - AR)$

**Where, for a project or task:**  $CCR(RUN)$  = Cost-to-cost revenue for current run

- AC = Actual total burdened cost through PA Period on or before the accrue through date
- BC = Budgeted baseline burdened cost\*
- BR = Budgeted baseline revenue\*
- ER = Entered event revenue
- AR = Revenue previously accrued in PA Period on or before accrue through date

**Note:** \*Oracle Projects uses the cost and revenue budget types that you specify on the Cost-to-Cost billing extension.

Oracle Projects accrues the cost-to-cost revenue using an automatic event with an event type that you specified for the cost-to-cost billing extension.

## Related Topics

Revenue Accrual and Invoice Generation Based on Percent Complete, page 5-23

## Creating Event and Expenditure Item Draft Revenue

After Oracle Projects calculates potential revenue for expenditure items, it searches for agreements against which to accrue draft revenue, based on the project customer billing contributions and the amount of funding available. Oracle Projects first creates draft revenue for events, then for expenditure items.

### Related Topics

Accounting Transactions for Revenue, page 1-4

Revenue Flow Detail Report, *Oracle Projects Fundamentals*

Potential Revenue Summary Report, *Oracle Projects Fundamentals*

## Generating and Adjusting Revenue

You can generate revenue for a single project, or for a range of projects using the PRC: Generate Draft Revenue process.

**Note:** You can also delete the revenue of a single project using the PRC: Delete Draft Revenue of a Single Project process. See: Delete Draft Revenue of a Single Project, *Oracle Projects Fundamentals*.

When you generate revenue, Oracle Projects first selects projects, tasks, and their associated events and expenditure items that are eligible for revenue generation. Oracle Projects next calculates the potential revenue and then creates revenue events and expenditure items. See: Revenue Generation Process, page 5-3.

Oracle Projects also calculates the bill amounts of each expenditure item, based on the revenue accrual method associated with a particular project.

When Oracle Projects creates revenue, it also searches for available funding for each revenue item. We discuss each of these topics in detail below after we tell you how to generate revenue.

### To generate revenue across a range of projects

1. Submit the PRC: Generate Draft Revenue for a Range of Projects process in the Submit Request window to run multiple revenue generation processes. See: Submitting Requests, *Oracle Projects Fundamentals*.

**Tip:** You should run Generate Draft Revenue on a specified processing cycle (for example, weekly) to calculate revenue for projects across the company. You can also run the process on demand by project to process adjustments.



Use the rescheduling parameters to configure the Generate Draft Revenue process to run automatically, according to a defined schedule.

**To generate revenue for a single project**

1. Submit the PRC: Generate Draft Revenue for a Single Project process from the Submit Request window. See: Submitting Requests, *Oracle Projects Fundamentals*.

## Deriving Revenue in Foreign Currency

Oracle Project Billing always generates revenue in project, project functional, and project funding currencies. Oracle Project Billing generates invoice amounts in invoice transaction currency. The invoice transaction currency is an attribute that you define for each customer. On a multi-currency project the invoice transaction currency can be a *foreign* currency. To include exchange rate gains or losses in foreign currency for unbilled receivables and unearned revenue amounts when revaluating accounts in Oracle General Ledger, Oracle Projects enables you to derive revenue including unbilled receivables and unearned revenue in invoice transaction currency.

**Note:** To derive revenue in the invoice transaction currency, disable the Invoice by Bill Transaction Currency option when defining the currency options for your project.

You can define Revenue Transaction Currency options for your project. By default, Oracle Project Billing selects the *Project Functional Currency Only* option for revenue transaction currency. This ensures that the Generate Draft Revenue concurrent program generates revenue in project functional currency. To enable the Generate Draft Revenue concurrent program to additionally derive revenue in invoice transaction currency, select the *Project Functional Currency and Invoice Transaction Currency* option.

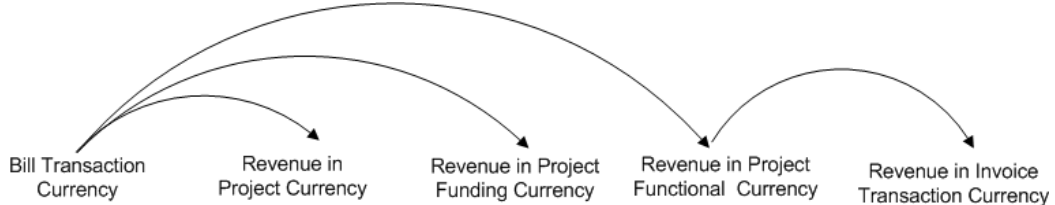
When you select *Project Functional Currency and Invoice Transaction Currency* as your revenue transaction currency, the Generate Revenue Accounting Events process calculates unbilled receivables and unearned revenue amounts in invoice transaction currency. For information on the calculation formula, see: Generate Revenue Accounting Events, *Oracle Projects Fundamentals*.

**Note:** For realized gains or losses events, because these amounts are always only calculated in project functional currency, the revenue transaction amounts for these is always zero. However, while converting invoice amounts from other currencies, the application considers the difference in dates used to find the conversion rate to calculate realized gains and losses on an invoice.

The following diagram illustrates the flow that the Generate Draft Revenue concurrent program uses to derive revenue in foreign currency. By default, the Generate Draft Revenue concurrent program uses the billing amounts entered in billing transaction

currency to generate revenue amounts in project, project functional, and project funding currencies. If you select *Project Functional Currency and Invoice Transaction Currency* as your revenue transaction currency, the Generate Draft Revenue concurrent program converts the revenue it generates in project functional currency to revenue in invoice transaction currency.

#### **Process Flow for Converting Revenue To Invoice Transaction (Foreign) Currency**



## **Related Topics**

Reviewing Revenue, page 5-15

Billing in a Global Environment, page 8-1

Generate Draft Revenue, *Oracle Projects Fundamentals*

Billing Currency Options, *Oracle Projects Fundamentals*

For information on revaluing balances, see the *Oracle General Ledger User's Guide*.

## **Revenue Accrual and Invoicing**

Generate Draft Revenue uses the overrides and schedules to process projects using As Work Occurs revenue accrual and/or invoicing. These projects are assigned one of the following distribution rules: WORK/WORK, WORK/EVENT, EVENT/WORK.

## **Burden Schedules**

Generate Draft Revenue follows the burden schedule precedence for items charged to tasks that use a burden schedule; it does not use bill rate overrides for these items.

## **Burden Schedules and Labor Multipliers**

You may decide to use labor multipliers instead of a labor burden schedule if you are using a one tier multiplier for labor items. With a one tier labor multiplier, the use of labor multipliers and burden schedule overrides for labor will result in same bill amounts but the method of processing will be different.

You can also use labor multipliers with a standard burden schedule for multiplier-tier revenue accrual and billing. This allows you to define one negotiated labor multiplier on top of the standard cost buildup provided by the standard burden schedule. The

labor multiplier is treated as another burden multiplier. The calculation is:

**Bill Amount = Burdened Amount X (1 + Labor Multiplier)**

You can also report this labor multiplier as another burden cost component in the PA\_INV\_BURDEN\_DETAILS\_LM\_V view. The labor multiplier component is not displayed in the PA\_INV\_BURDEN\_DETAILS\_V view. See: *Oracle Electronic Technical Reference Manuals (eTRM)*.

## Bill Rate Schedules

Generate Draft Revenue follows the standard bill rate precedence for items charged to tasks that use a bill rate schedule. This precedence includes employee bill rate overrides, job bill rate overrides, non-labor bill rate overrides, job assignment overrides, and task schedules.

## IFRS-15 Revenue and Invoicing (Performance Obligations)

### Revenue and Invoice Accounting for IFRS-15 Changes

IFRS 15 changes revenue accounting, by mandating that both asset and liability values resulting from the contract are captured as soon as either party acts on the contract. Once revenue and invoices are generated the liability and asset accounts are adjusted accordingly. Following are considerations that affect IFRS-15 revenue and invoice accounting for IFRS changes:

- Contract asset and contract liability accounts are applicable for the projects, which have performance obligations enabled.
- Unbilled receivables and unearned revenue accounts are not applicable for projects, which have performance obligations enabled.
- Contract asset to contract liability entries are passed when performance obligations are published.
- A new concurrent program PRC: Generate Initial Performance Obligation Accounting Events creates contract asset and contract liability accounting events. This concurrent program is generated when performance obligations are published.
- Revenue and invoice auto accounting function has a function transactions for contract asset and contract liability.
- The attributes such as performance obligation id, customer, agreement, project, task, expenditure category, expenditure type and revenue category on performance obligation are available as parameters for deriving accounts for contract asset and contract liability.
- These new accounting events interface with SLA through the existing PRC: Create

Accounting program. A new process category called Performance Obligations processes the new accounting events.

- When PRC: Generate Initial Performance Obligation Accounting Events program completes, PRC: Create Accounting program with process category as performance obligations is submitted.
- Whenever there are changes to the amounts of performance obligations and they are published again, the corresponding contract asset and contract liability entries are passed to reflect the changes.
- Subsequently, when revenue is generated and PRC: Generate revenue accounting events program is run, the contract liability account is debited and the corresponding revenue accounts are credited.
- The revenue accounting events are interfaced to SLA through the PRC: Create accounting program using the Revenue process category.
- When an invoice is generated and the PRC: Interface invoices to receivables program is run, the invoice amount is debited to the receivables account and the corresponding contract asset account is credited.
- For the projects enabled for RMCS integration, the previously mentioned accounting entries are created and sent to SLA until the date specified in the project set up field End Date for interfacing Accounting Entries to SLA. Beyond this date, the accounting is not handled in Projects. The accounting is expected to be taken care of in RMCS.
- When you click the Publish button, the accounting programs run. When they are still running, you are unable to edit the performance obligations. When the accounting programs are in progress, the following message appears from the Performance Obligations page, "Publishing of performance obligations is in progress. You need to wait for it to be completed."
- If the accounting programs encounter an error and accounting for performance obligation could not be completed, the following message appears, "Performance Obligations could not be published due to error. Please refer to concurrent request for details. You can rectify the errors and Republish the performance obligations".
- The Republish button appears when performance obligation accounting has failed and is not in an editable mode. After correcting the error conditions, you must select Republish button to run the accounting programs.
- After successfully running the accounting and the performance obligation is published, you can edit the quantity and amounts of the performance obligation lines. After editing the existing performance obligations or adding a new performance obligation, you must select the Publish button again.

For more information refer to Performance Obligations, *Oracle Projects Fundamentals*.

### **User Interface in Revenue Review and Invoice Review for Performance Obligations**

As part of deriving progress against performance obligations, the revenue distribution lines and invoice line items are stamped with a performance obligation id. The invoices also have an additional grouping using the performance obligation id. Review and Invoice Review pages show the performance obligation line number.

## **Related Topics**

Revenue Flow Detail Report, *Oracle Projects Fundamentals*

Potential Revenue Summary Report, *Oracle Projects Fundamentals*

Using Rates for Billing, *Oracle Projects Fundamentals*

## **Release Revenue, Generate Revenue Accounting Events, and Create Accounting**

After you release revenue, you run the concurrent programs PRC: Generate Revenue Accounting Events and PRC: Create Accounting. When you run the concurrent program PRC: Create Accounting in final mode, you can choose to have the concurrent program transfer the final accounting to Oracle General Ledger.

You cannot update or delete released revenue. Oracle Projects processes adjustments to released revenue by adjusting revenue transactions.

When you generate revenue for a range of projects, it has a status of Released. When you generate revenue for a single project, it has a status Pending.

## **Releasing Revenue**

You can release revenue using the Revenue Review window.

When you release an invoice which is based on revenue details (such as a Time and Materials invoice), Oracle Projects automatically releases the associated revenue. You use the Invoice Summary window to release an invoice.

If you regenerate draft revenue for a single project, then the process deletes any Pending draft revenue and replaces it with the new amount.

## **Generating Revenue Accounting Events**

After you generate and release the revenue, you run the concurrent program PRC: Generate Revenue Accounting Events. The concurrent program determines default unearned revenue and unbilled receivables accounts using AutoAccounting and generates accounting events for Oracle Subledger Accounting.

**Note:** If you set the profile option PA: Interface Unreleased Revenue to GL to yes, then Oracle Projects automatically releases any unreleased revenue when you run the concurrent program PRC: Generate Revenue Accounting Events. For information about this profile option, see: Profile Options, *Oracle Projects Implementation Guide*.

## Creating Accounting

You run the concurrent program PRC: Create Accounting to create accounting entries in Oracle Subledger Accounting for the 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. When you run the concurrent program PRC: Create Accounting in final mode, you can choose to transfer the final accounting to Oracle General Ledger.

## Related Topics

Releasing Invoices, page 6-35

Submitting Requests, *Oracle Projects Fundamentals*

Integrating with Oracle General Ledger, *Oracle Projects Fundamentals*

Integrating with Oracle Subledger Accounting, *Oracle Projects Fundamentals*

## Adjusting Revenue

Revenue is automatically adjusted when you adjust an invoice that bills the associated revenue. You can adjust draft revenue and draft invoices by adjusting expenditure items using the Expenditure Items window. For example, you can change the status of an expenditure item from billable to non-billable, or transfer an expenditure item to a different project from the one it is charged to.

**Important:** Make all revenue adjustments in Oracle Projects. Do not adjust project revenue in Oracle General Ledger, because the revenue amounts will not reconcile to the amounts in Oracle Projects.

After you adjust revenue in Oracle Projects, you run the concurrent program PRC: Generate Revenue Accounting Events to generate revenue accounting events for the adjustments. Next, you run the concurrent program PRC: Create Accounting to create accounting for the accounting events in Oracle Subledger Accounting.

Oracle Projects predefines a *Revenue Adjustment* event class and specifies that the *Revenue* event class is its *predecessor* in Oracle Subledger Accounting. This approach ensures that the concurrent program PRC: Create Accounting creates accounting for the

original revenue transactions before it creates the accounting for any adjustments. This sequence is important because the final accounting for adjustments is based on the final subledger accounting for the original transactions. For additional information, see: *Integrating with Oracle Subledger Accounting, Oracle Projects Fundamentals*.

**Additional Information:** If you disable the predefined journal line types and create your own, you must define two journal line types, one for the original revenue transaction and one for the adjustment.

You also can create revenue events to adjust the revenue amount associated with a project, independent of the expenditure items charged to the project. Revenue events have a classification of Write-On, Write-Off, Manual, or Automatic. You use the Events window to enter revenue events for projects or top tasks. The Events window is accessible from the Billing Information option.

## Related Topics

Adjustments to Supplier Costs, *Oracle Project Costing User Guide*

Adjusting Expenditure Items, *Oracle Project Costing User Guide*

Events, page 4-1

Entering Project and Task Options, *Oracle Projects Fundamentals*

Entering Tasks (WBS) for a Project, *Oracle Projects Fundamentals*

## Reviewing Revenue

Use the Revenue Review windows to review detailed information about project revenue.

The information you can view in these windows includes:

- Amount in project functional currency and revenue transaction currency
- Revenue category
- Event description
- Information about a revenue item's distribution lines
- Agreement providing the revenue funding
- Date the revenue accounting event was generated
- Legal entity to which the generated revenue belongs
- Distribution warnings encountered while generating draft revenue

You can use Revenue Review to delete or regenerate a project's unreleased revenue or to release and unrelease revenue. See: Revenue Flow, page 5-2.

Access to Revenue Review can be controlled by function security and project security. Function security can be used to control the release, unrelease, and run functions in Revenue Review. For more information, see: Function Security in Oracle Projects, *Oracle Projects Implementation Guide*.

## Revenue Summary Window Reference

Use this window to view information about the revenue that meets your search criteria. The Revenue Summary window uses folder technology, allowing you to customize the window to display the fields you want to view.

The following table shows some of the fields available for display in the Revenue Summary window:

Item	Description
Accrue Through	The accrue through date used to calculate the draft revenue
Agreement	The number of the agreement providing the revenue funding
Credited Number	The number of the draft revenue that was credited by this revenue (if this revenue credits another revenue number)
Customer Bill Split	The percentage of billing to the customer
Customer	Customer name
Customer Number	Customer number
Draft Revenue	The draft revenue number
Exception Reason	Revenue exception reason
Generation Error	Check box indicating if there was a revenue generation error
GL Date	The date of the GL posting period



Item	Description
Interface Date	Date the revenue accounting event was generated
Legal Entity	Legal entity to which the revenue belongs
PA Date	The date of the PA period in which the revenue was generated
Project Name	The name of the project on which the revenue was earned
Project Number	The number of the project on which the revenue was earned
Released Date	Date released
Resource Accumulated	Check box indicating if accumulated to a resource
Project Functional Revenue Amount	The revenue amount in project functional currency
Revenue Status	Revenue status
Project Functional UBR	Amount of unbilled receivable for the revenue. The Revenue window also displays the corresponding account number.
Project Functional UER	Amount of unearned revenue included in the revenue amount. The Revenue window also displays the corresponding account number.
Project Functional Revenue Currency	The currency code for the project functional currency.

## Revenue Window

Use the Revenue window to view all of the revenue information for a single draft revenue in one window. In addition to the information in the Revenue Summary window, the Revenue window displays the following information:

- **Released Date.** If the draft revenue is released, the released date.

- **Warning.** Check box indicating if revenue generation encountered warnings. You can view warnings by selecting Revenue Exceptions in the Revenue window.
- **Adjusting Revenue:** Check box indicating if the revenue is Adjusting Revenue.

### Revenue Window Selections

From the Revenue window, you can choose **Run Request**, **Unrelease**, or **Release**. These buttons are described under Revenue Summary Window Reference, page 5-16.

Select **Lines** to display the lines that comprise the selected revenue. See: Revenue Lines Window, page 5-19.

### Revenue Processing Information

The Review window contains revenue processing information displayed in two tabbed regions. You can display the region you want by selecting from the tab control:

- Choose **Interface** to review the accounting status of revenue in project functional currency.
  - **GL Date**
  - **Unbilled Receivable Amount.** Oracle Projects displays the default account number for unbilled receivables.
  - **Unearned Revenue Amount.** Oracle Projects displays the default account number for unearned revenue.
- Choose **Revenue Exceptions** to view exception reasons and warnings.

Following are some examples of exception reasons:

- A generation error was encountered during revenue generation
- Accounting events could not be generated

Some examples of warnings include:

- Revenue has reached the hard limit
- Revenue has reached or has accrued beyond the soft limit
- Items with missing labor (or non-labor) bill rates or markups were encountered
- Agreement has expired
- Choose **Revenue in Transaction Currency** to review the accounting status of revenue in invoice transaction currency.

- **GL Date**
- **Unbilled Receivable Amount.** Oracle Projects displays the default account number for unbilled receivables.
- **Unearned Revenue Amount.** Oracle Projects displays the default account number for unearned revenue.
- **Revenue Transaction Currency**
- **Revenue Transaction Amount**

**Note:** To enable this tab, enable multi-currency billing and revenue transaction currency for your project, and select *Project Functional Currency and Invoice Transaction Currency* as your revenue transaction currency.

## Revenue Lines Window

The Revenue Lines window displays the task, revenue source, revenue category, and amount for the revenue lines that comprise a draft revenue item.

The Revenue Lines window displays the following information for each selected revenue line:

- Line Number
- Task Number
- Task Name
- Revenue Source
- Revenue Category
- Project Functional Revenue Amount
- Project Functional Currency
- Project Currency
- Project Revenue Amount
- Funding Currency
- Funding Revenue Amount

- Revenue Transaction Amount
- Revenue Transaction Currency

Choose Details to view details of the selected revenue line in the Revenue Line Details window.

## Revenue Line Details Window

Use the Revenue Line Details window to view revenue line details for a selected revenue line. The Revenue Line Details window uses folder technology, allowing you to customize the window to display the fields you want to view. Some of the fields available for display in this window are:

- Default Account Description
- Accrual Rate
- Accrued Revenue
- Borrowed/Lent
- Employee Billing Title
- Employee Name and Number
- Employee/Supplier Name and Number
- Expenditure Batch, Comment, Organization, and Type
- Function Transaction
- Default Account
- Item Date
- Job Billing Title and Job Name
- Performance Obligation Line Number
- Non-Labor Resource and Non-Labor Resource Organization
- Original Transaction Reference
- Project Functional Revenue Amount
- Quantity

- Raw Cost
- Revenue Transaction Amount
- Revenue Transaction Currency
- Revenue Transaction Exchange Rate
- Revenue Transaction Rate Date
- Revenue Transaction Rate Type
- Supplier Name
- Task Number and Name
- Transaction Source
- Unit

**Note:** The accrual rate of a revenue distribution line is the rate of the line that is used to calculate the accrued revenue for the line.

When displaying inventory transactions imported from Oracle Project Manufacturing, the Revenue Line Details window shows the base unit of measure (Unit) associated with the inventory item. For all other transactions, the window shows the unit of measure associated with the expenditure type. For information on defining expenditure types, see the *Oracle Projects Implementation Guide*.

**Tip:** Use the Event Revenue Distribution Lines window to view revenue distribution lines for an event. For information on the fields displayed in the window, see: Events, page 4-1.

## How to Review Revenue

### To review project revenue

1. Navigate to the Find Revenue window.
2. Enter your search criteria and then choose Find.

The Revenue Summary window opens.

For a description of the fields displayed in the Revenue Summary window, see Revenue Summary Window Reference, page 5-16.

If you select multiple lines, the Release and Unrelease buttons will display the number of items you selected (for example, Release 1, Release 2, etc.)

3. From the Revenue Summary window, choose:

- **Run Request** to regenerate revenue or delete revenue for a project. When you delete or regenerate draft revenue using this window, you submit the **PRC: Generate Draft Revenue** process or the **PRC: Delete Draft Revenue of a Single Project** process.

You can delete draft revenue or regenerate draft revenue only for revenue having a status of Unreleased or Generation Error.

If you regenerate draft revenue for a project that has unreleased draft revenue, Oracle Projects deletes the project's unreleased draft revenue before it creates new draft revenue.

See: Generate Draft Revenue, *Oracle Projects Fundamentals*.

- **Unrelease** to change revenue status from Released to Unreleased.

**Note:** You can unrelease revenue only if you have not performed any of the following actions: released draft invoices for this draft revenue, subsequently generated draft revenue, and summarized draft revenue for the project.

- **Release** to release unreleased revenue.

**Note:** You cannot release revenue if you encountered any errors while generating the draft revenue.

- **Totals** to view the total revenue amount for the draft revenue displayed based on your search criteria.
- **Lines** to view the revenue lines. See: Revenue Lines Window, page 5-19.
- **Open** to view all of the revenue information for a single draft revenue on one screen. See: Revenue Window, page 5-17.

## Viewing Accounting Lines

You can use the View Accounting option from the Tools menu to review the accounting entries for revenue transactions for which you have created accounting in Oracle Subledger Accounting. If the revenue is not accounted in Oracle Subledger Accounting, then the drilldown does not show any information.

You must run the process PRC: Create Accounting in final mode for the accounting events associated with the revenue transactions before you can view the accounting entries. If a revenue transaction has multiple revenue distribution lines, then you can see the accounting only for those revenue distribution lines accounted in Oracle Subledger Accounting.

**To view accounting lines**

1. Query the revenue transaction you want to view.
2. Choose View Accounting from the Tools menu.

You see the View Revenue Accounting window.

**Note:** The View Revenue Accounting window is a folder that you can customize to add or remove columns. See: Customizing the Presentation of Data in a Folder *Oracle E-Business Suite User's Guide*.

3. (Optional) To view the accounting detail for the selected line as T-accounts, choose T-Accounts. In the Options window that opens, select from the Default Window poplist, and then choose from the window buttons to drill down.

**Note:** From an Oracle General Ledger journal, you can select the Drilldown option from the Tools menu to view subledger journal entry lines associated with that journal. See: Drilling Down to Oracle Projects from Oracle General Ledger, *Oracle Projects Fundamentals*.

4. (Optional) You can view accounting in reporting currencies when you assign reporting currencies to a ledger. To view accounting in a reporting currency, select the Reporting Currency button. Next choose a ledger in the Choose Reporting Currency window, and select the Change button.

## Accruing Revenue and Generating Invoices Based on Percent Complete

Oracle Projects can generate revenue and invoices based on the *financial physical percent complete* that you enter for a project. You can enter the physical percent complete for all the levels in the financial breakdown structure (FBS). However, to generate revenue or invoices based on physical percent complete, you must have physical percent complete at the funding level (project or top task).

**Note:** The currency of the automatically created events is always the project functional currency. Conversion attributes entered in the Billing Assignments window are not used by the Percent Complete extension. See: Currency Conversion Attributes, *Oracle Projects Fundamentals*.

You enter physical percent complete for an As Of Date. Oracle Projects can maintain physical percent complete history. When you use physical percent complete as the basis for revenue accrual or generation of draft invoices, Oracle Projects uses the As Of Date to determine the corresponding physical percent complete.

Depending on the type of integration between the workplan and financial structure on a project, Oracle Projects can update physical percent complete on the financial structure using the physical percent complete for tasks on the workplan structure. For information on integration between workplan and financial structures, see: *Integrating Workplan and Financial Structures, Oracle Projects Fundamentals*.

Oracle Projects rolls up the physical percent complete on the financial breakdown structure based on the physical percent complete rollup method that you set for the financial structure. For information on updating physical percent complete on the financial structure, see: *Deriving Physical Percent Complete for Financial Structures, Oracle Project Planning and Control User Guide*.

Revenue accrual based on physical percent complete is different from percent complete based on a budget (Actual Cost / Budgeted Cost). The method based on budgets, is also sometimes referred to as *Percent Spent* or *Cost-to-Cost Revenue Accrual*. See: *Cost-to-Cost (Percent Spent)*, page 5-7.

Revenue accrual based on physical percent complete is also different from revenue accrual on an as-work-occurs (or time and materials) basis, where the total potential revenue is the sum of the revenue of all expenditure items plus events. See: *As Work Occurs (Time and Materials)*, page 5-6.

Oracle Projects performs the physical percent complete revenue calculation using the following predefined billing extensions:

- Percent Complete Revenue
- Percent Complete Invoicing

The revenue and invoice processes call the appropriate billing extension to calculate the revenue or invoice amount and to create an event. The percent complete extensions pick up physical percent complete at the project level that is rolled up from the task level, as well as user-entered physical percent complete.

See also, *Setup Requirements for Percent Complete Revenue and Invoicing, Oracle Projects Implementation Guide*.

## Processing Percent Complete Revenue and Invoicing

To accrue revenue or generate draft invoices based on physical percent complete, you submit the PRC: Generate Draft Revenue or PRC: Generate Draft Invoices process. To submit the process for one project, submit PRC: Generate Draft Revenue for a Single Project or PRC: Generate Draft Invoice for a Single Project. You can also submit a project streamline request.

The revenue or invoice process performs the following steps:



1. The process calls the billing extension for each project or top task (depending on whether the project is funded at the project or top task level). The calling procedure specifies whether it is a revenue or invoice calling process and whether the call is made at the project or task level.
2. The billing extension determines the budget amounts, event amount, existing revenue amounts, funding balance, and physical percent complete.
3. If the physical percent complete cannot be determined, then the physical percent complete used by the process is zero, the revenue or draft invoice amount is zero, and no event is created.
4. The process calculates the accrued revenue or draft invoice amount, using the formulas shown in the formulas described under Percent Complete Revenue Accrual, page 5-25 and Percent Complete Invoice Generation, page 5-25.
5. The billing extension creates an event. The description of the event includes the event type and the formula that was used to calculate the revenue or draft invoice amount.

### **Percent Complete Revenue Accrual**

The Percent Complete Revenue Accrual formula is shown below:

**Accrued Revenue = the lesser of A or B:**

- A = Remaining funding balance if agreement has a hard limit
- B = ((Budgeted revenue-event revenue) \* Percent complete at funding level/100) - Existing revenue

**Where**

- Existing Revenue = Total revenue accrued previously by percent complete events
- Existing Revenue = Total revenue accrued previously by percent complete events
- Event Revenue = Total event revenue accrued other than revenue amount accrued by percent complete events

### **Percent Complete Invoice Generation**

The Percent Complete Invoice Generation formula is shown below:

**Draft Invoice = the lesser of A or B**

- A = Remaining funding balance if agreement has a hard limit
- B = ((Budgeted revenue-event invoice) \* Percent complete at funding level/100) -

Existing invoice

#### **Where**

- Existing invoice = Total invoice accrued previously by percent complete events
- Event invoice = Total event invoice accrued other than invoice amount accrued by percent complete events

The event revenue or invoice is subtracted from budgeted revenue to obtain the net available budgeted revenue or invoice amounts. The process then effectively apportions the event revenue or invoice for the duration of the project.

### **Agreements with Hard Limits**

If the agreement funding the project has a hard limit, the Remaining Funding Balance is the amount of funding left. This portion of the formula (part A) is required because revenue for an event cannot be partially accrued. If the amount calculated in part B of the formula is greater than the amount of funding, then the Remaining Funding Balance is taken as the accrued revenue or draft invoice. An event is still created in this case.

If the agreement has no hard limit, only part B of the formula is used.

### **Related Topics**

Percent Complete, page 5-26

Events, page 4-1

Event Types, *Oracle Projects Implementation Guide*

Setting Up Cost-to-Cost Revenue, *Oracle Projects Implementation Guide*

Entering Agreements, page 3-2

Generate Draft Invoices, *Oracle Projects Fundamentals*

Generate Draft Revenue, *Oracle Projects Fundamentals*

### **Percent Complete**

You can enter physical percent complete manually for a financial structure. You also have the option to update physical percent complete using workplan physical percent complete values. Oracle Projects can use physical percent completion information for revenue accrual and billing, and for reporting purposes.

You can maintain physical percent complete information at all levels of the financial structure. Oracle Projects maintains a history of the physical percent complete information.

In addition, you can use an API (application program interface) to maintain physical percent complete information. The interface is named UPDATE\_PROGRESS.

Physical percent complete entries can be used in billing extensions.

## Related Topics

Accruing Revenue and Generating Invoices Based on Percent Complete, page 5-23

Deriving Physical Percent Complete for Financial Structures, *Oracle Project Planning and Control User Guide*

Work Types, *Oracle Projects Implementation Guide*

## Revenue-Based Cost Accrual

Cost accruals are the accounting transactions to account for expenses in the same accounting period in which revenue is generated. Cost accruals are also referred to as *Cost of Goods Sold* or *Cost of Sales*.

According to the matching principle required by Generally Accepted Accounting Principles (GAAP), expenses (cost) incurred in earning revenue must be accrued in the same accounting period as the revenue. If you do not follow this matching principle, the financial statement and the reported profitability of the company are affected. If the current period expenses are accrued immediately, but related revenues are accrued in a future period, then the profitability of the company is reduced for the current period. To conform to the matching principle, you must defer expenses until revenue is accrued.

In Oracle Projects, cost distribution and revenue generation are two separate processes. Consequently, it is possible to account for expenses (costs) and revenue in different accounting periods. You must determine your accounting procedures and setup to ensure that you match expenses to revenue.

You must determine if your company uses cost accruals during revenue generation. The answer depends on the revenue accrual methods that your company uses. Some companies recognize revenue in the same period as costs. This type of accounting is typically done with work based or time and materials revenue accrual. For such companies, cost accruals are not needed. Other companies use a method that recognizes revenue in future periods after cost is accrued. For these companies, cost accruals are required.

With cost accruals, you initially account for the costs incurred as an asset in a cost work in process (WIP) account. You determine whether you account raw or burdened cost as the cost WIP. When you accrue revenue, the costs are recognized as expense by using cost accruals.

## Cost Accrual Implementation Example

Oracle Projects provides an example implementation of cost accruals. The example includes billing extensions that create events to produce the appropriate accounting. See: Cost Accrual Calculation using Billing Extensions, *Oracle Projects Implementation*

*Guide.*

You can use the example with the provided extensions without modification. Your business requirements for cost accruals may be different from the requirements on which the example is based. If this is the case, you must implement your own cost accrual process and logic, using the example provided by Oracle Projects as a model. See: *Implementing Your Own Cost Accrual Procedures and Extensions, Oracle Projects Implementation Guide.*

The implementation example illustrates how to perform the following activities required for cost accrual:

- Calculate cost accrual amounts based on the accrued revenue amounts and budgeted cost and revenue amounts. The example uses a billing extension to create events that produce the appropriate accounting.
- Define the appropriate setup data to support cost accrual calculation and the corresponding accounting entries.
- Initiate project closing accounting entries using a project status with a system status of *Pending Close*.
- Implement rules to ensure that all accounting entries are complete before a project status can be changed from one with a system status of *Pending Close* to one with a system status of *Closed*.
- Create columns in the Project Status Inquiry window to view the cost WIP and cost accrual amounts.

## Cost Accrual Accounting Entries

The implementation examples for cost accruals provided by Oracle Projects generate the following accounting entries for cost accruals:

The following table shows the accounting entries for distributing costs (may be raw or burdened costs):

Account	Debit	Credit
Cost WIP Account (Asset)	<Cost Amount>	
Expense Clearing Account (Liability)		<Cost Amount>

The following table shows the accounting entries for generating revenue:

Account	Debit	Credit
UBR/UER Account (Asset/Liability)	<Revenue Amount>	
Revenue Account (Revenue)		<Revenue Amount>
Cost Accrual (Expense)	<Cost Accrual Amount>	
Cost Accrual Contra Account (Contra Asset)		<Cost Accrual Amount>

The following table shows the accounting entries for project closing:

Account	Debit	Credit
Cost Accrual Contra Account (Contra Asset)	<Cost Accrual Amount>	
Cost Accrual Account (Expense) (Balancing entry; may be credit if cost accrual amount is greater than cost amount)	<Cost Amount> less <Cost Accrual Amount>	
Cost WIP Account		<Cost Amount>

## Cost Accrual Accounting

In cost accrual accounting, costs are accounted for in a cost WIP account as they are incurred and distributed during the life of the project. You determine if you account for cost WIP with the raw or burdened costs. Based on this decision, you define your AutoAccounting rules for the raw cost or burdened cost accounting.

**Additional Information:** 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.

As revenue is accrued, the cost accrual amount is calculated and the expense account is debited via a Cost Accrual entry. A Cost Accrual Contra account is credited. A Cost Accrual Contra account is used instead of a Cost WIP account to allow you to easily

view and reconcile the Cost WIP and Cost Accrual Contra accounts during the life of the project.

When the project is pending close, you must perform appropriate project closing entries. At this time you must ensure that the Cost Accrual (expense) amount equals the Cost WIP amount. You must fully credit the Cost WIP account and debit the Cost Accrual Contra account. When this is done, you have moved all cost WIP amounts to the Cost Accrual (expense) account. The balancing entry that accounts for the difference of the cost accrual amount and the cost amount is an entry to the Cost Accrual account.

If the project status is changed from a closed status to an active status after closing entries, the closing entries are automatically reversed the next time the Generate Draft Revenue process is run for the project. See: Close the Project, page 5-32.

## Case Study: Using Cost Accrual for a Project

A Project is created with the following values:

- Project Number: CA-Project01
- Project Name: CA-Project for Documentation
- Distribution Rule: WORK/WORK
- Employee Bill Rate Override: Amy Marlin 1,000 hourly

One additional task, Task 2, is added.

## Budget and Fund the Project

The following uncategorized, non-time-phased budgets are created:

- Cost Budget
  - Budget Type: Approved Cost Budget
  - Quantity: 1000
  - Raw Cost: 250,000
- Revenue Budget
  - Budget Type: Approved Revenue Budget
  - Revenue: 1,000,000

Project CA-Project01 is funded in agreement CA-01 with a soft limit purchase order from the customer for \$1,000,000 US. The budget and funding have a baseline.

## Enter Timecard

The following timecard is entered:

Batch: CA-01-tc

Ending Date: 13-APR-1997

Employee: Marlin, Amy

You enter, submit, and release the pre-approved timecard batch shown in the following table:

Expenditure Item Date	Project Number	Task Number	Expenditure Type	Quantity	Raw Cost
12-APR-1977	CA-Project01	1	Professional	50	3000
13-APR-1997	CA-Project01	2	Professional	50	3000
Total				100	6000

You run the process PRC: Distribute Labor Costs. The cost rate for Amy Marlin is \$60.00 per hour. Next, you run the process PRC: Generate Cost Accounting Events with *Labor Costs* as the value for the Process Category parameter. Finally, you run the process PRC: Create Accounting in final mode with *Labor Costs* as the value for the Process Category parameter. This process creates subledger accounting entries for the labor costs.

The accounting entries shown in the following table are created for these costs:

Account	Debit	Credit
Cost WIP	6,000.00	
Payroll Clearing		6,000.00

## Generate Revenue and Cost Accrual

You run the process PRC: Generate Draft Revenue for a Single Project. Because this project uses the WORK/WORK revenue distribution rule, the draft revenue is calculated as follows:

$$(100 \text{ hours} * \$1,000 \text{ per hour}) - 0 = \$100,000$$

The cost accrual is calculated as follows, using the algorithm in the Revenue-Based Cost Accrual Formula Example, *Oracle Projects Implementation Guide*.

$$(100,000 / 1,000,000 * 250,000) - 0 = 25,000$$

The cost accrual events are created and accounted as shown in the following table:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Cost Accrual	25,000.00	
Cost Accrual Contra		25,000.00

Revenue accounting entries are created as shown in the following table:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Unbilled Revenue	100,000.00	
Revenue		100,000.00

After you release the revenue, you run the process PRC: Generate Revenue Accounting Events. Finally, you run the process PRC: Create Accounting in final mode with *Revenue* as the value for the Process Category parameter. This process creates subledger accounting entries for the revenue.

### Close the Project

Using the Project Closing procedure, the project status is set to *Pending Close*. This status change initiates the closing cost accrual entries. You run the process PRC: Generate Draft Revenue for a Single Project and the process creates and accounts for three events as shown in the following table:

<b>Account</b>	<b>Debit</b>	<b>Credit</b>
Cost Accrual Contra	25,000.00	
Cost WIP		6,000.00
Cost Accrual (Balance so that Cost Accrual = Cost WIP at end of project)		19,000.00

After you release the revenue, you run the process PRC: Generate Revenue Accounting Events. Finally, you run the process PRC: Create Accounting in final mode with *Revenue*



as the value for the Process Category parameter. This process creates subledger accounting entries for the revenue.

The project status can now be changed to *Closed*. If the project is reopened (if its status is changed to an active status with a system status other than *Pending Close* or *Closed*), these three events are reversed the next time the Generate Draft Revenue process is run for the project.

## Other Revenue Issues

This section discusses the following revenue issues:

- Funding multiple customers or multiple agreements
- Hard limits and partial accrual

## Funding and Multiple Customers or Multiple Agreements

When you generate revenue, Oracle Projects determines which agreement an event or revenue item is accrued and billed against. Each time Oracle Projects finds available funding for an expenditure item or an event, it creates a revenue item and updates the funding amount billed on that agreement.

## Expenditure Items and Events

When revenue is generated, the system searches for agreements that fund the project against which to accrue potential revenue. When an agreement is found against which to accrue revenue, the appropriate funding record is updated with the amount accrued.

Whenever Oracle Projects creates draft revenue against an agreement, the event revenue is split among the customers on the project according to their bill split percentage.

If Oracle Projects cannot find enough funding for the full potential revenue amount, it creates partial revenue for the expenditure items.

If multiple agreements fund the revenue generated for an expenditure item or event, Oracle Projects creates a revenue distribution line for each project (or task) and agreement funding the revenue. Therefore, a single expenditure item or event may have more than one revenue distribution line, with each line billed on separate invoices.

When the Date-Effective Funds Consumption option is enabled for a project, the system does not create partial revenue for expenditure items or events. The full amount is always applied against the funding from one agreement, and appears on only one invoice. (An exception to this is if the expenditure item is recalculated, and is split into multiple draft revenue.)

## Hard Limits and Partial Accrual

### Hard Limits

You specify a hard limit for an agreement to limit revenue accrual and billing of a project funded by that agreement to the amount funded. You specify whether to use hard limits in the Agreement window. Funding cannot be reduced below the accrued revenue if hard limit for revenue exists. See: *Entering Agreements*, page 3-2.

### Events

Oracle Projects accrues revenue for an event only if enough funding is available to accrue the full event amount.

### Expenditure Items and Partial Accruals

Unlike events, for which revenue can be accrued only if funding exists for the full amount of the event, expenditure items can be partially accrued against agreements with hard limit funding. You can accrue expenditure item revenue up to hard revenue limits by partially accruing the potential revenue.

**Note:** Partial accruals are only permitted for projects that do not have the Date-Effective Funds Consumption option enabled.

If Oracle Projects encounters expenditure items funded by an agreement with a hard revenue limit, and all of the potential revenue cannot be accrued on the agreement, the expenditure items for the current revenue generation run of the project are marked as partially accrued. These partially accrued items can be fully accrued by adding more funding before the next time you generate revenue.

Oracle Projects calculates the proration for partial accruals based on the following formula:

$$AR(ITEM) = PR(ITEM)/PR(RUN) * AR(RUN)$$

**Where, for an item:**

- $AR(ITEM)$  = Partial accrued revenue for an item
- $PR(ITEM)$  = Potential revenue for an item
- $PR(RUN)$  Total potential revenue of all items processed in the current run
- $AR(RUN)$  = Total accrued revenue on the project or task for the current run based on available funding

For example, say Task 3.0 is funded with \$1,000 from an agreement with a hard limit, and expenditures charged to the task create potential revenue of \$6940, which is in

excess of \$1,000. When revenue is generated for task 3.0, Oracle Projects reaches the revenue limit at \$1,000. Oracle Projects creates partially distributed revenue for the task and accrues a portion of each expenditure item's potential revenue as we show in the table below:

<b>Employee Name</b>	<b>Labor Hours</b>	<b>Bill Rate</b>	<b>Potential Revenue *</b>	<b>Partially Distributed Revenue</b>
Cheng	6 hours	180.00	1,080.00	155.62
Cheng	6 hours	180.00	1,080.00	155.62
Gray	6 hours	100.00	600.00	86.46
Gray	6 hours	100.00	600.00	86.46
Marlin	2 hours	145.00	290.00	41.79
Marlin	2 hours	145.00	290.00	41.79
Robinson	6 hours	250.00	1,500.00	216.13
Robinson	6 hours	250.00	1,500.00	216.13

Total Potential Revenue is \$6940.00. Potential revenue is the amount of revenue that would have been generated with sufficient funding or no hard limit.

Total Partially Distributed Revenue is \$1000.00.



---

# Invoicing

This chapter describes the functionality offered by Oracle Projects for your invoice processing needs. It provides a brief overview of invoice components and explains how to generate invoices, review and adjust them online, and integrate with Oracle Receivables.

This chapter covers the following topics:

- Invoicing a Project
- Components of an Invoice
- Hard Limits
- Generating Draft Invoices
- Consolidating Invoices
- Retention Billing
- Changing Invoice Currency Attributes (Recalculating an Invoice)
- Viewing Invoices
- Viewing Invoices in Oracle Receivables
- Adjusting Project Invoices
- Adjusting an Invoice
- Conditions That Allow Specific Invoice Actions
- Integrating with Oracle Receivables

## Invoicing a Project

Oracle Projects provides you with rich functionality to help you meet your invoice processing needs. Using Oracle Projects features, you can manage and control your invoices, view and calculate estimated tax, view the actual tax, review and adjust them online, and review the detailed information that backs up your invoice amounts.

When you generate invoices, Oracle Projects calculates bill amounts, creates formatted invoices for printing and posting, and maintains funding balances.

## Related Topics

Invoice Flow, page 6-2

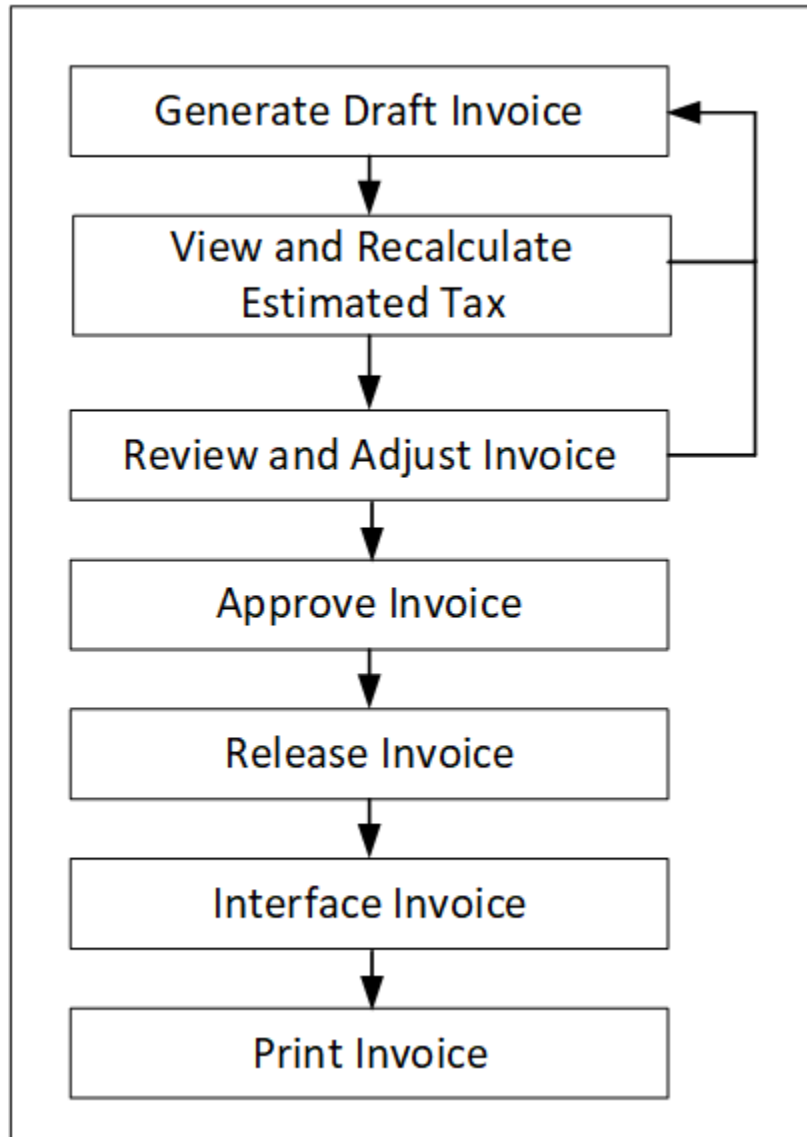
## Invoice Flow

The Invoice Flow, page 6-3 diagram shows the following flow of steps:

1. Generate Draft Invoice
2. View and Recalculate Estimated Tax
3. Review and Adjust Invoice. If necessary, regenerate draft invoice, review and adjust.
4. Approve Invoice
5. Release Invoice
6. Interface Invoice
7. Print Invoice

In the pages that follow, each of these steps is explained. You also learn how to view invoices in Oracle Receivables, create invoice adjustments, and address other topics that help you simplify your invoicing needs.

### Invoice Flow



### Related Topics

Steps To Take Before Generating Invoices, page 6-3

### Steps To Take Before Generating Invoices

Oracle Projects provides controls as to which projects are ready for invoice generation.

You must complete the following steps before generating invoices for a contract project in Oracle Projects:

1. Enter an agreement and fund the project, using the Enter Agreements window. See:

Entering Agreements, page 3-2.

2. If you want to generate revenue or invoices for the project based on percent complete, enter percent complete information either at the project or the funding level (project or top task). See: Revenue Accrual and Invoice Generation Based on Percent Complete, page 5-23.

3. If you want the project customer to be billed in a currency other than the project functional currency, enter currency attributes for the project customer.

**Note:** To enter currency attributes, you must enable the multi-currency billing functionality. See: Setting Up Multi-Currency Billing, *Oracle Projects Implementation Guide*.

4. If you are using multi-currency billing, enter project level currency conversion attributes.

5. Enter budgets. See: Entering a Budget Draft, *Oracle Project Planning and Control User Guide*.

**Note:** If your project uses the cost-to-cost invoice generation method, you must include burdened costs in your cost budget and revenue amounts in your revenue budget. Without these amounts, Oracle Projects cannot successfully generate invoices for your project.

6. Baseline the project budget and funding. See: Creating a Baseline for a Budget Draft, *Oracle Project Planning and Control User Guide*.

**Note:** You must fund the budget before you can baseline it.

7. For projects using as-work-occurs billing, generate revenue for expenditure items using the Generate Draft Revenue process. See: Generate Draft Revenue, *Oracle Projects Fundamentals*.

8. For projects using event billing, enter billing events using the Event option in the Project or Task window. See: Events, page 4-1.

**Note:** If you do not want to generate an invoice for a specific top task on your project, uncheck the Ready to Bill check box in the Control Billing by Top Task window. Oracle Projects assumes you want to invoice all billable top tasks on contract projects.



9. Optionally, reevaluate your funding.

#### Related Topics

Billing Cycles, *Oracle Projects Implementation Guide*

Funding Revaluation, page 3-15

## Components of an Invoice

Certain components of an invoice are determined when you generate a draft invoice. We discuss some of these components below. For more information concerning how project information affects invoices, and information about the components of a released invoice in Oracle Receivables, refer to the sections below. The following table describes components of a draft invoice in Oracle Projects.

Component	Description
GL Date	The GL Date is determined from the open or future period in which the invoice date falls, based on the period status in Oracle Receivables. If Oracle Receivables is not installed, the GL date is determined based on the period status in Oracle General Ledger.
Bill Through Date	The date through which Oracle Projects picks up events and expenditure items to be billed on an invoice.
Customer Billing Address	The billing address you select for the customer in the Customers window or the Project Customers window.
Customer Shipping Address	The work site you select in the Customers window or the Project Customers window.
Draft Invoice Number	The Oracle Projects draft invoice number. This number indicates the sequential invoice number generated for a project.

<b>Component</b>	<b>Description</b>
Invoice Date	The date that is printed on the invoice and the date on which an invoice receivable's aging begins. You specify the invoice date when you generate the invoice. This date is used to convert the billing amounts in the billing transaction currency to billing amounts in the project functional, project, and funding currency if the Rate Date Type conversion attribute is defined as PA/Invoice Date for the project.
Invoice Comment	The default value is the invoice comment entered for the project. You can also enter a comment for each invoice in the Invoice window.
Invoice Lines	Invoice lines are comprised of groupings of expenditure items (for T&M billing), or can be a single line item (for event billing).

In addition, there are other factors that impact invoice generation. You specify these factors when you enter a project. They provide default values or rules when you generate an invoice. The terms in the table below help you to understand how information is derived from your project setup to create an invoice.

<b>Component</b>	<b>Description</b>
Billing Cycle Code	The code that indicates when to generate invoices automatically a project; determined from the project. The bill cycle code is used only during mass invoice generation. See: <i>Billing Cycles, Oracle Projects Implementation Guide</i> .
First Bill Offset Days	The number of days that elapse between the project start date and the date of the project's first invoice; determined from the project. Bill offset days are used only during mass invoice generation.

<b>Component</b>	<b>Description</b>
Invoice Formats	Uses the invoice formats defined for a project (T & M only). See: <i>Determining Your Invoice Printing Method, Oracle Projects Implementation Guide</i> .
Distribution Rule	Determines how bills are generated for a project; determined from the project. (T & M and Events)
Billing Titles	The job and employee billing titles printed on an invoice using the effective billing titles.
Invoice Currency	The invoice currency selected for the project customer.
Invoice Processing Currency	The common currency that summarizes billing transactions and funding amounts and performs fund checking when generating invoices.

Certain components of an invoice are determined when you release a draft invoice, interface it to Oracle Receivables, and create an invoice from it in Oracle Receivables. We discuss some of these components in the table below.

<b>Component</b>	<b>Description</b>
Invoice Date	The date that is printed on the invoice and the date on which an invoice receivable's aging begins. You can change the invoice date when you release the invoice. However, Oracle Projects does not recalculate the invoice using a new conversion rate based on the new AR Invoice Date.

Component	Description
Invoice Number (AR)	<p>The number of an invoice that is printed on an invoice, and the number that can be tracked in Oracle Receivables. This number can be system generated, or a number that you enter which uniquely identifies the invoice in Oracle Receivables, depending on how you implemented your invoice numbering system in Oracle Projects. The invoice number is determined when you release an invoice.</p>
Invoice Transaction Type	<p>If you choose decentralized invoice processing during implementation, this is the name of the organization that is the invoice processing organization for the project owning organization. Otherwise, this is the default transaction type of <i>Projects Invoice</i> or <i>Projects Credit Memo</i> based on the <i>PROJECTS INVOICES</i> batch source. You can override the transaction type of an invoice using the transaction type billing extension.</p> <p>You can also use the AR transaction type extension to determine the AR transaction type when you interface invoices to Oracle Receivables.</p> <p>An invoice transaction type determines if it is an invoice or a credit memo.</p>
Notes	<p>The invoice comment determined from the project comment. You can override this default for each invoice before you interface the invoice to Oracle Receivables.</p>
Payment Terms	<p>The payment terms in Oracle Receivable are determined from the agreement that is used to fund an invoice.</p>
Salesperson	<p>If you define project managers as salespeople, then this is the project manager of the invoice's project. If you do not define project managers as salespeople, this value is blank. See: <i>Salespersons and Credit Types, Oracle Projects Implementation Guide</i>.</p>

Component	Description
Ship to address	The ship to address specified for this customer on this project.

## Hard Limits

You specify a hard limit for an agreement to limit revenue accrual and billing of a project funded by that agreement to the amount funded. Hard limits can be set for both revenue and invoice or for either revenue or invoice. You specify whether to use hard limits for an agreement in the Agreements form. Funding cannot be reduced below the invoiced amount if hard limit for invoice exists. See: *Entering Agreements*, page 3-2.

When Oracle Projects encounters a hard limit when generating an invoice, it selects expenditure items until the hard limit is met, or until all additional items would cause the hard limit to be exceeded. However, the amount that Oracle Projects bills is the full bill amount for each expenditure item, not the partially accrued (partially distributed) revenue amount.

For example, say Task 3.0 is funded with \$1,000 from an agreement with a hard limit, and expenditures charged to the task create potential billable items in excess of \$1,000. When an invoice is generated for task 3.0, Oracle Projects reaches the hard limit at \$1,000. Oracle Projects bills as many expenditure items as it can up to the limit of \$1,000. Oracle Projects looks at the earliest expenditure items billed against Task 3.0 as its criteria of which items to select to bill first under the \$1,000 limit. According to the example in the following table, Oracle Projects bills \$940. Additional eligible items exist, none with an amount of \$60 or less.

The following table shows the amount billed by Oracle Projects:

Employee Name	Quantity Billed	Bill Rate per Unit	Bill Amount	Amount Invoiced
Marlin	6 hours	60.00	360.00	360.00
Gray	1 hours	40.00	40.00	40.00
Marlin	9 hours	60.00	540.00	540.00
<b>Total Amount of Invoice</b>				940.00

## Generating Draft Invoices

You can generate an invoice for a single project, or for all projects having potential invoices by running the PRC: Generate Draft Invoice process. When you generate an invoice, Oracle Projects first selects projects, tasks, and their associated events and expenditure items that are eligible for billing.

Oracle Projects next creates invoice items for billing events, revenue events, and for expenditure items based on invoice formats defined for labor and non-labor items. When Oracle Projects creates invoice items, it also searches for available funding for each invoice item.

Oracle Projects also calculates the bill amounts of each expenditure item, based on either the invoice method associated with a particular project or the top task if Invoice Method at Top Task is enabled for the project. See: *Accruing Revenue for a Project*, page 5-1.

When you generate invoices, you specify an Invoice Date as well as a Bill Through Date as process parameters. The Bill Through Date is the date through which you want Oracle Projects to process all eligible expenditure items and events. Oracle Projects creates an invoice using expenditure items and events dated on or before the bill through date you specify.

The Invoice Date parameter is used as the AR Invoice Date for all the invoices generated. You can override the AR Invoice Date when you manually release an invoice. If the Rate Date Type conversion attribute is defined as PA/Invoice Date, then the Invoice Date process parameter determines the exchange rates to convert the billing transaction currency to billing amounts in the project functional currency, project currency, and the funding currency. See: *Generate Draft Invoices, Oracle Projects Fundamentals*.

Billing amounts in the billing transaction currency are converted to project functional currency, project currency, and the funding currency amounts during the invoice generation process. Billing amounts in the invoice processing currency are converted to invoice currency using the invoice currency conversion attributes.

**Additional Information:** When the invoice processing currency is not the same as the project functional currency but the invoice currency is the same as the project functional currency, invoice currency conversion attributes are ignored and no conversion is done from invoice processing currency to invoice currency. The project functional invoice amount defaults to the invoice amount.

When multi-currency is enabled for a project, the invoice processing currency can be either the project functional currency, the project currency, or the funding currency. When multi-currency is not enabled for a project, the invoice processing currency is the project functional currency. See also: *Billing in a Global Environment*, page 8-1.

When the Invoice by Billing Transaction Currency is enabled for the project, you can generate separate invoices for a project by each billing transaction currency, even though one or more invoices may be funded by the same agreement. Therefore, expenditures that are billed using markups or burden schedules to derive the bill amounts are grouped according to their expenditure transaction currencies.

For example, if a project is funded by only one agreement and the project has labor expenses that use bill rates in GBP and expense report expenditures in USD that use markups, separate invoices are generated for the project, although the project is funded by one agreement. One invoice includes all the labor items, and the invoice transaction currency is GBP. Another invoice includes all the expense reports, and the invoice transaction currency is USD.

You can generate retention invoices at the same time as your project invoices, or separately. Retention invoices bill previously withheld amounts.

**Note:** The application may restrict you from updating certain invoicing options and billing setup options when you use an invoice currency that is different than the invoice currency setup on a customer's account. For more information, see the description of the Invoice by Bill Transaction Currency option in the *Oracle Projects Fundamentals* guide, under Project Definition and Information, Currency Option Check Boxes.

**Processing Invoice Adjustments:**

Based on the billing setup options for a project or task, the invoice generation procedure processes the following adjustment transactions and includes them on standard invoices:

- All transaction adjustments including labor accrual reversals if you set the Include Adjustments on Standard Invoice option to All in the project or top task level billing setup options page. The following example describes the invoice transactions created when you use this adjustment option:

Invoice / Line No.	Invoice Date	EI Description	Invoice Amount (USD)	Exchange Rate	PFC (CAD)
1	01-Jan-2011	Standard Invoice No. 1	422.50		
1A		Labor Accrual	122.50	1.02	125.00

Invoice / Line No.	Invoice Date	EI Description	Invoice Amount (USD)	Exchange Rate	PFC (CAD)
1B		Labor Transaction	200.00	1.02	204.00
1C		All other transaction excluding labor transaction	100.00	1.02	102.00
2	31-Jan-2011	Standard Invoice No. 2	85.13		
2A		Labor accrual reversals	-122.50	1.02	-125.00
2B		Reversal for 1B	-200.00	1.02	-204.00
2C		Reversal for 1C	-100.00	1.02	102.00
2D		Labor actual	185.63	1.01	187.50
2E		Adjusted line for 1B	220.00	1.01	222.20
2F		Adjusted line for 1C	102.00	1.01	103.02
		Totals	507.63		631.90

- Labor accrual reversal adjustments if you set the Include Adjustments on Standard Invoice option to Labor Accruals Only in the project or top task level billing setup options page. The following example describes the invoice transactions created when you use this adjustment option:



Invoice / Line No	Invoice Date	EI Description	Invoice Amount (USD)	Exchange Rate	PFC (CAD)
1	01-Jan-2011	Standard Invoice No. 1	222.50		
1A		Labor Accrual	122.50	1.02	125.00
1B		All other transaction excluding labor accrual reversals	100.00	1.02	102.00
2	01-Jan-2011	Credit Memo No. 1	-100.00		
2A		All other transaction excluding labor accrual reversals	-100.00	1.02	-102.00
3	31-Jan-2011	Standard Invoice No. 2	165.13		
3A		Labor Accrual reversals	-122.50	1.01	-125.00
3B		Labor Actual	185.63	1.01	187.50
3C		All other transaction excluding labor accrual reversals	102.00	1.01	103.02
		Totals	287.63		290.52

- All labor adjustment transactions and labor accrual reversals if you set the Include Adjustments on Standard Invoice option to Labor Only in the project or top task level billing setup options page. The following example describes the invoice

transactions created when you use this adjustment option:

Invoice / Line No	Invoice Date	EI Description	Invoice Amount (USD)	Exchange Rate	PFC (CAD)
1	01-Jan-2011	Standard Invoice No. 1	422.50		
1A		Labor Accrual	122.50	1.02	125.00
1B		Labor Transaction	200.00	1.02	204.00
1C		All other transaction excluding labor transaction	100.00	1.02	102.00
2	01-Jan-2011	Credit Memo No. 1	-100.00		
2A		All other transaction excluding labor transactions	-100.00	1.02	-102.00
3	31-Jan-2011	Standard Invoice No. 2	185.13		
3A		Labor Accrual reversals	-122.50	1.02	-125.00
3B		Reversal for 1B	-200.00	1.02	-204.00
3C		Labor Actual	185.63	1.01	187.50
3D		Adjusted line for 1B	220.00	1.01	222.20

Invoice / Line No	Invoice Date	EI Description	Invoice Amount (USD)	Exchange Rate	PFC (CAD)
3E		All other transaction excluding labor accrual reversals	102.00	1.01	103.02
		Totals	507.63		631.90

When using the standard invoice to process transaction adjustments, the invoice generation procedure processes adjustment amounts in new standard invoices and uses the following exchange rates:

- The same exchange rate as that of original line in new standard invoice in following cases.
  - For transaction adjustments (billable, non-billable, recalculation)
  - For cost reversal / net zero transactions
- For all other transactions not falling into the mentioned category, it uses the exchange rate as derived from the new standard invoice date.

For invoices with adjustments, the following criteria are mandatory for grouping invoice lines in standard invoices:

- Labor accruals
- Labor accrual reversals
- Exchange rate used for converting amounts in invoice processing currency to invoice currency.

For invoices with adjustments, the following criteria are used to order the invoice lines:

- Expenditure Class
- Invoice Format Text
- Amount

**To generate invoices across a range of projects**

1. Submit the PRC: Generate Draft Invoices for a Range of Projects in the Submit Request window to run multiple invoice generation processes in parallel. See:

Submitting Requests, *Oracle Projects Fundamentals*.

**Tip:** You should run Generate Draft Invoice on a specified processing cycle (for example, weekly) to generate invoices for projects whose billing cycles are due across the entire company. You can also run the process on demand to process off schedule invoices.

Use the rescheduling parameters to configure the Generate Draft Invoice process to run automatically, according to a defined schedule.

**To generate invoices for a single project**

1. Submit the PRC: Generate Draft Invoices for a Single Project process from the Submit Request window or choose Run Request from the Invoice Summary window or Invoice window. See: Generate Draft Invoices, *Oracle Projects Fundamentals*.

## Selection Criteria

**Projects:** Oracle Projects first determines if a project is eligible for invoice generation using the following criteria:

- Must be a contract project
- Must have a status that allows invoice generation. For more information, see: Project Statuses, *Oracle Projects Implementation Guide*.
- Must have a baseline budget and funding
- Must have expenditure items or events that are eligible for invoice generation or transaction-independent billing extensions that are assigned at the project type, project, or top task level

If you submit the process for **all projects**, it checks the eligibility of each project to bill according to its billing cycle. A project must meet the following billing cycle criteria before it can generate an invoice:

- Must not have any pending invoices (Unreleased)
- At least one bill cycle past the bill through date (or creation date if no bill through date exists) of the last non-crediting invoice
- At least first bill offset days past the project start date (or project creation date if no start date exists) if you have not yet invoiced a particular project
- If the billing date is calculated by a client extension, and the client extension returns a null value for the billing date, then the process will not pick up the project.

- To generate retention invoices, the project must be eligible to bill retention.

When submitted for a **single project**, the Generate Draft Invoices process ignores billing cycle. Also, if you have any unreleased draft invoices, they are deleted and a new draft invoice is created.

**Note:** For projects that use *work* billing on their revenue distribution rule (such as T & M), you must generate draft revenue before you can generate an invoice.

**Tasks:** To be billed on an invoice, a project's top tasks must have a ready to bill status. This is done automatically when you create a project, but you may choose to change the top task bill status to Not Ready to Bill in the Control Billing by Top Task window. A project's lowest tasks must be billable. You specify billability in the Task Details window.

**Expenditure Items:** To be included on an invoice, an expenditure item must meet the following criteria:

- Expenditure item must have a billable status
- Expenditure item must be partially or fully revenue distributed
- Expenditure item must not be on billing hold
- Expenditure item must not be already invoiced
- The project billing distribution rule must be Work (T & M) and not *Event*
- Expenditure item date must be on or before the bill through date
- If the Date-Effective Funds Consumption option is selected, then the expenditure item date must be within the agreement start and expiration dates

If the expenditure item is for labor cost accrual, then you must enable the associated project for labor accrual billing in the project billing setup page.

**Events:** To be included on an invoice, an event must meet the following criteria:

- Event must not be already invoiced
- Event completion date must be on or before the bill through date
- Event must be revenue distributed (for write-on revenue events only)
- If the Date-Effective Funds Consumption option is selected, then the event date must be within the agreement start and expiration dates

The above criteria do not apply if the event type classification is Scheduled Payment,

Deferred Revenue, Invoice Reduction, Manual, or Automatic (for billing events only)

**Note:** An automatic event created by billing extensions after an adjustment must include the number of the original event. Without this information, Oracle Receivables cannot autoinvoice the automatic event. If Oracle Projects does not find this value during the invoice generation process, it will display the following message in the log file: "Cannot find a proper inv line credited for this adjusted event."

**Note:** Deferred Revenue does not allow negative events.

**Billing Extensions:** If you define transaction independent billing extensions, Oracle Projects executes these extensions for each project with an active billing assignment, even if there are no transactions to process.

**Retention:** If the project is eligible to bill retention, the retention amounts are billed based on the Retention Billing terms defined for the project customer. See also, Retention Billing, page 6-44.

**Invoice Generation Option:** Select one of the following choices:

- Include Retention Invoices: Generate both project and retention invoices. This option is the default setting for this parameter.
- Exclude Retention Invoices: The process excludes retention invoices.
- Retention Invoices Only: The process generates retention invoices only.

## Agreements and Creating Invoices

Oracle Projects bills each customer based on their billing contribution and the available funding from the customer agreement. If a customer is on credit hold in Oracle Receivables, Oracle Projects creates an invoice with a generation error for that customer.

When you generate an invoice, Oracle Projects determines which customer agreement an event or invoice item should be billed against.

Each time Oracle Projects finds available funding for an expenditure item or an event, it creates an invoice item and updates the funding amount billed on that agreement.

**Billing Events:** Billing events are events for which there is no associated revenue. Because billing events have not accrued revenue against an agreement, a billing event can be billed against any agreement that has sufficient funding to cover the entire amount of the event (unless an agreement was specified on the event).

**Additional Information:** You cannot delete an event with multiple invoices if one of the invoices has been processed against the event.

When processing a Scheduled Payment event, Oracle Projects marks expenditure items as billed using the first-in, first-out (FIFO) method based on the expenditure item date. The total of the FIFO marked items of an event may not exactly equal the amount of the event. The total item amount is an estimation of the total work performed which backs up the scheduled payment amount for internal reporting.

**Write-On Events:** Write-on events are events that have accrued revenue against an agreement, or have been previously billed and canceled against an agreement. They must be billed to that same agreement. Revenue events typically have an event classification of Write-On.

**Expenditure Items:** Since expenditure items have already accrued revenue against an agreement, they must bill against that same agreement. Oracle Projects selects all of the eligible items, groups and summarizes them according to their project's invoice format, and bills them up to the limit of the available funding.

**Invoice Set:** For each given run of invoice generation for a project, if multiple customer agreements exist, Oracle Projects creates multiple invoices within a unique invoice set. You must approve, release, and cancel all invoices within an invoice set together by performing an action on a single invoice within the invoice set.

## Reports for Reviewing Invoices

You can use the Invoice Review report to review the draft invoices of a project before approving and releasing them for interface to Oracle Receivables. See: Invoice Review Report, *Oracle Projects Fundamentals*.

Use the invoice flow reports to identify where your draft invoices are in the invoice processing flow. See: Invoice Flow Detail and Summary Reports, *Oracle Projects Fundamentals*

## Related Topics

Retention Billing, page 6-44

Generate Draft Invoices, *Oracle Projects Fundamentals*

## Viewing and Calculating Proforma Invoice - Estimated Tax

Taxes are applicable on the net amount of an invoice and composes of tax components. The individual tax components on an invoice is calculated based on percentage of net amount of the Invoice.

## Calculating Estimated Tax for Draft Invoices

The Estimate Tax functionality lets you view applicable tax components on invoices and take required actions, before they are approved, released, and interfaced with Receivables.

Oracle Project generates Estimated Tax for the following invoices:

- Consolidated Invoices
- Project Draft Invoices
- Intercompany Invoices

The Estimated Tax is generated on the draft invoice. When the invoice is interfaced with Oracle Receivables, the Actual tax displays for the invoice. After the Actual Tax is calculated the Estimated Tax is nulled.

The Estimated Tax on an invoice is generated automatically during invoice generation based on the profile option, PA: Enable Tax Estimation During Invoice Generation, value set to Yes. You can explicitly estimate taxes on any draft invoice using the Calculate Tax option.

This enhancement helps you perform the following:

- View estimated tax when an Invoice is generated. During the draft invoice generation, you can view and calculate estimated taxes in Oracle Projects.
- View the actual Tax Amount and Estimated Tax at the invoice header and line-level. Displays tax components contributing to overall tax for an Invoice in Oracle Projects for both the Estimated and Actual Tax amounts.

## Prerequisites

- You must have installed Oracle E-Business Tax application to use this functionality.
- If you are using the custom application to generate Tax, then the Estimated Tax cannot be viewed.
- If you have created customization using the Oracle E-Business Tax engine to generate tax, then the Estimated Tax is available.

When an invoice is generated, based on tax parameters including Invoice Date, Tax Classification Code, Tax exempt number, Oracle Project initiates a call to the E-Business Tax engine, and calculates tax and displays the tax details as the Estimated Tax.

## Setting up Enable Tax Estimation Profile Option

A new profile option, PA: Enable Tax Estimation During Invoice Generation, is added that lets you enable or disable calculation of Estimated tax during invoice generation. If you select Yes, then the Estimated Tax is calculated during one of the following Invoice generation processes:

- PRC: Generate Draft Invoices for a Single Project
- PRC: Generate Draft Invoices for a Range of Projects



- PRC: Generate Intercompany Invoices for a single of Project
- PRC: Generate Intercompany Invoices for a Range of Projects

If you select No for the profile option value, then the Estimated Tax is not generated. The default value of the profile option set to Yes.

### **Concurrent Program Modified**

The concurrent program, PRC: Tieback Invoices from Receivables, has been modified to generate taxes at the Header or Line-level tax details for a draft invoice.

The Tieback concurrent program:

- Populates the Actual Tax at the Invoice header and line-level.
- Deletes the Estimated Tax and details for the invoice after the Actual Tax is calculated and the Invoices are Accepted in Oracle Receivables.

### **Viewing Estimated Tax for Invoices**

On the self-service pages (OAF), you can view the estimated tax at the Consolidated invoice summary page, Invoice header and Invoice lines pages.

The Invoice Lines window on Forms displays estimated tax for draft invoices. You can view the estimated tax on invoice lines.

To view the Estimated Tax and use the Calculate Tax option on the Forms-based Invoice Summary window:

1. Navigate to the Invoice Summary window using Billing > Invoice Review.
2. Enter and find the Invoice.

The Invoice Summary window displays.

3. Select an invoice and click the Lines button to view the Invoice Line details. The Invoice Lines window displays.

### Invoice Lines window with Calculate Tax

The screenshot shows the 'Invoice Lines (Vision Services) - PJB\_SA\_6' window. At the top, there are input fields for Customer Name (Hilman and Associates), Customer Number (1004), and Invoice Currency (USD). To the right, summary fields show Line Amount (10,110.00), Tax Amount, Estimated Tax (800.41), and Invoice Amount (10,110.00). Below this is a table with columns: Tax Des, Invoice Amount, Tax Amount, Estimated Tax, Invoice Line Excha, Credit Amount, and Tax Exemp. The table contains three rows of data. At the bottom, there are three buttons: Calculate Tax, Credit 1..., and Details.

Tax Des	Invoice Amount	Tax Amount	Estimated Tax	Invoice Line Excha	Credit Amount	Tax Exemp
.ocation	100.00		7.92			
.ocation	10,000.00		791.70			
.ocation	10.00		0.79			

4. The Invoice Lines window is the existing window. This window has been modified to include the following fields in the header and line-level details:
  1. The Header level includes an **Estimated Tax** field. The Estimated Tax displays the sum of invoice line taxes for the selected Invoice:
    - when the Invoice Generation processes are run and the PA: Enable Tax Estimation During Invoice Generation profile option is enabled, or
    - Taxes are estimated when you click the Calculate Tax option.
  2. The Invoice Line level includes two new fields, **Estimated Tax** and **Tax Amount**.
    - Estimated Tax:** Displays the Estimated Tax for the Invoice line.
    - Tax Amount:** Displays the actual Tax Amount. When an invoice line is Accepted after the Tieback process is run, the process retrieves the actual invoice Tax Amount from Oracle Receivables. The Estimated Tax displays null value after the Actual Tax Amount is retrieved.
  3. The **Calculate Tax** button is available for a draft invoice. If the Estimated tax already exists for an invoice, then you can also click the Calculate Tax button to recalculate the tax. If the PA: Enable Tax Estimation During Invoice Generation

profile option is not enabled, then you can click the Calculate Tax button to calculate or regenerate the tax until invoices are interfaced to Oracle Receivables.

**Note:** You can calculate estimated tax only for draft invoices. If an invoice is in the Accepted status in Oracle Receivables, then an error displays on clicking Calculate Tax button.

### Viewing and Calculating Estimated Tax on Project Invoices

The Project Invoice on self-service pages (OAF) now displays estimated tax on header and line levels for draft invoices when the invoice generation programs are run. You can view the estimated tax on invoice details, also you can view different components of the estimated and actual taxes for invoices.

To view the Estimated Tax and to use the Calculate tax option:

1. Navigate to the Project List window.
2. Search and select the Project Name. The Projects page displays.
3. Select the Financials tab.
4. Select the Billing tab.

The Billing Summary page displays.

#### Billing Summary window with Estimated Tax

**Billing Summary**  
Project Currency = USD

Revenue	Invoice Collections	Invoicing Status
Funding 1,000,000.00	Funding 1,000,000.00	Billable Cost 0.00
Accrued 0.00	Invoice Lines 10,110.00	Unbilled Cost 0.00
Backlog 1,000,000.00	Backlog 989,882.00	Unbilled Events 0.00
Write-Off 0.00	Tax 800.41	Unbilled Retention 0.00
Unbilled Receivables 0.00	Total Invoiced 10,918.41	Unapproved Invoices 0.00
Unearned Revenue 9.00	Paid 0.00	Next Invoice Date 28-Jan-2011
	Due 10,918.41	

**Invoices**

Display: All Invoices

Search

Show Search Options

Go

Calculate Tax | Export | \*\*\*

Sel...	Draft Number	Invoice Date	Line Amount	Estimated Tax	Tax Amount	Total	Due	Invoice Status	Credit of	AR Number
<input type="radio"/>	6	10-Jan-2010	10,110.00		800.41		10,110.00	10,110.00 Released Invoices Only		i134
<input type="radio"/>	5	10-Jan-2010	<1.00>	<-0.00>			<-1.00>	<-1.00> Released Invoices Only	2	c16
<input type="radio"/>	4	10-Jan-2010	<-10,100.00>	<-799.62>			<-10,100.00>	<-10,100.00> Transferred to Receivable	1	c4
<input type="radio"/>	3	10-Jan-2010	<1.00>	<-0.00>			<-1.00>	<-1.00> Transferred to Receivable	2	c3
<input type="radio"/>	2	10-Jan-2010	10.00			0.79	10.79	10.79 Accepted in Receivable		c2
<input type="radio"/>	1	10-Jan-2010	10,100.00			799.62	10,899.62	10,899.62 Accepted in Receivable		a1

5. The Billing Summary page is an existing page and includes the following new fields and button:

- **Calculate Tax:** The Calculate Tax button lets you regenerate or calculate estimated tax.
- **Estimated Tax:** Displays the Estimated Tax for a draft Invoice. When the Invoice Generation processes are run and the PA: Enable Tax Estimation During Invoice Generation profile option is enabled, the Estimated Tax generates automatically during the invoice generation process. The Estimated Tax value is a click-able field. The Estimated Tax popup displays all the tax components applied. When the profile option set to No, you can select a draft invoice and click the Calculate Tax button to calculate the Estimates Tax.

**Estimated Tax Details**

**Estimated Tax** ✕

**Invoice Details**

Project: PJB_SA	Draft Invoice Number: 6
Invoice Amount: 10,110.00	Currency: USD
Tax Amount: 800.41	Tax Determination Date: 10-Jan-2010
Bill to Customer: Hilman and Associates	Ship To Customer: Hilman and Associates
Invoice Status: Released Invoices Only	

**Detail Tax Lines**

Tax Regime	Jurisdiction	Tax Status	Tax	Rate	Tax Amount
US-SALES-TAX-STATE-COUNTY-CITY	CI-OK-TULSA-121882	STANDARD	CITY	3	303.30
US-SALES-TAX-STATE-COUNTY-CITY	CO-OK-TULSA-121869	STANDARD	COUNTY	0.417	42.16
US-SALES-TAX-STATE-COUNTY-CITY	ST-OK-121854	STANDARD	STATE	4.5	454.95

[Table Diagnostics](#)

- **Tax Amount:** This is an existing field and has been renamed to Tax Amount. The Tax amount retrieves and displays invoice tax details from Oracle Receivables after the Tieback process is run and the Invoice is in the Accepted status. The Estimated Tax value is erased after the actual Tax Amount populates. The Tax Amount value is a click-able field. When you click the tax value, the Tax popup displays showing all the tax components applied to that invoice.



**Actual Tax Amount**

**Tax** ✕

**Invoice Details**

<b>Project:</b> PJB_SA	<b>Draft Invoice Number:</b> 1
<b>Invoice Amount:</b> 10,100.00	<b>Currency:</b> USD
<b>Tax Amount:</b> 799.62	<b>Tax Determination Date:</b> 10-Jan-2010
<b>Bill to Customer:</b> Hilman and Associates	<b>Ship To Customer:</b> Hilman and Associates
<b>Invoice Status:</b> Accepted in Receivable	

**Detail Tax Lines**

Tax Regime	Jurisdiction	Tax Status	Tax	Rate	Tax Amount
US-SALES-TAX-STATE-COUNTY-CITY	CI-OK-TULSA-121882	STANDARD	CITY	3	303.00
US-SALES-TAX-STATE-COUNTY-CITY	CO-OK-TULSA-121869	STANDARD	COUNTY	0.417	42.12
US-SALES-TAX-STATE-COUNTY-CITY	ST-OK-121854	STANDARD	STATE	4.5	454.50

[Table Diagnostics](#)

6. Click the Draft Number to view the invoice details.  
The Invoice Detail page displays.

**Invoice Line Details with Estimated Tax**

Invoice Details: 6 [Adjust Invoice](#)

<p>Customer: Hilman and Associates (1004)                  Draft Number: 6                  Agreement Number: SA_83                  Bill Through Date: 31-Dec-2010                  Invoice Class: Invoice                  Credit Of:                  Invoice Status: Released Invoices Only                  AR Number: r134                  Line: 10110 USD</p>	<p>Invoice Date: 10-Jan-2010                  Invoice Amount: 10,110.00 USD                  Estimated Tax: 800.41 USD                  Tax Amount:                  Withheld:                  Due: 10110 USD                  Project Amount: 10110 USD                  Invoice Exception/Warning: No                  Bill Group:</p>
---	---

[Lines](#) | [Address](#) | [Receivables](#) | [Interface Status](#) | [Invoice Reconciliation](#) | [Invoice Exceptions](#) | [Invoice Comment](#)

**Saved Searches**

Saved Search: Invoice Lines

Num	Description	Tax Handling	Tax Classification Code	Invoice Amount (USD)	Project Amount (USD)	Details	Estimated Tax	Tax Amount	Task Name	Performance Obligation Line Number
1	Manual	Standard	Location	100	100	<a href="#">Details</a>	7.92			
2	Manual	Standard	Location	10000	10000	<a href="#">Details</a>	791.70			
3	Manual	Standard	Location	10	10	<a href="#">Details</a>	0.79			

7. The Header Level includes the Estimated Tax field. It displays the consolidated tax details.
8. Click the Estimated Tax value at the header level.

The Estimated Tax displays the sum of all invoice line taxes for the selected Invoice. The Estimated Tax popup displays that details the various tax components applied:

## Estimated Tax at the Invoice Details Header-level

- The Invoice Line-level includes the **Estimated Tax** and **Tax Amount** fields. You click the Tax Value to view tax details for the invoice line.

## Viewing Estimated Tax for Consolidated Invoices

The Consolidated Invoices now display Estimated Tax on header and line levels for draft invoices when the invoice generation programs are run. You can view the estimated tax on invoice details, also you can view different components of the estimated and actual taxes for consolidated invoices.

To search and view the Consolidated Invoice:

- Navigate to the Search Consolidated Invoices page by selecting Billing > Consolidated Invoice Review.
- Search Consolidated Bill Group.  
Consolidated Invoice page displays.

## Calculate Tax and Estimated Tax on Consolidated Invoice

Calculate Tax	Approve	Release	Credit	Consolidated Bill Group	Consolidated Invoice Number	Customer Name	Invoice Currency	Invoice Status	Credited Invoice Number	Invoice Amount	Estimated Tax	Tax Amount	AR Invoice Number	Bill Group
<input type="checkbox"/>						Hilman and Associates	USD	Released Invoices Only		120.00	9.50		sa1	
<input type="checkbox"/>						Hilman and Associates	USD	Released Invoices Only	1	<12.00>	<1.90>		sa2	
<input type="checkbox"/>						Hilman and Associates	EUR	Released Invoices Only		18.00			SAT1	

The Consolidated Invoices page is an existing page and includes the following new fields and button:

- **Calculate Tax:** The Calculate Tax button lets you regenerate or calculate estimated tax.
- **Estimated Tax:** Displays the Estimated Tax for a draft consolidated invoice. When the Invoice Generation processes are run and the PA: Enable Tax Estimation During Invoice Generation profile option is enabled, the Estimated Tax generates automatically during the invoice generation process. The Estimated Tax value is a click-able field. The Estimated Tax popup displays all the tax components applied. When the profile option set to No, you can select a draft invoice and click the Calculate Tax button to calculate the Estimates Tax.

**Estimated Tax on Consolidated Invoice Header-level**

The screenshot shows a window titled "Estimated Tax" with a close button (X) in the top right corner. Below the title bar is a section for "Invoice Details" containing the following information:

- Consolidated Bill Group: sa\_test\_estimate
- Consolidated Invoice Number: 1
- Invoice Amount: 120.00
- Currency: USD
- Tax Amount: 9.50
- Tax Determination Date: 10-Jan-2010
- Bill to Customer: Hilman and Associates
- Ship To Customer: Hilman and Associates
- Invoice Status: Released Invoices Only

Below the invoice details is a section for "Detail Tax Lines" with a table:

Tax Regime	Jurisdiction	Tax Status	Tax	Rate	Tax Amount
US-SALES-TAX-STATE-COUNTY-CITY	CI-OK-TULSA-121882	STANDARD	CITY	3	3.60
US-SALES-TAX-STATE-COUNTY-CITY	CO-OK-TULSA-121869	STANDARD	COUNTY	0.417	0.50
US-SALES-TAX-STATE-COUNTY-CITY	ST-OK-121854	STANDARD	STATE	4.5	5.40

At the bottom left of the table is a button labeled "Table Diagnostics".

- **Tax Amount:** This is an existing field and has been renamed to Tax Amount. The Tax Amount retrieves and displays tax amount from Oracle Receivables after the Tieback process is run and the Invoice is in the Accepted status. The Estimated Tax value is erased after the Tax Amount is populated for the Accepted invoices. The Tax Amount value is a click-able field. When you click the tax value, the Tax popup displays that details various tax components applied.
3. Click the Consolidated Invoice Number to open the View Consolidated Invoices page.

## Estimated Tax on Consolidated Invoice Detail

**View Consolidated Invoice Details** Save Cancel

Consolidated Bill Group	sa_test_estimate	Consolidated Invoice Number	1
Customer Name	Hilman and Associates	Invoice Date	10-Jan-2010
Invoice Amount	120 USD	Invoice Currency	USD
Estimated Tax	9.50 USD	Tax Amount	
Credited Invoice Number		Invoice Status	Released Invoices Only
Bill to Address	1200 West 129th Street Tulsa 74126	Ship to Address	1200 West 129th Street Tulsa 74126
AR Invoice Number	sa1	Bill Group	

**Draft Invoices** | ACRN

Export | \*\*\*

Project Name	Project Number	Draft Invoice Number	Invoice Date	Invoice Currency	Invoice Amount	Estimated Tax	Tax Amount	Agreement Number	Bill Through Date	Bill Group
PJB_SA_CINV-1	PJB_SA_CINV-1		1 10-Jan-2010	USD	100.00	7.92		sa_ag	10-Jan-2010	
PJB_SA_CINV-2	PJB_SA_CINV-2		1 10-Jan-2010	USD	20.00	1.58		sa_ag	10-Jan-2010	

4. In the View Consolidated Invoice Details page, the Estimated Tax and Tax Amount fields are added in the Header and Invoice Line-levels. You can click these field values to view the various tax component used for the corresponding invoice.

5. Click the Estimated Tax value at the header-level.

The Estimated Tax popup displays that details various tax components as follows:

## Estimated Tax at Consolidated Invoice Header-level

**View Consolidated Invoice Details**

Consolidated Bill Group	sa_test_estimate	Consolidated Invoice Number:	1
Customer Name	Hilman and Associates	Currency:	USD
Invoice Amount	120 USD	Tax Determination Date:	10-Jan-2010
Estimated Tax	9.50 USD	Ship To Customer:	Hilman and Associates

**Estimated Tax** [X]

**Invoice Details**

Consolidated Bill Group:	sa_test_estimate	Consolidated Invoice Number:	1
Invoice Amount:	120.00	Currency:	USD
Tax Amount:	9.50	Tax Determination Date:	10-Jan-2010
Bill to Customer:	Hilman and Associates	Ship To Customer:	Hilman and Associates
Invoice Status:	Released Invoices Only		

**Detail Tax Lines**

Tax Regime	Jurisdiction	Tax Status	Tax	Rate	Tax Amount
US-SALES-TAX-STATE-COUNTY-CITY	CI-OK-TULSA-121882	STANDARD	CITY	3	3.60
US-SALES-TAX-STATE-COUNTY-CITY	CO-OK-TULSA-121869	STANDARD	COUNTY	0.417	0.50
US-SALES-TAX-STATE-COUNTY-CITY	ST-OK-121854	STANDARD	STATE	4.5	5.40

Estimated Tax	Tax Amount
00	7.92
00	1.58

6. If the Tax Amount is available after the invoice is Accepted in Receivables, then click the value and view the various tax components applied.

## Invoice Deletion

When you delete an invoice in the Unapproved or Approved status, then the Estimated Tax and details are deleted for those invoices.

## Invoice Credit

An Invoice or Invoice line is credited using:



- Invoice cancellation
- Write-off
- Concession

In such cases, a credit Invoice is generated against the original invoice. The Estimated Tax on these credit memos use tax contributors as the original invoice.

The Estimated Tax on a credit memo is calculated as follows:

1. If the original invoice has calculated Actual Tax, then the tax on a credit memo is calculated based on tax details available in Oracle E-Business Tax. If the original invoice does not have any Actual or Estimated Tax, then the Estimated tax on a credit memo is not generated.
2. If the original Invoice has an Estimated Tax, then the Invoice date of the original invoice is considered, and the tax calculated for the credited invoice.

For example, there is an invoice with amount \$100 USD, and the Estimated Tax calculates at 10%, which is \$10 USD on the Invoice. If a Credit Memo (either Cancellation, Concession/Discount or Write Off applied) is raised against the invoice for \$25 USD, which is the 25% of the Original Invoice amount, then the Estimated Tax for this credit memo calculates as \$2.5 USD at the original invoice tax rate of 10%.

In this case, the Credit Memo shows Invoice amount of \$-25 USD and the Estimated tax of \$-2.5 USD. If a credit is applied on an invoice line, then the same tax calculation is used.

### **Business Rules and Validations**

You can update the following fields until a draft invoice is interfaced to Receivables:

- Tax Handling
- Tax Classification Code
- Tax Exempt Number
- Tax Exempt Reason
- Translated Text
- Invoice Date

The change in the field values on an Invoice, such as, Tax Classification code, Tax Exempt number, Invoice Date, results in a tax change based on the tax setup. You can use the Calculate Tax option to recalculate the Estimated Tax on such invoices to review the tax before the actual tax is calculated in Receivables.

**Note:** You can update the above fields only in the Forms-based Oracle Projects, and not in the self-service pages. After the field is updated, you can use the Calculate Tax option on any of the pages - forms or self-service (OAF).

## Reviewing Draft Invoices

You can review each draft invoice before you approve and release it for billing. Use the Invoice Summary window or the Invoice Review report to review draft invoices. Alternatively, navigate to the Billing subtab of the Financial tab of your project. For more information, see *Billing Workbench, Oracle Project Fundamentals*.

You can review draft invoice information such as:

- invoice amount
- withheld amount
- invoice lines
- withheld basis amount
- currency attributes
- expenditure items that back up invoice items
- invoice customer
- estimated tax amount and its tax components

In addition to reviewing draft invoice information, review an invoice to ensure that it did not encounter any generation errors or distribution warnings during generation and to monitor the status of your invoices. If you encounter a draft invoice with a generation error, correct the error and regenerate the invoice.

You can search intercompany invoices generated in an operating unit between provider legal entity and receiver legal entity by entering the legal entity details.

If you have implemented supplier payment control, you can view the supplier invoices linked to the draft invoice you are reviewing, track required supplier deliverables, release holds, and unlink supplier invoices. You can also link new supplier invoices to the draft invoice you are reviewing. For details, see *Invoice Window Regions*, page 6-32. For more information on supplier payment control, see *Payment Control, Oracle Project Costing User Guide*.

The system generates invoice line descriptions in the base language. The customer language (which is derived from the "Bill Site" associated with project customer) is also associated with the invoice. You can see this association in the Customer Language field

in the folder for the Invoice Summary window.

You can enter the translated text in the customer billing language for each invoice line (use the Translated Text Field in the folder in the Invoice Lines window). You can enter the text any time before the invoice is interfaced to Oracle Receivables. When you print the invoice in Receivables, the translated text will print on the invoice. For more information, see: Multilingual Support in Oracle Projects, *Oracle Projects Fundamentals*.

You can use the Invoice Review report to review the draft invoices associated with a project. You can use this report to verify your draft invoices before approving and releasing them for interface to Oracle Receivables. This report also shows detail items billed on an invoice. See: Invoice Review Report, *Oracle Projects Fundamentals*.

## Invoice Review Windows

The Invoice Summary, Invoice Lines, and Invoice Line Details windows are folder-type windows. In these windows, many of the fields, including the currency fields, are not displayed in the default folder. You may want to create folders that display the fields you need, for the types of entries you need to make. For example, if you use retention billing you can create a folder in the Invoice Summary window that displays the field Retention Invoice indicating whether the invoice is a standard or retention invoice. Similarly, you can create a folder in the Invoice Lines window that displays the field Invoice Line Type indicating whether the invoice line is of the type Standard or Retention.

To review detailed invoice information: In the Invoice Summary window, select a standard invoice or retention invoice and choose Open.

**Important:** Because you have the capability to generate invoices in different currencies, you can have different invoices in different currencies for the same project. The Totals are therefore shown only in the project functional currency.

**Note:** If the intercompany invoice is generated between two legal entities in a single operating unit, the fields Legal Entity and Receiver Legal Entity are displayed in the Invoice Review and Invoice Summary windows.

**Additional Information:** You can view the Performance Obligation Line Number field in Invoice Lines.

### To review invoices

1. Navigate to the Find Invoices window.
2. Enter selection criteria and choose Find to view invoices in the Invoice Summary

window.

Alternatively, you can navigate to the Billing subtab of the Financials tab. For more information, see Billing Workbench, *Oracle Project Fundamentals*..

**To review detailed invoice information:** In the Invoice Summary window, select a standard invoice or retention invoice and choose Open.

**Important:** Because you have the capability to generate invoices in different currencies, you can have different invoices in different currencies for the same project. The Totals are therefore shown only in the project functional amount.

## Invoice Window Regions

Following are the regions that you can select in the Invoice window to view invoice information:

- **Address:** This region shows:
  - Bill To Name
  - Bill To Number
  - Billing Address
  - Ship To Name
  - Ship To Number
  - Shipping Address
  - Contact Name
- **Comment:** This region shows the invoice comment.
- **Approved, Interface:** This region shows:
  - Approved Date
  - Released Date
  - Interface Date
  - GL Date
  - Approved By Name

- Released By Name
- Unbilled Receivable amount and currency code (functional currency)
- Unbilled Retention amount and currency code (functional currency)
- Unearned Revenue amount and currency code (functional currency)
- AP Status
- AP Interface Date
- **Receivable:** This region shows Oracle Receivables information, including:
  - AR Invoice Number
  - Invoice Date
  - Total Amount of Invoice Lines and currency code (invoice currency)
  - Tax Amount and currency code (invoice currency)
  - Credit Memo Reason
  - Original Balance, Applied Amount, Credited Amount, Written-Off Amount, and Remaining Balance (in the invoice currency)
- **Invoice Exception:** This region shows invoice warnings and exception reasons.
- **Agreement:** This region shows the agreement number, type, and terms.
- **Rounding:** This region shows the rounding amounts calculated by Oracle Projects to reconcile the functional currency amounts of invoices in Projects and Receivables.

The following information is displayed:

**Conversion to Invoice Currency:**

- **Invoice Amount:** The total invoice amount in the functional currency.
- **Conversion Rate:** The rate used by Oracle Projects to convert from the functional currency to the invoice currency.
- **Receivables Amount:** The amount interfaced to Oracle Receivables, in the invoice currency.

**GL Posting and Invoice Rounding (in the functional currency):**

- **Unbilled Receivables:** The Unbilled Receivables amount

- **Unbilled Retention:** The Unbilled Retention amount
- **Unearned Revenue:** The Unearned Revenue amount
- **Functional Amount:** The sum of the Unbilled Receivables, Unbilled Retention, and the Unearned Revenue. This figure is equal to the functional currency invoice amount.
- **Rounding Amount:** The Invoice Rounding amount calculated in Oracle Projects and posted to the Invoice Rounding account to reconcile the functional currency amount.
- **Receivables Amount:** The Receivables amount in functional currency. This number is the sum of the Functional Amount and the Rounding Amount.

For more information about Invoice Rounding, see: *Invoice Rounding, Oracle Projects Implementation Guide*.

**To review invoice lines:** In the Invoice window, choose the Lines button to review the invoice lines created for your invoice.

**To review invoice line details:** From the Invoice Lines window, choose the Details button to review expenditure items that support the standard invoice line and to view the withholding basis amount for retention lines. You can also click on the Tools menu from the Invoice Details Lines window to adjust expenditure items.

**To review retention invoice line details:** From the Invoice Lines window, choose the Details button to review the distribution lines for expenditure items and events that determine the withholding basis for retention line types on project invoices. Navigate to the Withholding Basis Amount Details window using the Details button.

**To review draft invoices:** Choose either the Print button in the Invoice Summary window or the Print Draft button in the Invoice window to print a hard copy of the draft invoice.

**To review supplier invoices:** From the Invoice Summary window, navigate to the Tools menu and select the Linked Supplier Invoices tools menu option. On the Invoice Details page that opens, navigate to the Linked Supplier Invoices tab to review invoice details of linked supplier invoices, track supplier deliverables, review hold reasons and release holds, and link or unlink supplier invoices. For more information, see *Invoice Details Page, Oracle Projects Fundamentals* and *Supplier Workbench, Oracle Projects Fundamentals*.

## Related Topics

Adjusting Project Invoices, page 6-51

## Approving, Releasing, and Printing Draft Invoices

After an invoice has been reviewed, it can be approved, released, and printed.

### Approving Draft Invoices

After you review invoices and make any necessary adjustments, you need to approve them before you can release them for interfacing to Oracle Receivables. There are two ways to approve invoices:

#### Automatic invoice approval

1. The Automatic Invoice Approve/Release Extension allows you to approve invoices automatically as part of the Generate Draft Invoice process.

#### Manual invoice approval

1. Usually your project administrator or project manager approves invoices. Oracle Projects records the invoice approval information of the person who approved the invoice and the date it was approved.

#### To approve an invoice manually

1. Navigate to the Find Invoices window.
2. Find the invoice or invoices you want to approve.
3. In the Invoice window or Invoice Summary window, choose the Approve button.

**Note:** In the Invoice Summary window you can approve multiple invoices at one time. Highlight multiple invoices and then choose the Approve button. See: *Selecting Multiple Records, Oracle E-Business Suite User's Guide*.

4. Save your work.

### Releasing Draft Invoices

After you approve invoices, you need to release them for interface to Oracle Receivables.

There are two ways to release invoices:

#### Automatic invoice release

1. The Automatic Invoice Approve/Release Extension allows you to release invoices automatically as part of the Generate Draft Invoice process.

**Important:** Once you release an invoice in Oracle Projects, you cannot change or delete it. You can adjust a released invoice. Oracle

Projects processes adjustments to released invoices by creating crediting invoice transactions.

After you release an invoice, you need to interface the invoice with Oracle Receivables using Oracle Projects processes. These processes interface draft invoices, create invoices, and tie back invoices. See: Integrating with Oracle Receivables, page 6-63.

#### **Manual invoice release**

1. Usually your accounting department releases invoices. Oracle Projects records the invoice release information of the person who released the invoice and the date it was released.

Before you release an invoice, you determine if the invoice has tax information. See: Applying Tax to Project Invoices, *Oracle Projects Implementation Guide*.

#### **To release an invoice manually**

1. Navigate to the Find Invoices window.
2. Find the invoice you want to release.
3. In the Invoice window or Invoice Summary window, choose the Release button.

**Note:** You cannot release multiple invoices at one time. They must be released individually, because you must provide the invoice date and invoice number. (If you have elected to use automatic invoice numbering, you only need to enter the invoice date.)

If you have set the profile option PA: Allow Invoice Release in Any Order to Yes, you can release invoices in any order except the ones that are associated with adjusted transactions and credit memos. For adjusted transactions and credit memos, the invoices are released only when the original invoice or the credit memo associated with it is released.

4. Review the invoice date before you release the invoice to confirm that it falls in an open GL and PA period. If the invoice date falls in a closed period, you can change it to a date that falls in an open period.
5. Select a credit memo reason if the invoice class is Canceling Invoice, Credit Memo, or Write-Off. You must select a credit memo reason if Require Credit Memo Reason is enabled in the Billing tab of the Implementation Options window. See Implementing Oracle Projects Foundation, *Oracle Projects Implementation Guide*.

**Note:** The values available in the Credit Memo field are defined in



## Oracle Receivables.

6. Save your work.

### Printing Draft Invoices

You can print invoices either from Oracle Projects, or from Oracle Receivables, depending on how your company implements your invoice printing method.

**Important:** If you print your invoices from Oracle Projects, you do not need to interface invoices before printing them.

#### To print an invoice from Oracle Projects

1. Find the invoice you want to print in the Invoice Summary window and choose Print.

You can also print from the Invoice window by selecting Print Draft.

Oracle Projects will print the MGT: Invoice Review report. See: Invoice Review, *Oracle Projects Fundamentals*.

#### See also:

- Selecting Multiple Records, *Oracle E-Business Suite User's Guide*.
- Determining Your Invoice Printing Method, *Oracle Projects Implementation Guide*.

### Consolidating Invoices

The ability to create consolidated invoices is a requirement for many complex global organizations. Whether mandated by customer requirements or to comply with internal billing needs, the ability to issue one single consolidated invoice across projects, contract lines, top lines, or agreements can simplify your overall invoice process.

Invoice Consolidation allows you to consolidate standard invoices across projects to create one consolidated invoice for the same customer. With invoice consolidation, you can create one consolidated invoice for the following:

- Projects
- Agreements funding multiple projects
- A specified user criteria
- Task level invoicing across multiple projects

- Contract line grouping and invoicing

Oracle Projects enables you to define a consolidated bill group, along with the associated billing and consolidation attributes, and associate the consolidated bill group to the projects you wish to consolidate for invoicing purposes. During the invoice generation process, the consolidated bill group can be selected as an invoice processing option, delivering to your customer one consolidated invoice instead of multiple individual invoices. Invoices can be consolidated based on your desired grouping criteria as long as they share the same customer and bill-to address. Projects with multiple customers or with date effective funds consumption enabled are not supported by invoice consolidation.

The following examples describe the options for invoice consolidation:

***Invoice Consolidation by Agreement***

<b>Agreement</b>	<b>Customer</b>	<b>Bill To Address</b>	<b>Project</b>	<b>Amount</b>	<b>Consolidated Bill Group</b>
Agreement 1	ABC Corp	123 Main Street	Project 1	1000.00	Design
Agreement 1	ABC Corp	123 Main Street	Project 2	1000.00	Design
Agreement 2	ABC Corp	123 Main Street	Project 3	1000.00	Design
Agreement 2	ABC Corp	123 Main Street	Project 4	1000.00	Design

***Invoice Consolidation by Top Task***

<b>Customer</b>	<b>Bill To Address</b>	<b>Project</b>	<b>Top Task</b>	<b>Expenditure Class</b>	<b>Amount</b>	<b>Consolidated Bill Group</b>
ABC Corp	123 Main Street	Project 1	1.1	Labor	1000.00	Design
ABC Corp	123 Main Street	Project 2	1.1	Expenses	1000.00	Design

ABC Corp	123 Main Street	Project 3	1.1	Supplier	4500.00	Design
ABC Corp	123 Main Street	Project 4	1.1	Labor	5000.00	Design
ABC Corp	123 Main Street	Project 1	2.1	Expenses	2000.00	Build
ABC Corp	123 Main Street	Project 2	2.1	Supplier	6000.00	Build
ABC Corp	123 Main Street	Project 1	3.1	Supplier	1000.00	Build

Invoice consolidation can also be used by Oracle Project contracts customers to consolidate contract lines during the invoice generation process. Consolidated Bill Groups can be assigned to your contract lines and used by Oracle Project Billing to facilitate invoice consolidation requirements. For more information, see the *Integration with Oracle Project Contracts* section in the *Oracle Projects Implementation Guide*.

In addition, Oracle Project Billing provides the option to group expenditures within a single project using the expenditure bill group. Grouping expenditures using the expenditure bill group is available for a single project. However, you can utilize invoice consolidation across projects along with the Expenditure Bill Group option to consolidate the grouped expenditures within a project to satisfy more complex invoicing requirements.

## Billing Enhancement

The Billing enhancement derives invoice accounting for chosen attributes. Using the invoice group feature, you can process transactions and create consolidated invoice regardless of the transaction bill groups. Revenue is identified based on the bill group and transaction currency.

### Invoice Consolidations to Exclude and Include Bill Group Attributes

You can choose to either exclude or include transaction bill group attributes when creating consolidated invoice. This lets you generate multiple invoices based on bill group on transactions for accounting requirements and consolidate them into one single invoice, when necessary

The Consolidated Bill Group window includes an option, Transaction Bill Group. Use the PRC: Generate Draft Invoice profile for range of projects and select Transaction Bill Group to consolidate invoices. When you select the Transaction Bill Group option, only the draft invoices that have the same transaction bill group are consolidated under one

invoice. Also, only those draft invoices that have the same transaction bill group are consolidated under one consolidated invoice. When the option is not selected, multiple draft invoices that were created for different transaction bill groups are consolidated under one consolidated invoice. Also, multiple draft invoices that have been created for different transaction bill groups are consolidated under one consolidated invoice.

The Additional Grouping option on the Invoice Summary window is renamed to Bill Group. Consolidated Invoices are available on Invoice Summary pages only and contain invoice numbers.

### **Auto accounting to consider Bill Group Attributes**

A new option, Bill Group, is added to the Invoice Summary window, as the auto-accounting parameter to derive the Revenue accounts. Transaction Bill Group option for deriving revenue and invoice accounting is available. You can define auto-accounting rules, driven by bill groups.

Transaction Bill group is a user-defined attribute. You can perform revenue and invoicing accounting based on custom criteria.

The auto-accounting option, Additional Invoice Group, is renamed as Bill Group. Bill Group displays wherever the Additional Invoice Group is displayed. In the auto-accounting setup, select the UBR account based on the bill group that associates to the draft invoice. You can view multiple UBR accounts (accounts defined at individual task level) for multiple invoices in Account Receivables.

The rule derives accounts using values populated in the task-descriptive flexfields.

### **Viewing Revenue based on Bill Group Attributes and Transaction Currency**

The Revenue Transaction list of values in the Currency window includes:

- A new value, Project functional and Transaction Currency option for the Revenue Transaction, is added on the Billing tab of Currency window. This ensures revenue calculation and considers transaction currency for computations.
- The conversion attributes to transaction currency includes:
  - Rate
  - Rate Type
  - Rate Date
  - Rate Date Type
- The Transaction Currency option is included in the Revenue Summary window that displays revenue in the transaction currency.
- The Transaction Revenue Account and Bill Group options are included on the

Revenue Summary window.

- The View Revenue Accounting window includes the following:
  - Unbilled Receivables
  - Unearned Revenue

### **Additional Parameters for Reimbursable Agreements**

- In Receivables, this enhancement displays agreement and bill group details at the consolidated invoice line-level.
- The PRC: Interface invoices to Receivables profile sends agreement number and bill group numbers to Receivables while interfacing consolidated invoices, and then AR invoice transaction flexfield displays the details.
- The system cannot show agreement details at consolidated invoice header level, because draft invoices under that consolidated invoice may belong to different projects and agreements.

### **Reviewing Consolidated Invoices**

The Consolidated Invoice Review option allows you to search for consolidated invoices. You can search by the Consolidated Bill Group or the Consolidated Invoice Number. In addition, you can expand the search options and search by Invoice Details, Customer Details, Project Details, and Key Member Details. The consolidated invoice search options are described below:

---

<b>Item</b>	<b>Description</b>
Consolidated Bill Group	Specifies the consolidated invoices for a consolidated bill group.
Consolidated Invoice Number	Specifies the draft invoices for a consolidated invoice number. This number indicates the sequential invoice number generated for a project.

---

---

Invoice Details Search Options	Specifies the consolidated invoices for a given AR invoice number, draft invoice number, or amount.
<ul style="list-style-type: none"><li>• Invoice Currency</li><li>• Invoice Status</li><li>• AR Invoice Number</li><li>• Invoice Amount Low</li><li>• Invoice Amount High</li></ul>	
Customer Details Search Options	Specifies the consolidated invoices for a customer or an agreement.
<ul style="list-style-type: none"><li>• Customer Name</li><li>• Customer Number</li></ul>	
Tax Details Options	Specifies and displays the Estimated and Actual Tax amounts.
<ul style="list-style-type: none"><li>• Estimated Tax</li><li>• Tax Amount</li></ul>	
Project Details Search Options	Specifies the consolidated invoices in a project organization.
<ul style="list-style-type: none"><li>• Project Name</li><li>• Project Number</li><li>• Project Organization</li></ul>	

---

---

Project Details Search Options	Specifies the status of the consolidated invoices for a project. The consolidated invoices can be in one of the following statuses:
<ul style="list-style-type: none"> <li>Project Status</li> </ul>	<ul style="list-style-type: none"> <li>Unapproved</li> <li>Approved</li> <li>Released Invoices Only</li> <li>Transferred to Receivable</li> <li>Accepted in Receivable</li> </ul>
Key Member Name, Number, and Role	Specifies the consolidated invoices for a specified key member, number, or role.

---

Once the consolidated invoice search has been performed, a list of consolidated invoices that meet the search criteria will be displayed on the Search Consolidated Invoices page. You can drill down to the draft invoice details of the consolidated invoice or take an action such as approving, releasing, or canceling the consolidated invoice from the Search Consolidated Invoices page. Based on the consolidated invoice status, you can approve or release multiple consolidated invoices at the same time.

**Note:** To approve the consolidated invoices, all the selected invoices must be in the Unapproved status. Similarly, to release the consolidated invoices, all the selected invoices must be in the Approved status.

## Viewing Consolidated Invoice Details

A consolidated invoice contains draft invoices consolidated together based on a consolidated bill group. To view the draft invoices that are contained in the consolidated invoice, click on the Consolidated Invoice Number you wish to review. The View Consolidated Invoice Details page is displayed showing the consolidated invoice information, billing and shipping address details, and project and agreement information.

## Approving, Releasing, and Crediting Consolidated Invoices

### Approving Consolidated Invoices

After you review consolidated invoices, you need to approve them before you can

release them for interfacing to Oracle Receivables. You can approve multiple consolidated invoices at one time. To approve consolidated invoices, select the invoices in the Unapproved invoice status and click Approve. A message is displayed confirming the Approve action.

### Releasing Consolidated Invoices

After you approve invoices, you need to release them for interface to Oracle Receivables. Enter an AR Invoice Number and Invoice Date on the Release Consolidated Invoice page to release the invoice. After you release an invoice, you can interface the consolidated invoice based on the consolidated bill group, using the PRC: Interface Draft Invoices to Receivables process. The AutoInvoice Import process imports the consolidated invoices into Oracle Receivables from the interface tables. For more information, see Integrating with Oracle Receivables, page 6-63.

**Note:** You can only release approved consolidated invoices.

### Crediting Consolidated Invoices

You can credit only consolidated invoices in the Released status, one at a time. For more information on canceling, writing off, applying a concession, or creating a credit memo, see Types of Invoice Adjustments, page 6-52.

## Retention Billing

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

## **Withholding 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, a threshold amount can be defined to determine the maximum amount to be withheld per term.

Each term represents a distinct retention withholding basis. This basis is used to determine the grouping of retention lines on project invoices. You can choose to define more detailed withholding terms by:

Expenditure category: For work-based billing

Event revenue category: For event-based billing

## **Withholding Terms by Expenditure Category**

You define withholding terms for specific classifications of cost, such as labor or materials. The following expenditure classifications are available for this definition:

- Expenditure category
- Expenditure type
- Non-Labor resource

Terms defined at a more granular level take precedence over those defined at less granular levels. For example, a term defined for an expenditure category of Labor and an expenditure type of Regular Time will take precedence over a term defined only for the expenditure category of Labor.

## **Withholding Terms by Event Revenue Category**

You define withholding terms for specific types of milestone events such as fees or incentives. The following classifications are available for this definition:

- Revenue category
- Event type

Terms defined at a more granular level take precedence over those defined at less

granular levels. For example, a term defined for a revenue category of Milestone and an event type of Fee will take precedence over a term defined for only the revenue category of Milestone.

## 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.

In defining a billing term, you can select one of the following retention billing methods:

- Total Withheld Amount
- Percent Complete
- Billing Cycle
- Retention Billing Client Extension

### Total Withheld Amount Method

When the amount of unbilled retention on a project or top task exceeds a stated threshold (total amount), the invoice generation process automatically creates a retention invoice for the specified percentage (billing percentage) or amount (billing amount).

You define the following information for this method:

- Total amount: Upon reaching this total, a percentage of the withheld amount or a specified amount is billed.
- Billing percentage or billing amount: A percentage or a specific amount of the withheld amount is billed.

### Percent Complete Method

When your project or top task reaches the specified percent complete, retention invoices are generated automatically. The invoice generation process selects projects or top tasks that have a physical percent complete equal to or greater than the specified percent complete for this retention billing method, and projects or top tasks that have a total withheld retention balance that has not been billed. You define the following information for this method:

- Percent complete
- Billing percentage or
- Billing amount

## Billing Cycle

Retention invoices are generated automatically based on a billing cycle. The invoice generation process selects the following projects or top tasks projects or top tasks for which a retention invoice has not been generated in the current billing cycle, and projects or top tasks that have a total withheld retention balance that has not been billed.

You define the following information for this method:

- Cycle name
- Billing percentage, or
- Billing amount

You select a retention billing cycle defined in the Cycles window to determine when to bill previously withheld amounts. The initial offset date for the retention billing cycle is the invoice date of the earliest project invoice in which retention was withheld.

Enter the billing percentage or an amount of previously withheld amounts to bill. The retention billing cycle schedule determines when retention invoices are generated.

## Retention Billing Client Extension

You can define your business rules for billing withheld amounts using the Retention Billing client extension.

## Accounting for Unbilled Retention

To account for unbilled retention separately from the unbilled receivables, you define AutoAccounting rules for the function transaction named *Unbilled Retention Account* for the AutoAccounting function *Revenue and Invoice Accounts*. To generate a default account for unbilled retention using the defined Unbilled Retention Account AutoAccounting rules, you must also enable the Account for Unbilled Retention check box in the Billing tab in the Implementation Options window. If you do not enable this feature, Oracle Projects uses the Unbilled Receivable Account AutoAccounting rules when interfacing project 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.

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 the Oracle Subledger Accounting overwrites accounts, then you must drill down to Oracle Subledger Accounting from Oracle Receivables to view the final accounts.

**Additional Information:** You can view only the original default unbilled retention accounting in Oracle Projects.

## Related Topics

Accounting for Revenue and Invoices, *Oracle Projects Implementation Guide*

Billing Information, *Oracle Projects Fundamentals*

## Reviewing Retention Information

You can view withheld and billed retention amounts at the project or top task. Additionally, you can view the details of withheld amounts per withholding terms.

- **Project Retention Inquiry:** You can view the total amount of withheld retention amount for a project or top task in the Project Retention Inquiry window. Amounts are in project functional, project and funding currency.
- **Retention Details Window:** To review retention terms and withheld amounts for an individual agreement, select an agreement and click the Details button in the Project Retention Inquiry window. Amounts are in project functional, project and funding currency.

## Changing Invoice Currency Attributes (Recalculating an Invoice)

You can change the invoice currency attributes of an invoice if:

- the invoice is unreleased, and
- the invoice is not a crediting invoice, and
- you are allowed to do so by function security (Invoice Recalculate)

The recalculate button is displayed in the Invoice window and the invoice Summary window only for eligible invoices.

### To change invoice currency attributes

1. Navigate to the Invoice Summary window.
2. Select an invoice that is eligible for recalculation and choose Recalculate. A window is displayed showing the following fields:
  - Project Currency
  - Invoice Processing Currency
  - Invoice Currency

- Invoice Rate Type
  - Invoice Rate Date
  - Invoice Exchange Date
3. Make the necessary changes in the currency attributes, and choose OK.  
The recalculation to convert from the invoice processing currency to invoice currency is done online (the action does not call the Generate Invoice process).

## Viewing Invoices

You can view invoices in Oracle Projects or in Oracle Receivables. You can also drill down from the Invoice Summary window or the Invoice window in Oracle Projects to the AR Transaction Overview form in Oracle Receivables.

### Viewing Invoices in Oracle Projects

You can view invoice information by project, or for an individual invoice. When you view invoice information for a project, you can view information such as the amount invoiced, the amount of unbilled receivables, and the amount of unearned revenue.

In addition, you can view invoice information and outstanding receivables balances for each invoice for a project using the Project Status Inquiry and Funding Inquiry forms.

### Unbilled Receivables Aging Report

You can use the Unbilled Receivables Aging report to review a project's unbilled receivables which includes eligible revenue items that have not yet been invoiced, or those items included in draft invoices that are not yet released. This report lists the amounts of the unbilled receivables in four age buckets, and you specify in the report parameters the number of days that you want in each bucket. When there is a negative revenue amount, this report attempts to automatically offset the negative revenue with positive revenue. If there is not enough positive revenue to offset the negative revenue in the bucket that contains the negative revenue, the negative amount is carried forward to the next younger aging bucket and the process is repeated. If positive revenue is not found to offset the negative revenue, the negative revenue amount is reported in the youngest aging bucket on the report.

For additional information, see: *Unbilled Receivables Aging, Oracle Projects Fundamentals*.

**Note:** This report is not intended to be used to reconcile Oracle Projects with Oracle General Ledger and Oracle Subledger Accounting.

## To view invoices in Oracle Projects

- To view detail invoice information, select the invoice you want to review, and choose **Open** to open the Invoice window.
- To view invoice lines for an invoice, choose **Invoice Lines** to open the Invoice Lines window. Choose **Detail** to view invoice line details.

**Note:** When you use standard invoices to bill transaction adjustments, the application converts invoice lines at separate currency exchange rates. Therefore, the Invoice Exchange Rate column displays the exchange rate used to convert the invoice line amount from the project billing currency into invoice currency.

- To drill down to the Oracle Receivables Transaction Overview form from the Invoice window, choose **AR Invoice**. (The **AR Invoice** button is only enabled if function security is implemented in such a way that the user is able to see the button.)

## Viewing Invoices in Oracle Receivables

Each invoice and invoice line in Oracle Projects is translated into an invoice and invoice line in Oracle Receivables when you successfully interface and create an invoice in Oracle Receivables. You can view any invoice in Oracle Receivables that originates in Oracle Projects either from an Oracle Projects invoice inquiry window, or by using Oracle Receivables.

Oracle Projects does not interface invoice line detail (such as expenditure item details or event details) to Oracle Receivables. The following information appears for each line:

- UOM = Each
- Quantity = 1
- Unit Price = amount of invoice line
- Item = (Oracle Projects leaves this field blank)

Use the Invoice Number, Invoice Date, and/or Total Invoice Amount to query Oracle Projects invoice information in Oracle Receivables.

In addition, for any invoice, you can query on the following project information in the Invoice Transaction Flexfield that Oracle Projects passes to Oracle Receivables. You query this information by specifying values in the PROJECTS INVOICES context value descriptive flexfield for the Invoice Transaction Flexfield.

- Project Number
- Draft Invoice Number
- Agreement Number
- Project Organization
- Project Manager

When you process invoices in Oracle Receivables, you can also identify invoices in Oracle Receivables based on project information, using the value that you specify for the AR: Transaction Flexfield Quickpick Attribute profile value. You can set this profile to display any project information that Oracle Projects passes to Oracle Receivables in the Transaction Flexfield. The value you specify is displayed under the 'Reference' column in Lists of Values in the following Oracle Receivables forms:

- QuickCash
- Reapply Receipts
- Record A Call
- View Call History
- Reapply Credits
- Enter Receipts

**See also:** *Oracle Receivables User Guide*.

## Adjusting Project Invoices

You can adjust draft invoices before you approve and release them. You can perform many of the same actions on an invoice that you can on project expenditures. See: *Expenditure Adjustments, Oracle Project Costing User Guide*.

**Note:** If you perform an adjustment on an invoice's expenditure items and events, you need to submit the appropriate process to reflect those adjustments. For example, if you change an expenditure item's status from billable to non-billable, you need to submit the appropriate processes to recalculate cost, regenerate revenue, and regenerate the invoice.

When you regenerate invoices, you can exclude new transactions, delete only unapproved invoices, and exclude projects with draft invoices that have manually linked pay when paid supplier invoices.

- **Exclude New Transactions:** Select this check box if you want to exclude new transactions during the regeneration process. When you select this option, only expenditure items or events on existing invoices subject to regeneration are processed.
- **Delete Only Unapproved Invoice:** Select this check box if you want to delete only unapproved invoices during the regeneration process. Otherwise, all unreleased invoices are deleted.
- **Delete Linked Pay When Paid Invoices:** Select this check box if you want to delete draft invoices that are manually linked to supplier invoices on pay when paid holds during regeneration. Deleting an invoice removes the links to supplier invoices. Leave this check box deselected to skip projects with draft invoices that are manually linked to supplier invoices when regenerating invoices.

When you regenerate a project's unreleased draft revenue and unreleased draft invoices, Oracle Projects deletes the project's unreleased draft revenue and invoices and creates new draft revenue and invoices.

## Types of Invoice Adjustments

You can adjust invoices at the invoice line detail level in the Invoice Line Details window. You can perform most of the same types of adjustments on invoices that you can perform on expenditure items. See: *Expenditure Adjustments, Oracle Project Costing User Guide*.

The following table describes the adjustments you can make to invoices:

Level	Adjustment Type	Steps to complete adjustment
Invoice	Change Billing Address	<ol style="list-style-type: none"> <li>1. Add new address in Oracle Receivables</li> <li>2. Change address in Oracle Projects by choosing the Customers and Contacts project option.</li> <li>3. Regenerate invoice</li> </ol>



<b>Level</b>	<b>Adjustment Type</b>	<b>Steps to complete adjustment</b>
Invoice	Change Billing Contact	<ol style="list-style-type: none"> <li>1. Add new contact in Oracle Receivables</li> <li>2. Change contact in Oracle Projects by choosing the Customers and Contacts project option.</li> <li>3. Regenerate invoice</li> </ol>
Invoice	Change Invoice Currency	<ol style="list-style-type: none"> <li>1. In the Invoice or Invoice Summary window, choose Recalculate.</li> <li>2. Make changes in the currency attributes.</li> <li>3. Choose OK.</li> </ol>
Invoice	Change Agreement Type or Terms	<ol style="list-style-type: none"> <li>1. Change information in Agreements window</li> <li>2. Regenerate invoice</li> </ol>
Invoice	Change Comment	<ol style="list-style-type: none"> <li>1. Correct comments in Invoice window</li> <li>2. Save</li> </ol>
Invoice	Bill Through Date incorrect	Regenerate invoice (and revenue if necessary) with correct Through Date
Invoice	Invoice Amount Incorrect	<ol style="list-style-type: none"> <li>1. Analyze how revenue was created</li> <li>2. Make changes as appropriate</li> <li>3. Regenerate revenue and invoice</li> </ol>

<b>Level</b>	<b>Adjustment Type</b>	<b>Steps to complete adjustment</b>
Invoice Lines	Wrong invoice line format	<ol style="list-style-type: none"> <li>1. Change invoice lines format in Billing Information window, Project options</li> <li>2. Regenerate invoice</li> </ol>
Invoice Lines	Wrong amount on invoice line	<ol style="list-style-type: none"> <li>1. Analyze how amount was created</li> <li>2. Make changes as appropriate</li> <li>3. Regenerate revenue and invoice</li> </ol>
Invoice Lines	Retention amount incorrect	<ol style="list-style-type: none"> <li>1. Change Retention Billing Terms in the Retention Terms window.</li> <li>2. Regenerate invoice</li> </ol>
Invoice Lines	Change tax classification code	Change the tax classification code in the Invoice Lines window. (You can do this only if you are allowed to based on the profile option eBTax: Allow Override of Tax Classification Code.)
Invoice Lines	Change tax exemption	Change the tax classification code in the Invoice Lines window. (You can do this only if you are allowed to based on the profile option eBTax: Allow Override of Customer Exemptions.)
Invoice Lines Details	Item should not be billed	<ol style="list-style-type: none"> <li>1. Select Tools Menu</li> <li>2. Choose Non-Billable option</li> <li>3. In the Invoices window choose Run Request, Regenerate Revenue and Invoices</li> </ol>

<b>Level</b>	<b>Adjustment Type</b>	<b>Steps to complete adjustment</b>
Invoice Lines Details	Item should not be billed at this time	<ol style="list-style-type: none"> <li>1. Select Tools Menu</li> <li>2. Choose Billing Hold or One-Time Hold option</li> <li>3. In the Invoices window choose Run Request, Regenerate Invoices</li> </ol>
Invoice Lines Details	Bill Amount is incorrect	<ol style="list-style-type: none"> <li>1. Analyze how amount was created</li> <li>2. Make changes as appropriate</li> <li>3. From Tools Menu choose appropriate Recalc actions</li> <li>4. Regenerate revenue and invoice</li> </ol>
Invoice Lines Details	Only part of the expenditure item can be invoiced	<ol style="list-style-type: none"> <li>1. From the Tools Menu choose Split</li> <li>2. After splitting the item, select Non-Billable for the part that cannot be invoiced</li> <li>3. Recalc cost, revenue, and invoice</li> </ol>
Invoice Lines Details	Item does not belong on this project or task	<ol style="list-style-type: none"> <li>1. From the Tools Menu, choose Transfer</li> <li>2. After transferring the item, Recalc cost, revenue, and invoice</li> </ol>

### **Cancel a released invoice**

Canceling an invoice causes the creation of a credit memo for the entire amount of the canceled invoice. All items on the canceled invoice are returned to an unbilled status and are eligible for rebilling during the next billing cycle. In addition, Oracle Projects updates the funding balance on the agreement that funded the original invoice.

The credit memo always has the same invoice currency and currency attributes as the invoice being credited. You cannot perform a Recalculate function on a crediting memo.

You cannot cancel an invoice if payments have been applied against it in Oracle Receivables or if an invoice has credit memos applied against it. You can cancel an invoice only if it is released and has no payments, adjustments, or crediting invoices applied against it. Once the cancellation is completed, you cannot delete the credit memo created by the cancellation action. That is, you cannot reverse an invoice cancellation.

**Note:** You cannot edit the bill amount of an event that has been interfaced to Oracle Receivables, and subsequently canceled. You must create a new event that is eligible again for billing.

## Write off an invoice

Writing off an invoice creates a crediting invoice against the original invoice for the write-off amount you request. When you write off an invoice, Oracle Projects reverses the invoice amount from the receivables account and places it into a write off expense account when you interface the write off to Oracle Receivables.

**Note:** You can also write off an invoice that is linked to supplier invoices which are on pay when paid hold. For more information, see Payment Control, *Oracle Project Costing User Guide*.

You can either write-off at invoice level or invoice line level. If you write off at the invoice level, the write off amount is prorated across the invoice lines. For line level write offs, you can specify the write off amount by line or enter a write off amount to be prorated across the selected lines.

When you request a write-off for a standard invoice, the application does not include lines in the write-off invoice from any reversal or negative adjustment transactions on the original invoice. The application prorates any write off amount on all lines of the original invoice except reversal and negative adjustment lines.

**Additional Information:** Write off amount entered at invoice level is applied to the total invoice amount. Write off amount entered at invoice line level is applied to the total invoice line amount.

The write off creates a negative invoice in Oracle Projects that is attached to the original invoice. Oracle Projects records the appropriate write-off accounting transaction in Oracle Receivables when you interface the invoices to Oracle Receivables.

The crediting invoice always has the same invoice currency and currency attributes as the invoice being credited. You cannot perform a Recalculate function on a crediting invoice.

You can only write off an invoice whose status is Accepted. The write-off amount you enter can be any amount up to the outstanding receivable balance on the invoice.

To partially write off an invoice with tax, write off the invoice in Oracle Projects and interface it to Oracle Receivables so that Oracle Projects and Oracle Receivables reconcile. Complete and adjust the invoice in Oracle Receivables.

See also: Rounding for an Invoice Write Off, *Oracle Projects Implementation Guide*.

## Create credit memos

Oracle Projects can automatically create a credit memo each time you adjust detail expenditure items billed on a released invoice based on the billing setup rules you set for a project or top task. The credit memo reverses the amount on the invoice by the amount of the adjusting item. The invoice transaction currency of the credit memo is the same as the currency of the released invoice.

Based on the options you set in the billing setup options page for a project or top task, the credit memo generation procedure processes the following transaction adjustments:

- All transaction adjustments or reversals if you have set the Include Adjustments on Standard Invoice option to None.
- All transaction adjustments or reversals other than labor accrual reversals if you have set the option to Labor Accruals Only.
- All transaction adjustments or reversals other than labor adjustments and accrual reversals if you have set the option to Labor Only.

To create a crediting invoice for a project that is not associated with a particular invoice, you should create an invoice reduction event for that project. When you generate the next invoice, Oracle Projects creates a negative invoice that is not attached to the original invoice. After you interface the negative invoice to Oracle Receivables, you can manually apply the negative invoice to any receipt from that customer in Oracle Receivables.

**Note:** Do not create credit memos in Oracle Receivables for Oracle Projects invoices. Adjustments made in Oracle Receivables will not be reflected in Oracle Projects, and will cause your amounts to be out of balance with Oracle Projects.

**On Account Credit Memo:** The Interface Invoices to Receivables process creates credit memo as On Account Credit Memo when the following conditions are satisfied:

- The Allow Over Application option is set to No in Oracle Receivables and the Create On Account Credit Memo option is enabled in Oracle Projects.
- There is no balance available to adjust on the invoice/invoice line.

This enables you to interface credit memos to Oracle Receivables when cash is applied to the original invoice.

**Note:** The On Account Credit Memo has a reference to the original invoice in Oracle Projects and this reference is not propagated to Oracle Receivables.

**Overapplied Credits:** When Oracle Projects sends a credit memo that is greater than the original invoice amount outstanding in Oracle Receivables, Oracle Receivables overapplies the remaining credit memo balance to the original invoice, creating a negative outstanding amount on the invoice.

**Tax information for credit memos:** When Oracle Projects creates a credit memo associated with an existing invoice, the tax information for the crediting invoice is the same as the tax information for the original invoice in Oracle Projects.

### Apply invoice concessions

An invoice concession allows you to manually credit an invoice without adjusting the transactions. Applying a concession to an invoice creates a crediting invoice against the original invoice for the amount of the concession. When you apply a concession, Oracle Projects adjusts the amount from either the unbilled receivables account or unearned revenue account when you interface the concession invoice to Oracle Receivables.

**Note:** You can also apply concessions to an invoice that is linked to supplier invoices which are on pay when paid hold. For more information, see Payment Control, *Oracle Project Costing User Guide*.

You can apply a concession even when a credit memo is associated with the original invoice. You can apply the concession amount either at the invoice level or apply it to a group of invoice lines. For invoice level concessions, the concession amount can be prorated across the invoice lines. When you request an invoice concession for a standard invoice, the application does not include invoice lines for reversals or negative adjustment transactions from the original invoice. For line level concessions, you can either specify the concession amount by line or enter a concession amount to be prorated across the selected lines. Any concession amount is prorated based on all lines of the original invoice except for the reversal and negative adjustment lines.

The concession creates a crediting invoice in Oracle Projects that is attached to the original invoice. Oracle Projects interfaces the concession invoice as a credit memo to Oracle Receivables.

You can only apply a concession to a released invoice. The concession amount you apply can be more than the invoice amount. You can over credit an invoice by applying concession.

The concession invoice is generated as Approved, but can be deleted if you determine that the customer does not need the concession.

The crediting invoice has the same invoice currency and currency attributes as the invoice being credited. You cannot cancel or write-off a concession invoice.

Concessions can be applied to retention invoices, but cannot be applied to intercompany invoices. Unreleased concession invoices are deleted during the invoice regeneration process.

**Additional Information:** Concession amount entered at invoice level is applied to the total invoice amount. Concession amount entered at invoice line level is applied to the total invoice line amount.

## Delete an invoice

You may determine it is not appropriate to create an invoice for the customer at this time. You can delete unreleased draft invoices. Deletions do not require credit memos.

**Note:** Once the invoices are released you can only cancel them.

## Related Topics

Types of Invoice Adjustments, page 6-52

## Adjusting an Invoice

### To adjust an invoice

1. Navigate to the Invoice Review window.
2. Find the invoice you want to adjust.
3. Choose the Open, Lines, and Details buttons to open the Invoice Line Details window.
4. From the Tools menu, choose the adjustment you want to make.
5. Choose Run Request from the Invoice window to process the adjustment. See: *Processing Adjustments, Oracle Project Costing User Guide*.

**Additional Information:** To write off at the invoice line level, select the invoice lines in the Invoice Lines window.

### To cancel a released invoice:

1. Choose the Credit button in either the Invoice Summary or Invoice window.
2. Choose Cancel Invoices.
3. When you choose OK, Oracle Projects submits a process to create a credit invoice.

**Note:** You cannot delete a cancellation (credit memo) once Oracle Projects performs the cancellation. To reverse the credit memo, rebill the expenditure items or create a new event.

**To write off an invoice at the invoice level**

1. Choose the Credit button from either the Invoice Summary or Invoice window.

**Additional Information:** You can write off an invoice only if it has a status of Accepted.

2. Enter the write off amount for the invoice. The write off amount is prorated across all the invoice lines.
3. Choose OK. Oracle Projects submits a process to write off the invoice.

**Additional Information:** To write off an amount at the invoice line level, select the invoice lines in the Invoice Lines window. See To apply a concession at the invoice lines level, page 6-59

**To apply a concession at the invoice level**

1. Choose the Credit button in the Invoice Summary or Invoice window.
2. Choose Apply Concession and enter the concession amount. The concession amount is prorated across all the invoice lines.
3. Choose OK. Oracle Projects submits the process to apply the concession.

**To apply a concession at the invoice line level**

1. Choose the Lines button in the Invoice Summary or Invoice window.
2. Select the invoice lines you want to apply the concession to. If you select more than one invoice line, the concession amount is prorated across the selected invoice lines.
3. Click the Credit button. Choose Apply Concession, and enter the concession amount. The concession amount is prorated across all the invoice lines.
4. Optionally, to apply a fixed concession amount to an invoice line or group of invoice lines, enter the specific amount in the Credit Amount column.

**Additional Information:** If you applied a fixed concession amount to the invoice lines, the total amount of the concession applied defaults in the Amount field. .



5. Choose OK. Oracle Projects submits the process to apply the concession.

**To create an independent crediting invoice**

1. Find the project for which you want to create the credit invoice in the Projects, Templates Summary window.
2. Open the project and select the Events option under Billing Information.
3. Enter an Invoice Reduction type event for the project or top task, as appropriate based on your invoice format.
4. Save. When the Generate Draft Invoices process is run for your project, a credit invoice will be created.

**To delete an unreleased draft invoice**

1. Find the invoice you want in the Invoice Summary window.
2. Choose Run Request.
3. Click on the Delete Invoices option button.

**Note:** Deleting a draft invoice that is linked to supplier invoices on pay when paid hold, deletes the links to these supplier invoices. For more information, see Payment Control, *Oracle Project Costing User Guide* and Supplier Workbench, *Oracle Projects Fundamentals*.

4. Choose OK.

## Related Topics

Types of Invoice Adjustments, page 6-52

## Conditions That Allow Specific Invoice Actions

In the Invoice Summary Window, the buttons and Tools Menu items that perform actions on an invoice are enabled or disabled, depending on the characteristics of the invoice that is selected. These characteristics are listed in the following table.

The following table clarifies when you can perform each action on an invoice:

Invoice Action	Conditions Required for Action To Take Place
Approve Invoice	<p>Invoice has no generation errors.</p> <p>Invoice has not been approved or released.</p>
Adjust Invoice	<p>Invoice has no generation errors.</p> <p>Invoice has not been released.</p>
Release Invoice	<p>Invoice has no generation errors.</p> <p>Invoice has been approved.</p> <p>Invoice has not been released.</p>
Cancel an Invoice	<p>Invoice has no generation errors.</p> <p>Invoice has been approved.</p> <p>Invoice has been released.</p> <p>Invoice has not been canceled.</p> <p>Invoice is not a credit memo.</p> <p>Invoice has not been written off</p> <p>Invoice does not have a credit memo applied against it.</p>
Write Off an Invoice	<p>Invoice has no generation errors.</p> <p>Invoice has been approved.</p> <p>Invoice has been released.</p> <p>Invoice has not been canceled.</p> <p>Invoice is not a credit memo.</p> <p>Invoice status is Accepted.</p>
Apply Concession	<p>Invoice is not a credit memo</p> <p>Invoice has no generation errors</p> <p>Invoice has been approved</p> <p>Invoice has been released</p> <p>Invoice has not been canceled</p>

Invoice Action	Conditions Required for Action To Take Place
Print Invoice Review Report	No conditions apply. All selected draft invoices will be printed in the Invoice Review Report.

## Integrating with Oracle Receivables

Oracle Projects fully integrates with Oracle Receivables to process your invoices and track customer payments. Oracle Projects generates draft invoices interfaces them to Oracle Receivables.

You can interface released invoices and invoice lines from Oracle Projects to Oracle Receivables whenever you are ready and as many times during an accounting period as you wish.

When you interface invoices to Oracle Receivables, you use an Oracle Projects process that collects all eligible released draft invoices in Oracle Projects and interfaces them to Oracle Receivables interface tables. This process also maintains project balances of unbilled receivables and unearned revenue and creates accounting transactions for these amounts.

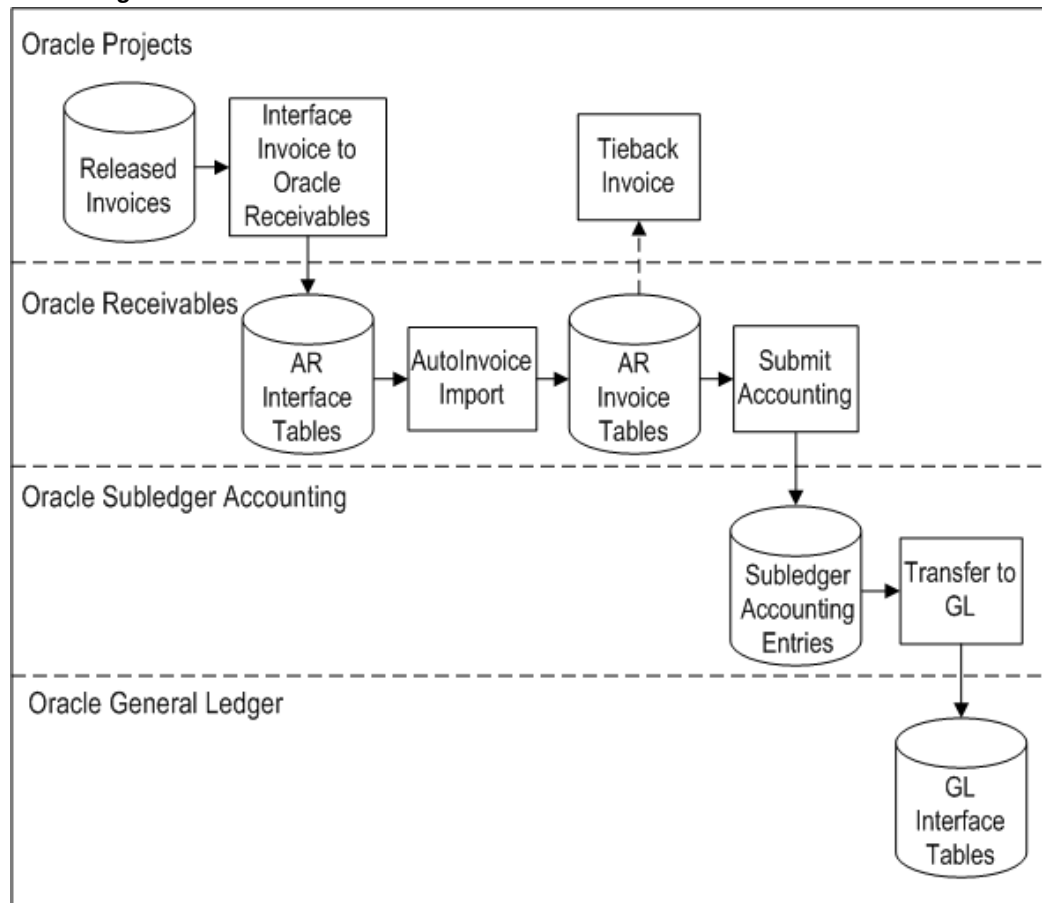
After the draft invoices are interfaced to the Oracle Receivables interface tables, they await further processing by Oracle Receivables AutoInvoice process. The AutoInvoice process matches the invoices to the prepayments that have been applied to the agreement.

After you run the AutoInvoice program to create invoices in Oracle Receivables, you tie back successfully interfaced invoices as well as rejected invoices using another Oracle Projects process. During the tieback process, rejected invoices are corrected and interfaced again to Oracle Receivables.

You run the Submit Accounting process in Oracle Receivables to create accounting for the invoices in Oracle Subledger. 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*.

The following figure illustrates this processing flow.

### Interfacing Invoices with Oracle Receivables



You can use standard Oracle Projects reports to track your invoices as you interface data between Oracle Projects and Oracle Receivables. You can also use AutoInvoice output reports to review imported transaction data and transaction data that fails when you run AutoInvoice.

For information pertaining to performing an action on a project invoice, such as generating, canceling, crediting, or writing off an invoice; and tracking customer payments on an invoice, see: *Invoicing a Project*, page 6-1.

### Related Topics

Determining Your Invoice Printing Method, *Oracle Projects Implementation Guide*

Implementing Oracle Receivables for Oracle Projects Integration, *Oracle Projects Implementation Guide*

Importing Invoice Information into Oracle Receivables Applications Using AutoInvoice *Oracle Financials and Oracle Public Sector Financials Implementation Manual*

## Data that Oracle Projects Predefines

Oracle Projects predefines most of the information that AutoInvoice needs to create your customer invoices in Oracle Receivables, such as an invoice batch source, transaction types for your invoices and credit memos, as well as other information.

### Invoice Batch Source

An invoice batch source indicates the source of an invoice that you interface to Oracle Receivables. An invoice batch source also determines how AutoInvoice processes an invoice.

The batch source controls your invoice batch numbering sequence, supplies transactions with a default transaction type and grouping rule, and indicates which calculation and validation options you want AutoInvoice to use. All Oracle Projects transactions use the same Oracle Receivables batch source. Oracle Projects predefines a batch source of PROJECTS INVOICES.

**Important:** Do not modify the invoice batch source that is predefined and used by Oracle Projects.

### Invoice Transaction Types

An invoice transaction type tells AutoInvoice how to process an invoice transaction. A transaction type determines whether a transaction:

- Generates an open receivables balance
- Posts to your general ledger
- Is printed

Oracle Projects creates standard invoices with an invoice transaction type. An invoice credit memo transaction type reduces the amount outstanding on the original invoice by the amount of the credit and reverses the appropriate general ledger transactions.

Oracle Projects predefines two invoice transaction types for the processing of invoices:

- Projects Invoice - creates an open receivable, posts to the general ledger, and is printed
- Projects Credit Memo - corresponds to the invoice transaction type for processing credit memos and writeoffs; creates an open receivable, posts to the general ledger, and is not printed by default.

You use the Oracle Receivables Transaction Types form to define additional transaction types. See: Define Transaction Types for Invoice Processing, *Oracle Projects Implementation Guide*.

**Important:** Do not modify transaction types that are predefined and used by Oracle Projects.

## Line Ordering Rules

Line ordering rules tell AutoInvoice how to order Oracle Projects invoice lines on an invoice. Oracle Projects predefines an invoice line ordering rule named *Projects Line Order* that uses the following attributes:

- Project Manager
- Line Number
- Line Type (Standard or Tax)

For invoice amounts related to labor transactions, the additional ordering attributes are used:

- Expenditure Class
- Invoice Format Text
- Amount

**Important:** Do not modify the line ordering rule that is predefined and used by Oracle Projects.

## Line Grouping Rules

Line grouping rules tell AutoInvoice how to group Oracle Projects invoice lines into an invoice. Each grouping rule is associated with the batch source that you use for your invoicing.

Oracle Projects predefines a grouping rule named *Projects Grouping Rule* that uses the following attributes:

- Project Number
- Draft Invoice Number
- Agreement Number
- Project Organization

For invoice amounts related to labor transactions, the additional grouping attributes are used:

- Labor Accrual Flag
- Labor Accrual Reversal Flag
- Invoice processing currency to invoice currency exchange rate

**Important:** Do not modify the line grouping rule that is predefined and used by Oracle Projects.

### Credit Memo Reason QuickCodes

Oracle Projects predefines two QuickCodes to process credit memos and writeoffs. Oracle Receivables predefines the Credit Memo *Reason* QuickCode Type under which Oracle Projects predefines two credit memo reason QuickCodes:

- Projects Write Off
- Projects Credit Memo

### Submitting Processes

We recommend that you interface invoices to Oracle Receivables using Oracle Projects streamline processes. When you use a streamline process, you submit one request that interfaces invoices to Oracle Receivables, runs AutoInvoice, and ties back invoices to Oracle Projects. The streamline process submits each process sequentially. We discuss each of these processes in the pages that follow.

You use the following streamline options to interface invoices with Oracle Receivables:

- XI: Interface Draft Invoice to AR
- XRXI: Interface Draft Revenue to GL and Draft Invoice to AR

You submit a streamline process by requesting the PRC: Submit Interface Streamline Process in the Submit Request window.

If you need to perform an individual function (such as interfacing invoices), you can use an individual process.

### Related Topics

Submitting Requests, *Oracle Projects Fundamentals*

Processes in Oracle Projects, *Oracle Projects Fundamentals*

### Interface Invoices to Oracle Receivables

When you interface invoices and invoice lines to Oracle Receivables, Oracle Projects places invoice information into Oracle Receivables interface tables.

## GL Date

The GL Date of the invoice determines the accounting period in which it affects your general ledger account. Oracle Projects determines the GL Date as the end date of the open or future GL period in which the invoice date falls as defined in Oracle Receivables, when you generate an invoice.

If you are using the enhanced period processing option, Oracle Projects determines the GL Date the same as the invoice date for open GL periods or the start date of the next open or future GL period.

See: Date Processing in Oracle Projects, *Oracle Projects Fundamentals*.

## Accounting Transactions

When you interface invoices to Oracle Receivables, Oracle Projects uses AutoAccounting to determine several default receivables accounts for each invoice. For details about these default accounts, see: Accounting for Revenue and Invoices, *Oracle Projects Implementation Guide*.

The accounting transactions that the process creates are interfaced to Oracle Receivables interface tables. Oracle Projects only uses Oracle Receivables AutoAccounting to determine default tax accounts for invoice lines with tax classification codes, see: Accounting Transactions, page 1-3.

You run the Submit Accounting process in Oracle Receivables to create accounting for the invoices in Oracle Subledger. 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*.

## Interfacing the Agreement Number to Receivables

When invoice lines are interfaced to Receivables, the Agreement Number from Projects is copied to the PURCHASE\_ORDER column and the INTERFACE\_LINE\_ATTRIBUTE3 column of the RA\_INTERFACE\_LINES\_ALL table. Receivables copies this value to the PURCHASE\_ORDER column in the customer transaction table, RA\_CUSTOMER\_TRX\_ALL.

If the invoice being interfaced is a canceled invoice, credit memo, or write off, these columns are populated by a null value.

**Note:** The INTERFACE\_LINE\_ATTRIBUTE3 column contains a maximum of 30 characters. If the agreement number is longer than 30 characters, it is truncated in this column.



## Prepayments

Oracle Receivables automatically matches invoices to the prepayments that have been applied to the agreement.

## Output Reports

Each time you interface invoices to Oracle Receivables, Oracle Projects prints output reports (Account Receivables Interface Report and Account Receivables Interface Exception Report) which allow you to track your successfully interfaced invoices, as well as those invoices which fail to interface. You should correct any exceptions in Oracle Projects and resubmit the process to successfully import rejected invoices. See: Interface Invoices to Receivables, *Oracle Projects Fundamentals*.

## AutoInvoice

Oracle Receivables AutoInvoice feature takes the interface invoice line information stored in Oracle Receivables interface tables, validates it, and converts the interface data into invoices and credit memos and writeoffs in Oracle Receivables.

AutoInvoice creates an invoice batch for each group of invoice records. For each invoice in a batch, AutoInvoice creates an invoice header. For each header in an invoice batch, AutoInvoice creates an invoice line and distribution line that corresponds to the invoice line records you interfaced from Oracle Projects to Oracle Receivables.

You can run AutoInvoice from Oracle Receivables or from one of the Oracle Projects streamline options. If you run AutoInvoice from Oracle Receivables, you can specify a value of PROJECTS INVOICES (for customer invoices) or PA INTERNAL INVOICES (for intercompany or inter-project invoices) for the invoice source to process.

Each time you run AutoInvoice, Oracle Receivables prints output reports which allow you to track each invoice created by AutoInvoice, as well as exceptions that AutoInvoice encounters during the import process.

### See also:

- Run AutoInvoice, *Oracle Receivables Reference Manual*
- AutoInvoice Processing Report, *Oracle Receivables Reference Manual*
- AutoInvoice Validation Report, *Oracle Receivables Reference Manual*

## Tieback Invoices from Oracle Receivables

You run the Tieback process to ensure that your project accounting invoice data loaded successfully into Oracle Receivables. For successfully interfaced invoices loaded into Oracle Receivables, the tieback process updates your project accounting data to reconcile invoices in Oracle Projects to Oracle Receivables. During the Tieback process, Oracle Receivables matches the invoices to the prepayments that have been applied to

the agreement. Rejected invoices are purged from the Oracle Receivable interface tables. The Invoice Status in Oracle Projects is updated so you can correct them and interface them again to Oracle Receivables.

Each time you tieback invoices from Oracle Receivables, Oracle Projects prints output reports which allow you to track your successfully interfaced invoices, as well as those invoices which fail to interface. You should correct any rejected invoices in Oracle Projects and interface them again to Oracle Receivables.

The Tieback process automatically loads all successfully interfaced intercompany and interproject invoices with receiver legal entity into the interface table of the receiver operating unit's Oracle Payables system with an invoice source of Projects Intercompany Invoices or Inter-Project Invoices, respectively.

Intercompany invoices successfully interfaced to Oracle Receivables are also automatically interfaced to the Oracle Payables of the receiver operating unit with receiver legal entity. The system also calls the Intercompany Payables Supplier Invoice Attributes Override Extension if it is used to override supplier site ID and user exchange rate attributes.

## Related Topics

Tieback Invoices from Receivables, *Oracle Projects Fundamentals*

## Sending Invoice Accounting to Oracle Subledger Accounting

After AutoInvoice Import creates invoices, you run the process Submit Accounting in Oracle Receivables to create accounting for the invoices in Oracle Subledger Accounting. When you create the accounting in final mode, you can choose to transfer the accounting entries to Oracle General Ledger.

In General Ledger, you post the invoice entries data to update your account balances.

## Automatic Tax Calculation

When invoices from Oracle Projects are processed, AutoInvoice automatically calculates tax for invoice lines that have tax information. (Oracle Projects uses Oracle Receivables AutoAccounting for tax accounting only; Oracle Projects uses its own AutoAccounting for all other accounting transactions.)

**See also:** Applying Tax to Project Invoices, *Oracle Projects Implementation Guide*.

## Reporting

Oracle Projects provides you with reports that display information that help you to track your invoices as you interface data between Oracle Projects and Oracle Receivables.

## Invoice Flow Detail

You can use the Invoice Flow Detail report to review the flow of project invoices through Oracle Projects. This report groups invoices by invoice status, which allows you to quickly identify where your draft invoices currently are in the invoice processing flow.

## Invoice Flow Summary

You can use the Invoice Flow Summary report to review summary flow information about project invoices by project organization and project member. You can use this report to quickly identify how many invoices are in each stage of the invoice processing flow and the invoice amounts involved.

## Related Topics

Invoice Flow Detail and Invoice Flow Summary, *Oracle Projects Fundamentals*

## Viewing Invoices in Oracle Receivables

Once invoices have been interfaced from Oracle Projects to Oracle Receivables, you can query receivables information by project-related query data. Project information in Oracle Receivables is located in the Transaction Flexfield and Reference field.

The following table shows fields in Oracle Receivables that hold project-related data:

Oracle Receivables Field Name	Oracle Projects Data
Transaction Number	Invoice Number
Source	Either the predefined Projects Invoices source, or sources you have defined
Batch	Concatenation of source and processing request ID; for example, Projects Invoices_1614
Transaction Type	Either the predefined Projects Invoices and Projects Credit Memo or the transaction types you have defined
Transaction Flexfield Value 1/Reference Number	Project Number
Transaction Flexfield Value 2	Draft Invoice number from Oracle Projects

<b>Oracle Receivables Field Name</b>	<b>Oracle Projects Data</b>
Transaction Flexfield Value 3/PO Number	Agreement Number
Transaction Flexfield Value 4	Project Organization
Transaction Flexfield Value 5/Salesperson	Project Manager

The following table lists where project-related information is located in Oracle Receivables.

<b>Oracle Receivables Window Name</b>	<b>Project-Related Information</b>
Batches Summary	Folder includes Source, which can be queried for project batches by entering, for example, PROJECTS INVOICES
Find Batches	Find by Source
Transaction	Number Reference Source Salesperson (Main tabbed region) PO Number (More tabbed region)
Lines	Lines displayed under Main tabbed region match Invoice Lines in Oracle Projects Invoice Review. Reference field under More tabbed region corresponds to Project Number.
Line Transaction Flexfield	Data displayed includes: Project Number Draft Invoice Number Agreement Number Project Organization Project Manager Line Number

Oracle Receivables Window Name	Project-Related Information
Transaction Summary	Folder includes: Transaction Flexfields 1-5 Transaction Number Source Batch Transaction Type
Find Transactions	Main tabbed region includes: Transaction Numbers = Invoice Numbers Reference Numbers = Project Numbers PO Numbers = Agreement Numbers Sources = PROJECTS INVOICES Batches = PROJECTS INVOICES
Credit Memo	Source Reference Transaction Flexfield
Copy Transactions	Source Transaction Number Reference Number Type
Transaction Overview	Find and Transaction Overview includes: Source PO Number Type Reference Salesperson

## AR Merge

If you are merging customers in Oracle Receivables, the customer reference on agreements and project customers are merged in Oracle Projects. Similarly, if you merge customer addresses in Oracle Receivables, the address references on project customers and tasks in Oracle Projects are updated.

If after you have merged customers in Oracle Receivables, you reprint an invoice generated by Oracle Projects, that is, the original invoice was billed before the merge, the new customer information will print on the reprinted invoice.

After you merge the customers, when you query invoice information in Oracle Projects for the remaining customer after the merge you will see all invoices for the merged customer. For example, the customer for Project A is XYZ Corp and the customer for Project B is XYZ Corporation. Project A has invoices totaling \$3,500 and Project B has invoices totaling \$10,100. In Oracle Receivables, you merge the two customers into one customer: XYZ Corporation. The customer associated with the agreement for Project A and the customer on Project A are automatically updated to XYZ Corporation. When you query in Oracle Projects Invoice Review for all invoices for XYZ Corporation, all invoices for both Project A and Project B will be displayed for a total of \$13,600.

**See also:** Merge Customers in Oracle Receivables *Oracle Receivables User Guide*.

---

## Inter-Project Billing

This chapter gives you an overview of the Inter-project billing functionality in Oracle Projects.

This chapter covers the following topics:

- Overview of Inter-Project Billing
- Inter-Project Billing Project Relationships
- Inter-Project Billing Process
- Overview of Processing Flow for Inter-Project Billing
- Adjusting Inter-Project Billing Invoices

### Overview of Inter-Project Billing

Inter-project billing functionality in Oracle Projects handles inter-project billing project relationships and the billing of inter-project transactions. These features are described in detail on the following pages.

The section covers the following topics:

Business Needs and Examples, page 7-2

Inter-Project Billing Project Relationships, page 7-4

Inter-Project Billing Process, page 7-4

Overview of Processing Flow for Inter-Project Billing, page 7-6

Adjusting Inter-Project Billing Invoices, page 7-9

Inter-project billing generates internal invoices for costs incurred between two projects. During project setup, you define an inter-project billing relationship. This relationship enables you to invoice internally between the two projects, also called provider and receiver projects. (See definition of terms.)

Once the work has been performed, the provider project generates an Oracle Receivables invoice for expenses incurred. The receiver project receives this invoice as

an Oracle Payables invoice during the AR invoice tieback process. The invoice, like any supplier invoice, is interfaced to Oracle Projects as cost on the receiver project.

**Note:** To use inter-project billing you must implement multi-organization setup even if only one operating unit is setup.

**See also:** Setting Up Inter-Project Billing: *Oracle Projects Implementation Guide*.

## Business Needs and Examples

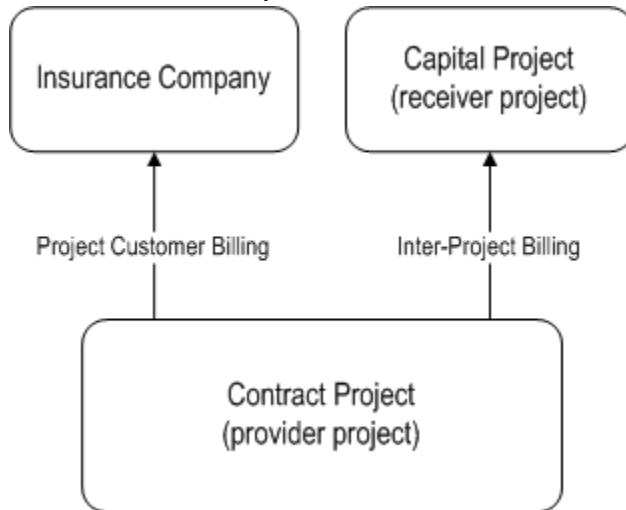
Enterprises face complex accounting and operational issues that result from complex work breakdown structures. Multiple organizations or departments may work together on a project, yet the customer wishes to receive only one bill. Parts of the work performed may be billed externally to a customer while other work may be billed internally to another project. These types of business needs require a way to capture multiple project costs into one project regardless of where or by whom the work is performed.

With inter-project billing, projects can be managed and controlled separately, and can bill both internally and externally. Using this model to define your work structure provides flexibility in managing your projects and consolidates costs for reporting purposes.

Consider the following examples:

### Example 1:

#### **Business Needs Example 1**

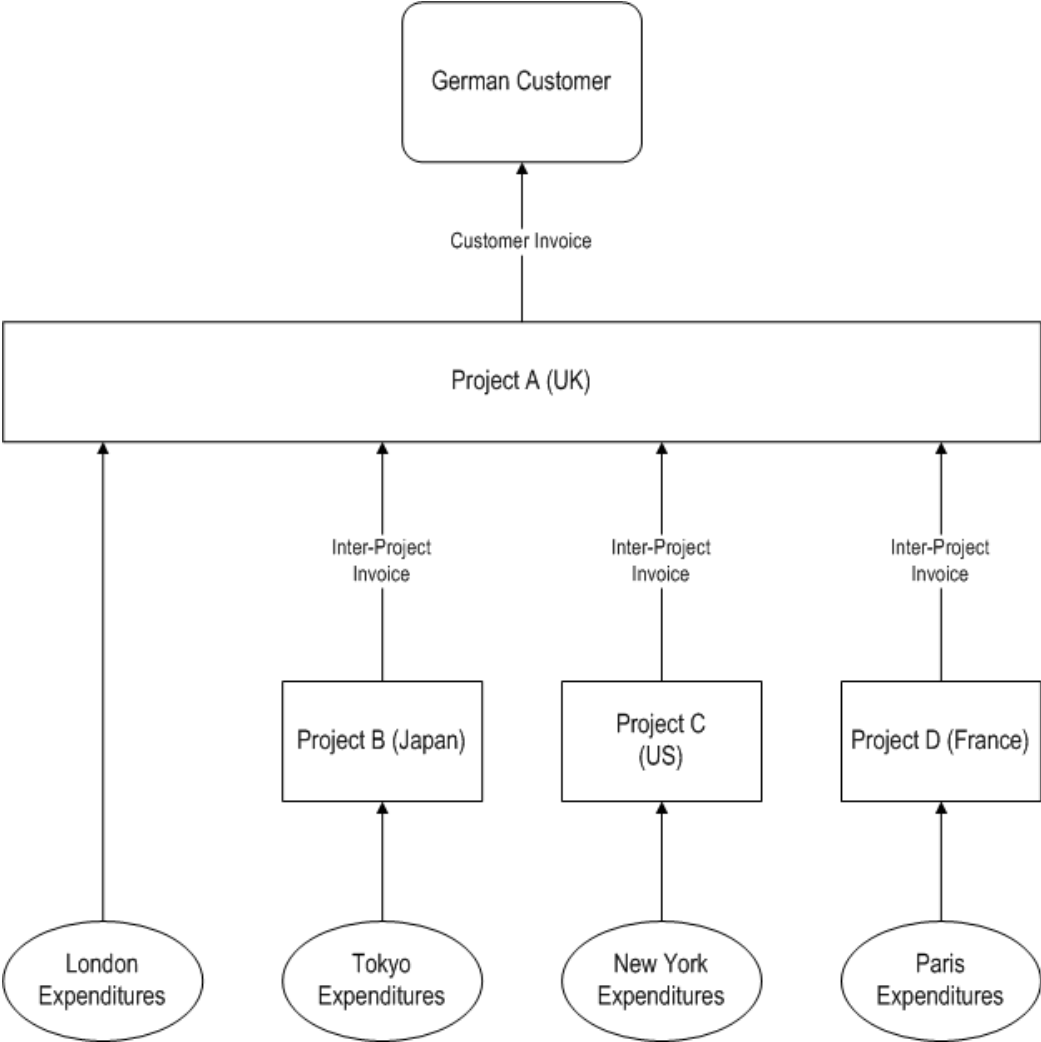


During an auto accident, a telephone pole owned by the local telephone company is knocked down. A contract project is set up to track the cost of the repair. These costs will be billed to an insurance company. While the repair is under way, the telephone



company decides to replace the old transformer at the top of the downed pole. These costs will need to be capitalized and will be billed internally to a capital project. The contract project will bill the insurance company for repair work performed on the pole, and, using inter-project billing, will bill a receiver project for work performed on the transformer. The receiver project can exist at any organization level in the enterprise, regardless of operating unit or ledger.

**Example 2:**



Company ABC is an advertising company with a multiple organization structure. The London operating unit, ABC's headquarters, received a contract from a German customer. The customer wants ABC to produce and air live shows in Paris, New York, and Tokyo to launch its new line of high-end women's apparel. ABC will plan and design the show using resources from the London operating unit. The Paris, New York, and Tokyo operating units are each responsible for the successful execution of these live shows with their local resources.

Using the structure shown above, the customer project is divided into several related contract projects. The London operating unit owns the primary customer project, or receiver project, and bills the external customer. The related projects, or provider projects, are subcontracted to their respective internal organizations and internally bill the London organization to recover their project costs.

## Related Topics

Inter-Project Billing Project Relationships, page 7-4

Inter-Project Billing Process, page 7-4

## Inter-Project Billing Project Relationships

You use the inter-project billing feature to enable a primary (or receiver) project to delegate its tasks to related subcontract (or provider) projects. The provider and receiver projects can be in the same or different operating units and even in different business groups if you have enabled these roles in the provider and receiver operating units and you have identified the operating units as valid providers and receivers for each other.

### To establish the project relationship

1. Create a receiver project and identify the tasks that will be performed by other projects as receiver tasks.
2. Define one or more provider projects.
3. For each provider project, specify the receiver project and task to charge in the Project Customers window.

Prerequisite: You must select existing customers that are associated with a receiver operating unit on the Implementation Options window (Internal Billing tab). See: *Internal Billing Implementation Options, Oracle Projects Implementation Guide*.

## Inter-Project Billing Process

To bill inter-project work and expenditures, you use processes and AutoAccounting functions similar to those used for external customer billing with the following differences:

When you bill inter-project work, an additional Payables invoice is created in the receiver operating unit that is charged to the receiver project and task based on the provider operating unit's Receivables invoice. The Payables invoice is automatically generated when the provider operating unit runs PRC: Tieback Invoices from Receivables. Oracle Projects generates inter-project invoices even when the provider and receiver projects are in the same operating unit.

You must import the internal Payables invoices into Oracle Payables in the receiver

operating unit. The Open Interface Import process calculates recoverable and non-recoverable tax amounts. After you review and validate the invoices in Oracle Payables, you run the process Create Accounting to create accounting for the accounting events in Oracle Subledger Accounting. The invoice is treated like any other supplier invoice that is interfaced to Oracle Projects as costs for the receiver project and tasks.

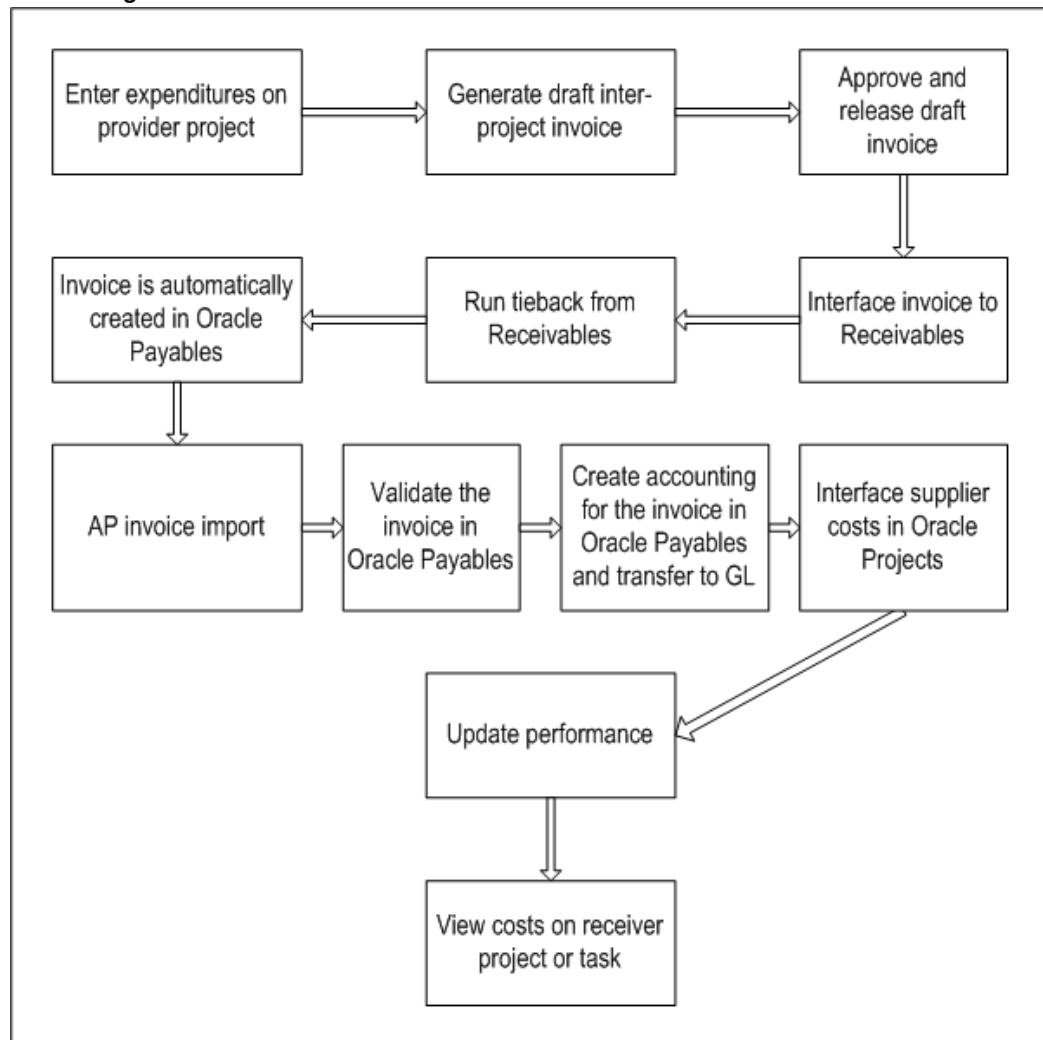
For inter-project billing, you use the same draft revenue and draft invoice processes that you use for external customer billing. As a result, the provider project tracks unbilled receivable and unearned revenue amounts and accounts for them accordingly. You can configure AutoAccounting, the Account Generator, and Oracle Subledger Accounting (optional) to generate different accounts for inter-project billing and third-party receivables and payables.

**See also:** Workflow: Project Supplier Invoice Account Generation, *Oracle Projects Implementation Guide*.

## Overview of Processing Flow for Inter-Project Billing

The processing flow for inter-project billing as detailed in the following diagram is the same as for any contract project, with the following exception: After you interface draft inter-project billing invoices to Oracle Receivables, the tieback process copies them into the Payables system of the receiver operating unit.

### Processing Flow



The inter-project billing processing flow consists of the following steps:

1. Enter transactions and distribute costs on your provider project.
2. Generate a draft inter-project invoice by running the Generate Draft Invoice process. See: *Generate Draft Invoices, Oracle Projects Fundamentals*.
3. Approve and release the draft inter-project invoice.  
Review, approve, and release the draft inter-project invoice using the standard functionality of Oracle Project Billing.
4. Interface the draft inter-project invoice to Oracle Receivables, page 7-7.
5. Interface the draft inter-project invoice to Oracle Payables, page 7-7.

6. Run Open Interface Import in Payables, page 7-9.
7. Interface the draft inter-project invoice to Oracle Projects, page 7-9.

## Entering Inter-Project Transactions

To record work performed by a provider resource, expenditures are entered in the provider project. The expenditures are charged to the receiver project and tasks. The expenditure organization is the resource owning organization. The expenditure type can be any type that is defined in the provider project. When the expenditure is interfaced to the receiver project via a Payables invoice, the expenditure type and expenditure organization are overridden by the Provider Controls defined in the receiver's operating unit.

## Interface the draft inter-project invoice to Oracle Receivables

You submit a streamline process (choose the XI: Interface Draft Invoice to AR parameter) to execute the processes Interface Invoices to Receivables, AutoInvoice, and Tieback Invoices from Receivables.

Inter-project invoices are interfaced to Oracle Receivables with the invoice batch source "PA Internal Invoices." Inter-project invoices and intercompany invoices share this batch source. (See: Interface Intercompany Invoices to Receivables, *Oracle Projects Fundamentals*) The streamline process executes AutoInvoice twice, once for inter-project invoices and once for customer invoices. The tieback process automatically interfaces the inter-project invoices to the receiver operating unit's payables.

You can also execute each of these processes separately. To generate invoices in Oracle Receivables for both inter-project invoices and customer invoices, you must run AutoInvoice twice, identifying the appropriate batch source each time.

## Interface the draft inter-project invoice to Oracle Payables

When the provider operating unit runs the Tieback Invoices from Receivables process, the successfully interfaced inter-project invoices are automatically interfaced to the interface table of the receiver operating unit's Oracle Payables. Inter-project invoices interfaced to Oracle Payables have the following attributes:

- Source. All inter-project invoices have the source "Inter-Project Invoices."
- Supplier. The supplier is identified by the provider operating unit's internal billing implementation options.
- Supplier Site. The supplier site is identified by the provider operating unit's internal receiver controls.
- Invoice Amount. The Payables default invoice amount is the amount of the related

Receivables invoice, including taxes.

The interface process populates the following project-related attributes for inter-project Payables invoice distributions as indicated below:

- Project Number. The number of the receiver project is derived from the receiver task number linked to the provider project customer.
- Task Number. The number of the receiver task linked to the internal project customer.
- Expenditure Item Date. The invoice date of the inter-project Receivables invoice.
- Expenditure Type. The expenditure type specified by the receiver operating unit in the Internal Receiver Controls tab.
- Expenditure Organization. The expenditure organization specified by the receiver operating unit in the Internal Receiver Controls tab.

In addition, the interface process matches the tax code from each invoice line of the Receivables invoice to the appropriate Payables tax code and populates it in the Payables invoice distribution. This process indicates that the Payables invoice distributions do not include tax amounts, so that the Payables Open Interface process creates the tax lines for the entire invoice by grouping the tax lines based on the following attributes:

- Tax code
- Project information (project, task, expenditure item date, expenditure type, expenditure organization)

**Note:** Tax group support in Oracle Payables is provided only by the Canadian or other localizations.

The following table shows the expenditure attributes for an Inter-Project billing method:

Billing Method	Work Breakdown Structure	Expenditure Type	Expenditure Organization	Quantity
Inter-Project	Project: Receiver Task: Receiver	Receiver Controls	Receiver Controls	1

## Run Open Interface Import in Payables

The receiver operating unit runs the Payables Open Interface Import process to create inter-project Payables invoices from the records in the interface table. Payables Invoice Import does the following:

- Converts amounts from the transaction currency to the functional currency of the receiver operating unit based on the default conversion attributes defined in the receiver operating unit's Payables system options. (The Receivables invoice amounts are copied as the transaction currency amounts on the Payables invoice.)

You can customize the Payables Open Interface Workflow process to override the default currency conversion attributes for the invoice and distribution amounts.

- Derives the internal Payables account from supplier information. You can either associate supplier types for internal suppliers with internal cost accounts or otherwise modify the Workflow-based account generation process to determine the appropriate intercompany cost account.
- Generates recoverable and non-recoverable tax lines (if you have specified a percentage for recoverable tax amounts) based on the tax codes interfaced from Oracle Receivables.

Oracle Payables uses the rounding accounts specified in the Oracle Payables system options to account for discrepancies due to rounding tax amounts.

## Interface the draft inter-project invoice to Oracle Projects

You must interface the entire inter-project Payables invoice (and related tax lines) created by the Payables Invoice Import process to the receiver operating unit's Oracle Projects system. To do this, run the process PRC: Interface Supplier Costs, which identifies inter-project invoices as those invoices with an invoice source of Inter-Project Invoice.

## Adjusting Inter-Project Billing Invoices

All adjustments made in the provider project are subject to the standard billing processes and can result in the creation of a credit memo. You must interface such credit memos to Oracle Receivables, and the tieback process interfaces them to the receiver operating unit's Oracle Payables system as negative invoices.

The inter-project billing process creates transactions on the receiver project and tasks, which you can adjust in Oracle Projects as you would any other transaction.





---

## Billing in a Global Environment

This chapter describes billing in a global environment using the multi-currency billing functionality in Oracle Projects.

This chapter covers the following topics:

- Billing in a Global Environment

### Billing in a Global Environment

Oracle Projects gives you the option to bill in a global environment when the multi-currency billing is enabled for an operating unit and for a project. When multi-currency billing is enabled, you can:

- Enter agreements, bill rates, and events in any currency regardless of the project functional currency
- Designate the project functional currency, project currency, or funding currency as the invoice processing currency for a project
- Designate the project functional currency *and* the invoice transaction currency as the revenue transaction currency
- Define currency conversion attributes for converting revenue and invoicing amounts to the project currency, project functional currency, and funding currency
- Define currency conversion attributes for converting funding amounts to the project functional currency, and the project currency
- Define a default invoice currency for a project customer that is different from the project functional currency and assign conversion attributes for deriving revenue in this currency

The multi-currency billing option can be set both at the operating unit level and at the project level. To enter agreements and rate schedules in any currency for a project, you

must enable the multi-currency billing functionality for the operating unit. To enter events in any currency for a project, you can enable the functionality at the project level only. This value defaults from the project template. You can override the default value for an individual project template or project.

## Related Topics

Agreements, page 3-1

Events, page 4-1

Currency, *Oracle Projects Fundamentals*

Deriving Revenue in Foreign Currency, page 5-9.

Billing Implementation Options, *Oracle Projects Implementation Guide*

## Currency Conversion Attributes

The system uses currency conversion attributes to convert revenue and billing amounts to the project functional currency, project currency, and funding currency, and to convert the funding amounts to the project functional currency and project currency.

By default, the system uses the conversion attribute information defined for the project to which the transaction is assigned to calculate the project currency amounts.

**Additional Information:** When you enable Invoice by Bill Transaction Currency option, or when the invoice transaction currency is the same as the project functional currency, the conversion of invoice amounts to invoice transaction currency ignores the conversion attributes defined for a customer. When you enable *Project Functional Currency and Invoice Transaction Currency* as your revenue transaction currency, the conversion of revenue to invoice transaction currency uses the invoice transaction currency conversion attributes that you assign to a customer. For more information, see: *Deriving Revenue in Foreign Currency*, page 5-9.

You enable the multi-currency billing functionality and define the currency conversion attributes for a project in the Billing tabbed region of the Currencies window accessed via Project Options window. See: *Currency Conversion Attributes, Oracle Projects Fundamentals*. You use these settings when you need the following capabilities:

- Assign a project or task a rate schedule in a currency that is different from the project functional currency
- Create event transactions for a project in a currency that is different from the project functional currency
- Enter an agreement in a currency that is different from the project functional

currency and fund the project with that agreement

- Define a project currency that is different from the project functional currency
- Define a default invoice transaction currency for a project customer that is different from the project functional currency

The currency conversion attributes are used to convert expenditure items, manually entered events, and automatically created events from the billing transaction currency during revenue and invoice processing. They are also used to convert funding amounts from the funding currency to the project functional currency and the project currency.

## Project Billing Transaction Currency

The billing transaction currency for work based billing and event based billing are as follows:

### Work Based Billing

For work-based billing, the billing transaction currency is:

- The bill transaction currency for cost based revenue if billing amounts are based on cost and use markups (bill rate schedules) or multipliers (burden schedules)
- The bill rate schedule currency if billing amounts are based on bill rate schedules and no project or task rate override is entered
- The user entered bill rate currency from employee, job, or non-labor rate overrides if billing amounts are based on bill rate schedules and project or task overrides are specified.

### Event Based Billing

For event-based billing events, the billing transaction currency is:

- The user-entered event transaction currency for manually entered events.
- The project functional currency for automatic revenue and invoice events that are created when the Cost/Cost billing method is used.

The following table summarizes the transaction currencies for expenditures and events:

Type of Transaction	Transaction Currency
Events (manual and automatic)	Event transaction currency

Type of Transaction	Transaction Currency
Expenditures with markups or burden multipliers (multi-currency billing enabled)	Bill transaction currency for cost based transactions.
Expenditures with bill rates	Rate schedule currency
Expenditures with bill rate overrides	Override currency
Expenditures with labor billing extension that calculates the amount	Billing transaction currency provided by the extension

### Billing Transaction Currency Calculation

When Oracle Projects calculates revenue, it calculates revenue and billing amounts for expenditure items in the billing transaction currency.

The following table illustrates how currency, rates, and amounts are determined during revenue generation:

Type of Transaction	Billing Transaction Currency =	Billing Transaction Bill Rate =	Billing Transaction Revenue, Raw Revenue, or Billing Amount =
Expenditure items that use bill rates	Rate schedule currency	Billing schedule rate	Billing transaction bill rate*quantity
Expenditure items that use bill rate overrides	Currency of the bill rate override	Rate override	Billing Transaction bill rate*quantity
Expenditures with markups (multi-currency billing enabled)	Bill transaction currency for cost-based revenue	Raw revenue or bill amount/quantity	Markup applied on the bill transaction currency for cost based revenue
Expenditures with burden multipliers (multi-currency billing enabled)	Bill transaction currency for cost based revenue	Raw revenue or bill amount/quantity	Burden multiplier applied on bill transaction currency for cost based revenue

Type of Transaction	Billing Transaction Currency =	Billing Transaction Bill Rate =	Billing Transaction Revenue, Raw Revenue, or Billing Amount =
Events	Event transaction currency	N/A	Event revenue or bill amount in the event transaction currency

**Note:** When multi-currency billing is not enabled, the billing transaction currency for an expenditure item that uses markups or burden schedule is the same as the project functional currency, although the expenditure item transaction currency can be a currency other than the project functional currency. The markup or burden multiplier is applied to the expenditure cost in the project functional currency.



---

# Federal Government Projects

This chapter describes managing and tracking projects that are funded by U.S. Federal Government agencies.

This chapter covers the following topics:

- Federal Projects: Overview
- Process Flow for Federal Projects
- Federal Projects: Accounting

## Federal Projects: Overview

Oracle Projects enables you to manage and track projects that are funded by U.S. Federal Government agencies. Project funding can occur in two ways:

- Government funding can be appropriated to the agency, usually by an act of legislation.
- Funding can also be obtained by means of a reimbursable order from another agency or an external party.

Oracle Projects provides budget integration, accounting, and reporting capabilities required for U.S. Federal Government agencies, and the reimbursable agreement requirements mandated by the Federal certification process (FSIO). These requirements include:

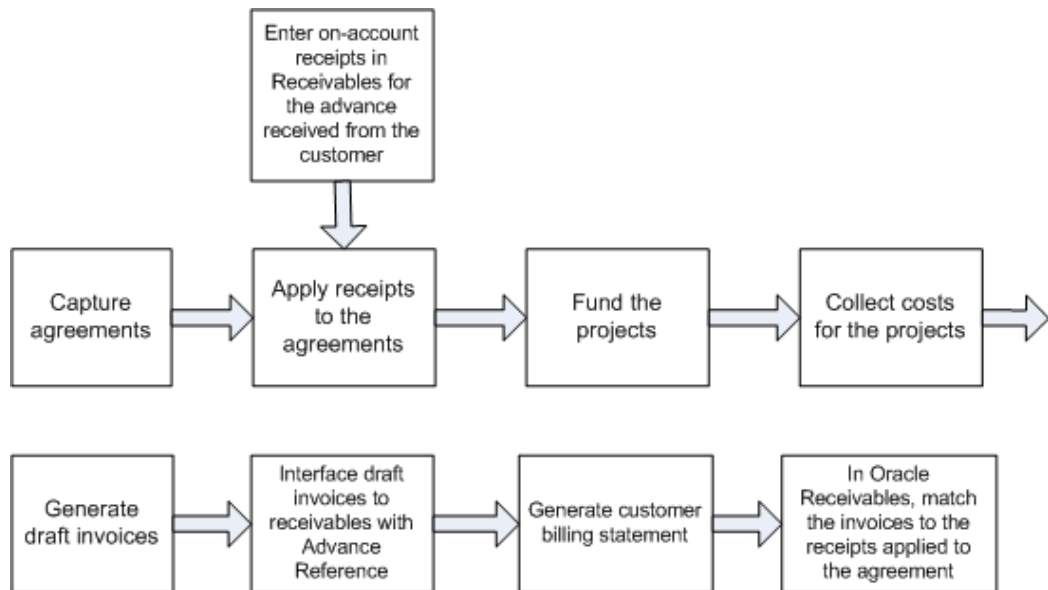
- The capability to require and record advance payments for agreements and reduce the balance on the advance when expenditures occur
- A flexible accounting architecture to meet U.S. Federal government requirements
- Funds consumption rules for revenue recognition and customer invoicing
- Ability to ensure that revenue and invoice amounts match and consume the same

funds

- Integration of agreement funding and budgets with the Budget Execution module of Oracle Federal Financials and/or Oracle General Ledger using subledger accounting.

## Process Flow for Federal Projects

The following illustration shows a typical process flow for a project that requires an agreement with advance payments.



In the process flow shown above, the following activities take place:

1. The agency receives appropriations or a reimbursable order.
2. The project manager does the following:
  1. Enters an agreement with advance payments required
  2. In Oracle Receivables, enters receipts for the advance received from the customer
  3. Defines the corresponding project (or projects) and work breakdown structure
  4. Funds the project, applies receipt to the agreement, and defines cost budget for the project
  5. Defines a revenue budget in order to generate revenue and invoices for the project



3. Project team members do the following:
  1. As expenditures are made on the project, enter expenditure items.
  2. Distributes costs and interface the cost transactions to General Ledger
  3. Generate draft invoices and interface invoice transactions to Receivables
  4. Generate customer billing statements
  5. In Oracle Receivables, match the invoices to the receipts that were applied to the agreement

## Federal Projects: Accounting

Following are explanations and examples of accounting that takes place for Federal projects.

### Accounting Examples for Reimbursable Agreements Without an Advance

Following are examples of accounting for a project with a reimbursable agreement (where a reimbursable order is received from another agency or external party). In this example, no advance payments are required or received on the agreement. Reimbursable agreements without advances are typically made between two Federal entities. For an agreement between a Federal and a private or non-Federal entity, an advance is usually required.

The term USSGL TC is used to represent "U.S. standard general ledger transaction code".

#### Anticipated Reimbursement

Description: Record anticipated reimbursement of \$5,000

USSGL TC: A302

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4210	5,000			Anticipated Reimbursements and Other Income
		4450	5,000	Unapportioned Authority

### Apportionment - Unavailable

Description: Record apportionment (unavailable) \$4,000

USSGL TC: A118

Transaction Type: Budgetary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4450	4,000			Unapportioned Authority
		4590	4,000	Apportionments Unavailable - Anticipated Resources

---

### Unfilled Customer Order

Description: Record an unfilled customer order without an advance and make funds available for use (\$1,000)

USSGL TC: A304

Transaction Type: Budgetary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4221	1,000			Unfilled Customer Orders Without Advance
		4210	1,000	Anticipated Reimbursements and Other Income

---

USSGL TC: A122

Transaction Type: Budgetary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4590	1,000			Apportionments Unavailable - Anticipated Resources

---

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
		4610	1,000	Allotments - Realized Resources

**Commitment of Funds**

Description: Record commitment of funds (purchase requisition) of \$2,500.

USSGL TC: B202

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4610	2,500			Allotments - Realized Resources
		4700	2,500	Commitments

**Obligation of Funds**

Description: Record obligation of funds (purchase orders and contracts issued) of \$2,500.

USSGL TC: B204

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4700	2,500			Commitments
		4801	2,500	Undelivered Orders - Unpaid

**Undelivered Orders**

Description: Record current year undelivered orders with an advance or prepayment: \$10,000

USSGL TC: B206

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4801	10,000			Undelivered Orders - Unpaid
		4802	10,000	Undelivered Orders - Paid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
1410	10,000			Advances to Others
		1010	10,000	Fund Balance with Treasury

### Goods and Services Received and Accepted

Description: Record Goods and Services Received and Accepted: \$2,000

USSGL TC: B302

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4801	2,000			Undelivered Orders - Unpaid
		4901	2,000	Delivered Orders - Unpaid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
6100	2,000			Operating Expenses
		2110	2,000	Accounts Payable

**Scheduled Payment**

Description: Record payment scheduled for certified invoices (used by agencies whose payments are made by Treasury)

USSGL TC: B308

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2110	15,000			Accounts Payable
		2120	15,000	Disbursements in Transit

**Confirmation of Payment (Treasury)**

Description: Record Treasury confirmation of payment (used by agencies whose payments are made by Treasury)

USSGL TC: B110

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4901	15,000			Delivered Orders - Unpaid
		4902	15,000	Delivered Orders - Paid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2120	15,000			Disbursements in Transit
		1010	15,000	Fund Balance with Treasury

**Confirmation of Payment**

Description: Record confirmation of payment (used by agencies that make their own

disbursements

USSGL TC: B110

Transaction Type: Budgetary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4901	15,000			Delivered Orders, Obligations - Unpaid
		4902	15,000	Delivered Orders, Obligations - Paid

---

Transaction Type: Proprietary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2120	15,000			Accounts Payable
		1010	15,000	Fund Balance with Treasury

---

### Record Earnings and Set Up Receivable

Description: Record earnings for reimbursable work performed and set up receivable:  
\$3,000

USSGL TC: A130

Transaction Type: Budgetary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4251	3,000			Reimbursements and Other Income Earned - Receivable
		4221	3,000	Unfilled Customer Orders Without Advance

---

Transaction Type: Proprietary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
1310	3,000			Accounts Receivable
		5200	3,000	Revenue from Services Provided

**Collection of Receivable**

Description: Record collection of receivable: \$3,000

USSGL TC: C186

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4252	3,000			Reimbursements and Other Income Earned - Collected
		4251	3,000	Reimbursements and Other Income Earned - Receivable

Transaction Type: Proprietary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
1010	3,000			Fund Balance with Treasury
		1310	3,000	Accounts Receivable

**Clear Old Account**

Description: Pre-Closing: Record removal of unfilled customer order without advance in excess of obligations (for expiring accounts only): \$2,000

USSGL TC: F109

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4610	2,000			Allotments- Realized Resources
		4221	2,000	Unfilled Customer Orders - Without Advance

### Cancellation of Receivable

Description: Pre-Closing: Cancel a receivable for reimbursable activity:: \$3,000

USSGL TC: F144

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4650	3,000			Allotments - Expired Authority
		4251	3,000	Reimbursements and Other Income Earned - Receivable

Transaction Type: Proprietary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
5200	3,000			Revenue from Services Provided
		1310	3,000	Accounts Receivable

### Accounting Examples for Reimbursable Agreements With an Advance

Following are examples of accounting for a project with a reimbursable agreement where advance payments are required on the agreement. Reimbursable agreements with non-federal entities typically require an advance before an unfilled customer order can be recorded and before funds are available for spending.



**Anticipated Reimbursement**

Description: Record anticipated reimbursement of \$5,000

USSGL TC: A302

Transaction Type: Budgetary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4210	5,000			Anticipated Reimbursements and Other Income
		4450	5,000	Unapportioned Authority

---

**Apportionment - Unavailable**

Description: Record apportionment (unavailable) \$4,000

USSGL TC: A118

Transaction Type: Budgetary

---

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4450	4,000			Unapportioned Authority
		4590	4,000	Apportionments Unavailable - Anticipated Resources

---

**Unfilled Customer Order**

Description: Record an unfilled customer order with an advance and make funds available for use (\$1,000)

USSGL TC: C184

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4222	1,000			Unfilled Customer Orders With Advance
		4220	1,000	Anticipated Reimbursements and Other Income

USSGL TC: A122

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4590	1,000			Apportionments Unavailable - Anticipated Resources
		4610	1,000	Allotments - Realized Resources

### Commitment of Funds

Description: Record commitment of funds (purchase requisition) of \$2,500.

USSGL TC: B202

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4610	2,500			Allotments - Realized Resources
		4700	2,500	Commitments

### Obligation of Funds

Description: Record obligation of funds (purchase orders and contracts issued) of \$2,500.

USSGL TC: B204

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4700	2,500			Commitments
		4801	2,500	Undelivered Orders - Unpaid

### Undelivered Orders

Description: Record current year undelivered orders with an advance or prepayment: \$10,000

USSGL TC: B206

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4801	10,000			Undelivered Orders - Unpaid
		4802	10,000	Undelivered Orders - Paid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
1410	10,000			Advances to Others
		1010	10,000	Fund Balance with Treasury

### Goods and Services Received and Accepted

Description: Record Goods and Services Received and Accepted: \$2,000

USSGL TC: B302

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4801	2,000			Undelivered Orders - Unpaid
		4901	2,000	Delivered Orders - Unpaid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
6100	2,000			Operating Expenses
		2110	2,000	Accounts Payable

### Scheduled Payment

Description: Record payment scheduled for certified invoices (used by agencies whose payments are made by Treasury)

USSGL TC: B308

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2110	15,000			Accounts Payable
		2120	15,000	Disbursements in Transit

### Confirmation of Payment (Treasury)

Description: Record Treasury confirmation of payment (used by agencies whose payments are made by Treasury)

USSGL TC: B110

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4901	15,000			Delivered Orders - Unpaid
		4902	15,000	Delivered Orders - Paid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2120	15,000			Disbursements in Transit
		1010	15,000	Fund Balance with Treasury

### Confirmation of Payment

Description: Record confirmation of payment (used by agencies that make their own disbursements)

USSGL TC: B110

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4901	15,000			Delivered Orders, Obligations - Unpaid
		4902	15,000	Delivered Orders, Obligations - Paid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2120	15,000			Accounts Payable

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
		1010	15,000	Fund Balance with Treasury

### Record Earnings

Description: Record earnings for reimbursable work performed: \$3,000

USSGL TC: A130

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit	Credit Amount	Account Description
4252	3,000			Reimbursements and Other Income Earned - Collected
		4222	3,000	Unfilled Customer Orders With Advance - Collected

Transaction Type: Proprietary

Debit Account	Debit Amount	Credit	Credit Amount	Account Description
2310	3,000			Advances from Others
		5200	3,000	Revenue from Services Provided

### Remove Unfilled Order

Description: Pre-Closing: Record removal of unfilled customer order with advance in excess of obligations (for expiring accounts only): \$700

USSGL TC: F110

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit	Credit Amount	Account Description
4610	700			Allotments - Realized Resources
		4222	700	Unfilled Customer Orders with Advance

Transaction Type: Proprietary

Debit	Debit Amount	Credit Account	Credit Amount	Account Description
2310	700			Advances from Others
		1010	700	Fund Balance with Treasury

**Clear Old Account**

Description: Pre-Closing: Record removal of unfilled customer order without advance in excess of obligations (for expiring accounts only): \$2,000

USSGL TC: F109

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4610	2,000			Allotments- Realized Resources
		4221	2,000	Unfilled Customer Orders - Without Advance

**Adjust for Anticipated Resources Not Realized**

Description: Adjust for anticipated resources not realized: \$2100

USSGL TC: F112

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4590	2,100			Apportionments Unavailable - Anticipated Resources
		4210	2,100	Anticipated Reimbursements and Other Income

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
5200	3,000			Revenue from Services Provided
		1310	3,000	Accounts Receivable

## Accounting Examples for Appropriated Funding

Following are examples of accounting for a project with appropriated funding (where funding comes from appropriations given directly to an agency, usually by act of legislation).

### Appropriation of Funds

Description: Record appropriation of funds: \$7,500

USSGL TC: A104

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4119	7,500			Other Appropriation Realized
		4450	7,500	Unapportioned Authority

Transaction Type: Proprietary



Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
1010	7,500			Fund Balance with Treasury
		3101	7,500	Unexpended Appropriations - Appropriations Received

### Apportionment of Funds

Description: Record apportionment of funds \$7,500

USSGL TC: A116

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4450	7,500			Unapportioned Authority
		4510	7,500	Apportionments

### Allotment of Funds

Description: Record allotment of funds \$2,500

USSGL TC: A120

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4510	2,500			Apportionments
		4610	2,500	Allotments - Realized Resources

### Commitment of Funds

Description: Record commitment of funds (purchase requisition) of \$2,500.

USSGL TC: B202

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4610	2,500			Allotments - Realized Resources
		4700	2,500	Commitments

### Obligation of Funds

Description: Record obligation of funds (purchase orders and contracts issued) of \$2,500.

USSGL TC: B204

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4700	2,500			Commitments
		4801	2,500	Undelivered Orders - Unpaid

### Undelivered Orders

Description: Record current year undelivered orders with an advance or prepayment: \$10,000

USSGL TC: B206

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4801	10,000			Undelivered Orders - Unpaid
		4802	10,000	Undelivered Orders - Paid

Transaction Type: Proprietary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
1410	10,000			Advances to Others
		1010	10,000	Fund Balance with Treasury

**Goods and Services Received and Accepted**

Description: Record Goods and Services Received and Accepted: \$2,000

USSGL TC: B302

Transaction Type: Budgetary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
4801	2,000			Undelivered Orders - Unpaid
		4901	2,000	Delivered Orders - Unpaid

USSGL TC: B134

Transaction Type: Proprietary

Debit Account	Debit Amount	Credit Account	Credit Amount	Account Description
3107	2,000			Unexpended Appropriations - Used
		5700	2,000	Expended Appropriations

**Scheduled Payment**

Description: Record payment scheduled for certified invoices (used by agencies whose payments are made by Treasury)

USSGL TC: B308

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2110	15,000			Accounts Payable (Delivered Orders - Obligations, Unpaid)
		2120	15,000	Disbursements in Transit (the agency records activity on form 224)

### Confirmation of Payment (Treasury)

Description: Record Treasury confirmation of payment (used by agencies whose payments are made by Treasury)

USSGL TC: B110

Transaction Type: Budgetary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
4901	15,000			Delivered Orders - Unpaid
		4902	15,000	Delivered Orders - Paid

Transaction Type: Proprietary

<b>Debit Account</b>	<b>Debit Amount</b>	<b>Credit Account</b>	<b>Credit Amount</b>	<b>Account Description</b>
2120	15,000			Disbursements in Transit
		1010	15,000	Fund Balance with Treasury

---

## Using G-Invoicing in Oracle Projects

This chapter describes how a servicing (selling) agency uses Oracle Projects to carry out intragovernmental transactions in accordance with the federal government's G-Invoicing requirements.

This chapter covers the following topics:

- Overview
- G-Invoicing Flow
- Running Interface Programs
- Submitting Performance for Multiple Orders
- Generating 7600B Reporting
- The Oracle Projects Command Center G-Invoicing Dashboard
- Managing and Maintaining GT&Cs and Orders
- Using Agreements and Agreement Additional Attributes
- Creating or Associating Projects and Updating Performance Obligations
- Seller-Facilitated Orders Created in Oracle Projects
- Seller-Facilitated Orders Maintained in Federal G-Invoicing
- Servicing Agency Support for Buyer-Initiated Orders
- Closing IGT Orders
- G-Invoicing Order Approval – Funds Check and Allocation
- APIs and Client Extensions for G-Invoicing
- Using Additional Attributes (User Defined Attributes) Pages
- Using Performance in G-Invoicing
- Using Refund Pay Group
- Intragovernmental Payment and Collection (IPAC) Settlement

- Viewing Receipts
- Refund Performance and Order Modification
- Update and Resynchronize Failed Push Orders
- Organization Group Model
- In-Flight Orders
- 7600 Easy (EZ) Invoice
- Working Capital Fund

## Overview

The Oracle E-Business Suite (EBS) solution for G-Invoicing works with the federal G-Invoicing application to facilitate the exchange and processing of buy and sell data related to intragovernmental transactions (IGTs). The solution is integrated with Oracle Contract Lifecycle Management for Public Sector (CLM), Oracle Purchasing, and Oracle Projects, and other products play supporting roles.

As a federal program agency you can use the G-Invoicing solution to:

- Carry out the exchange of data, negotiation, and the approval of intragovernmental transactions using a common data repository.
- Integrate data from these activities into your accounting systems.
- Exchange data related to general terms and conditions (GT&Cs) and orders.
- Derive accurate progress and delivery against orders to manage performances and drive settlement.
- Improve auditability by associating related transactions with a common identifier.

The G-Invoicing solution uses REST services to communicate with the federal G-Invoicing application. Requesting (buying) and servicing (selling) agencies push (send) and pull (retrieve) IGT data to and from the G-Invoicing application. Data retrieved from the G-Invoicing application is validated, and corresponding transactions are created in EBS.

The G-Invoicing solution includes:

- Default attributes from GT&Cs for order creation and validation
- The ability for both requesting and servicing agencies to create IGT orders either in the federal G-Invoicing application or in EBS
- Predefined and customizable user-defined attribute (UDA) templates and document styles

- A tracking mechanism for IGT transactions
- The ability to create deferred, advance, or delivery performances against orders
- APIs to perform different servicing agency functions
- A request log

For more information about setting up and using G-Invoicing in Oracle E-Business Suite, see:

- *G-Invoicing Overview, Oracle Contract Lifecycle Management for Public Sector Implementation Guide.*
- *Setting Up G-Invoicing for Oracle Projects, Oracle Projects Implementation Guide.*

## G-Invoicing Flow

The following steps describe what the overall flow G-Invoicing flow looks like from the perspective of a servicing agency using Oracle E-Business Suite.

1. Either agency creates an order. After the order has been updated as needed and approved, the requesting agency shares it with the servicing agency. The status of the order is Shared with Servicing Agency (SSA).
2. Both agencies pull and push GT&Cs, orders, and performances between the federal G-Invoicing application and EBS.
3. The servicing agency pulls approved orders and updates them with required attributes such as create and associate projects and agreements.
4. Servicing agencies can also define additional attributes for agreements and performance obligation lines.
5. The servicing agency can review orders and accept or reject them. When orders are accepted, they are marked Received (REC) and the status in the G-Invoicing application changes to Open.
6. Agreements are approved, funds are allocated and budget is baselined based on funds availability.
7. To derive accurate progress and delivery against orders to manage performances and enable settlement, the servicing agency can submit performance. Oracle Projects supports advance, deferred, and delivery performance types.

## Running Interface Programs

### Loading Projects Command Center Data

Before you can use G-Invoicing with EBS, you must retrieve and load the Projects G-Invoicing Enterprise Command Center (ECC) data.

1. From the **Home** page, select the *Projects Super User* responsibility.
2. Select **Requests** and then **Schedule**.  
The **Schedule Request: Define** page appears.
3. Query the concurrent program *Projects G-Invoicing ECC Data Load*.
4. Click the **Parameters** tab.
5. Enter a value in the **System Name** field.
6. From the **Load Type** list, select either **Full Load** or **Incremental Load**.
  - Use a full load to load all existing data into Oracle Projects Enterprise Command Center.
  - Use an incremental load to load only data that has been modified since the previous run. Schedule incremental loads to run as often as required to keep your data current.
7. Enter a value in the **Language** code field.
8. Select a value for the **Log Level** you want the program to report.
9. Select the SQL Trace On parameter to true or false.
10. Click the **Schedule Options** tab to enter scheduling details such as recurrence and intervals.
11. Click **Continue**.  
The **Schedule Request: Review** page appears.
12. Review the parameters you have entered. To change a parameter value, click **Back**. Correct the value and click **Continue** again.
13. Click **Submit** to run the concurrent program.



## Importing General Terms and Conditions Data from the G-Invoicing Application

To keep the GT&C data on the **G-Invoicing** dashboard current, schedule the *Intragovernmental Agreements (GT&C) Interface* concurrent program to run periodically.

To run the concurrent program, perform the following steps:

1. From the **Home** page, select the *Projects Super User* responsibility.
2. Select **Requests** and then **Schedule**.  
The **Schedule Request: Define** page appears.
3. Query the concurrent program *Intragovernmental Agreements (GT&C) Interface Program*.
4. Click the **Parameters** tab.
5. From the **Agency Type** list, select **Servicing Agency**.
6. For the **Request Mode** select **Pull**.
7. In the **Request Type** field, select **Get GTC List**.
8. Select your operating unit.
9. Select an agency location code.
10. [Optional] Enter a document number and a document status.
11. [Optional] Indicate whether to process documents with errors.
12. Click the **Schedule Options** tab to enter the concurrent program scheduling details such as recurrence and intervals.
13. Click **Continue**.  
The **Schedule Request: Review** page appears.
14. Review the parameters you have entered. To change a parameter value, click **Back**. Correct the value and click **Continue** again.
15. Click **Submit**.

This program pulls the GT&C list and extracts the GT&Cs based on the date and agency location code. Oracle Projects submits the concurrent request for each GT&C. After a response is received from the federal G-Invoicing application for all the GT&Cs, a business event is invoked with the parent request ID. Subscription to this business event can create GT&C documents in the system.

## Interfacing Orders to and from the G-Invoicing Application

Once an order is created and approved, you can pull it into the G-Invoicing dashboard in the Projects Enterprise Command Center. You must run the load program, *Projects G-Invoicing ECC Data Load*, to display the order data in the dashboard. You can schedule this load program to run periodically.

To pull eligible orders into the G-Invoicing dashboard or to push approved orders back to the federal G-Invoicing application, perform the following steps:

1. From the **Home** page, select the *Projects Super User* responsibility.

2. Click **Requests** and then **Schedule**.

The **Schedule Request: Define** page appears.

3. Query the concurrent program *Intragovernmental Orders Interface Program*.

4. Click the **Parameters** tab.

5. From the **Agency Type** list, select **Servicing Agency**.

6. Set the request mode.

- Use Pull mode to retrieve a list of eligible orders.

For each eligible order, the program extracts the order from the federal G-Invoicing application. The program synchronizes order data into the G-Invoicing dashboard and automatically creates an agreement.

- Use Push mode when your agency has approved an agreement and the order status is Pending.

7. Select the request type. If you set the request mode to Pull, then set the request type to **Get Order List**.

The following options are supported:

- Get Order Attachment
- Get Order List
- Get Order by ID
- Post Attachments
- Post Orders

8. Select an operating unit.

9. Select an agency location code.
10. Optionally, enter a document number, document status, or attachment number.
11. Indicate whether to process documents with errors.
12. Click the **Schedule Options** tab to enter the concurrent program scheduling details such as recurrence and intervals.
13. Click **Continue**.  
The **Schedule Request: Review** page appears.
14. Review the parameters you have entered. To change any parameter's value, click **Back**. Correct the value and click **Continue** again.
15. Click **Submit**.

## Interfacing Performances to and from the G-Invoicing Application

To push performances to or pull performances from the federal G-Invoicing application, perform the following steps:

1. Select the *Projects Super User* responsibility.
2. Select **Requests** and then **Schedule**.  
The **Schedule Request: Define** page appears.
3. Query the concurrent program *Intragovernmental Performance Interface Program*.
4. Click the **Parameters** tab.
5. From the **Agency Type** list, select **Servicing Agency**.
6. Set the request mode.
  - Use **Pull** to retrieve a list of approved performances.
  - Use **Push** to post performances.
7. Set the request type.
  - To retrieve performance data from the federal G-Invoicing application, use **Get Performance List**.
  - To submit performance, use **Post Performances**.
8. Select an operating unit.

9. Select an agency location code.
10. (Optional) Enter an order number to pull performances only for that order. Leave the field empty if you want to pull performances across all orders.
11. (Optional) Enter a performance number. Leave the field empty if you want to pull all performances that meet the other criteria you've entered.
12. Select a performance status: **Informational**, **Pending** or **Settled**.
13. Click the **Schedule Options** tab to enter the concurrent program scheduling details such as recurrence and intervals.
14. Click **Continue**.  
The **Schedule Request: Review** page appears.
15. Review the parameters you have entered. To change a parameter value, click **Back**. Correct the value and click **Continue** again.
16. Click **Submit**.

## Submitting Performance for Multiple Orders

To submit multiple performances at once for advance and non-advance orders, use the *PRC: Process Mass Submission Performances for G-Invoicing* concurrent program.

If the orders are advance enabled, then the concurrent program submits the advance performance and then the delivery performance. If orders are not advance enabled, then the concurrent program submits the deferred performance and then the delivery performance.

When the performance lines result in failure, the concurrent program resubmits these lines the next time it runs.

To submit performance for a range of orders, perform the following steps:

1. From the **Home** page select the *Projects Super User* responsibility.
2. Click **Requests** and then **Schedule**.  
The **Submit Request** window appears.
3. Query the *PRC: Process Mass Submission Performances for G-Invoicing* concurrent program.
4. Click the **Parameters** tab.
5. Select an operating unit.

6. Select an agency location code. This is a mandatory field.
7. Enter a value in the **From Order** field.
8. Enter a value in the **To Order** field.
9. Select the performance type: Advance, Deferred, or Delivery.  
If you leave the field empty, then the concurrent program submits all the performances in an appropriate order.
10. Enter the preparer name. The name must be at least 7 characters long. If you have set up the preparer details in the **G-Invoicing Setup** page, then the system uses those values.
11. Enter a valid email address for the preparer. If you have set up the preparer details in the **G-Invoicing Setup** page, then the application uses that value.
12. Enter the preparer's contact number. This must be a valid number. If you have set up the preparer details in the **G-Invoicing Setup** page, then the application uses that value.
13. Enter a performance date. The performance date must be in the current open accounting period.
14. Enter a comment.
15. Select a performance indicator: **Final** or **Partial**.
16. Enter either Yes or No in the **Process Error Documents** field. Set the value to Yes to process all documents that had errors in the previous pull. You can then correct and reprocess these orders.
17. Click **Continue**.  
The **Schedule Request: Review** page appears.
18. Review the parameters you have entered. To change any parameter's value, click **Back**. Correct the value and click **Continue** again.
19. Click **Submit**.

## Generating 7600B Reporting

To generate and print a 7600B report, run the *MGT:Generate 7600B Federal Report* concurrent program.

1. On the **Home** page, select the *Projects Super User, US Federal* responsibility.

2. Click **Requests**, and then **Schedule**.
3. Query the concurrent program *MGT:Generate 7600B Federal Report*.
4. Select the concurrent program and click **Select**.
5. Click the **Parameters** tab.
6. Enter or select an operating unit.
7. Enter or select an order number.
8. Enter or select **Yes** or **No** to attach the report to an agreement.
9. Click **Continue**.  
The **Schedule Request: Review** page appears.
10. Review the parameters you have entered. To change any parameter's value, click **Back**. Correct the value and click **Continue** again.
11. Click **Submit**.

## The Oracle Projects Command Center G-Invoicing Dashboard

### Overview of the Projects Command Center

Costing Managers can use Oracle Projects Command Center to establish a programmatic strategy for tracking, monitoring, and controlling project costs. Projects Command Center contains key performance indicators of the project and enables you to view metrics, drill down into details, analyze deviations, and take appropriate and corrective measures as required. Project controls measure actual progress versus planned, and enables you to take corrective actions. Projects Command Center provides visibility to measures using, metrics, KPI's, charts, summarized data, and a detailed level view of data in the form of results sets.

**Note:** Oracle Projects Command Center dashboards do not consider sponsored projects (grants). In addition, only active projects are considered for display in ECC, and projects where users are an active project manager display on the dashboard. (Oracle Grants Accounting is a separate Oracle application that is not related to Oracle Enterprise Command Center).

The following dashboards are available for Project Costing using Oracle E-Business Suite Enterprise Command Center integration:

- **Investment Turn Dashboard** - This dashboard displays measures and metrics required to monitor a project's delivery, performance, and status on client invoices, receipts, vendor payments, and procurement status.
- **Costing** dashboard - This dashboard displays cost related data for all projects.
- **Capital** dashboard - This dashboard displays cost and capital related data for capital projects only.
- **Budgetary Control** dashboard (commercial) - This dashboard displays budget and budget balances at the project and task levels for commercial customers.
- **Billing** dashboard - This dashboard provides key performance indicators of the project and lets project managers view details, reasons for deviations, and take appropriate and corrective measures for tracking and controlling the project billing process.
- **G Invoicing** dashboard - This dashboard displays G Invoicing objects that include General Terms and Conditions (GT&C), Order, and Performance metrics and measures across all orders and projects.
- **Budgetary Control** dashboard (U.S. Federal) - This dashboard displays budget and budget balances at the project and task levels for federal customers.

**Additional Information:** For ECC installation, configuration, and access for U.S. Federal vs. Commercial dashboards, see My Oracle Support Knowledge Document 2495053.1, *Installing Oracle Enterprise Command Center Framework*.

**Note:** The Oracle Projects application configuration and setup must be completed after the installation and common configurations are completed as described in My Oracle Support Knowledge Document 2495053.1, *Installing Oracle Enterprise Command Center Framework*. For additional ECC Overview information, see *Overview of Oracle Enterprise Command Center Framework, Oracle E-Business Suite User's Guide*.

## Searching Enterprise Command Center Dashboards

Use the dashboard sidebar to refine (filter) the data on each dashboard. You can also Search using a keyword, value, or a specific record. The type-ahead feature suggests matches for your entry that correspond to the selected data set. When you submit a search, the search term is added to the Selected Refinements list, and the dashboard data is refined to include only records that match the search. You can add multiple refinements and remove any of them at any time. Using Saved Searches, you can create and save your searches and refer to them later. You can also edit and delete saved

searches.

You can also search using Descriptive Flexfield (DFF) attributes. For a list of Oracle Projects Costing flexfields, refer to *Configuring Descriptive Flexfields for Search*, .

Use an asterisk (\*) or percent sign (%) to perform a partial keyword or record search that matches any string of zero or more characters. You can also use a question mark (?) to perform a partial search that matches any single character.

**Additional Information:** For additional information about searching and refining data in Oracle Enterprise Command Centers, see *Search* in *Highlights of an Enterprise Command Center, Oracle E-Business Suite User's Guide*.

## G-Invoicing Dashboard

The **G-Invoicing** dashboard displays G-Invoicing data for all orders. The dashboard provides information to the servicing agency and key members for managing orders and displays G-Invoicing elements that include General Terms and Conditions (GT&Cs), orders, exceptions, funding, EZ invoices, and performance metrics across all orders and projects. From the dashboard, you can navigate to individual projects, tasks, and resource assignment levels. Dashboard metrics include:

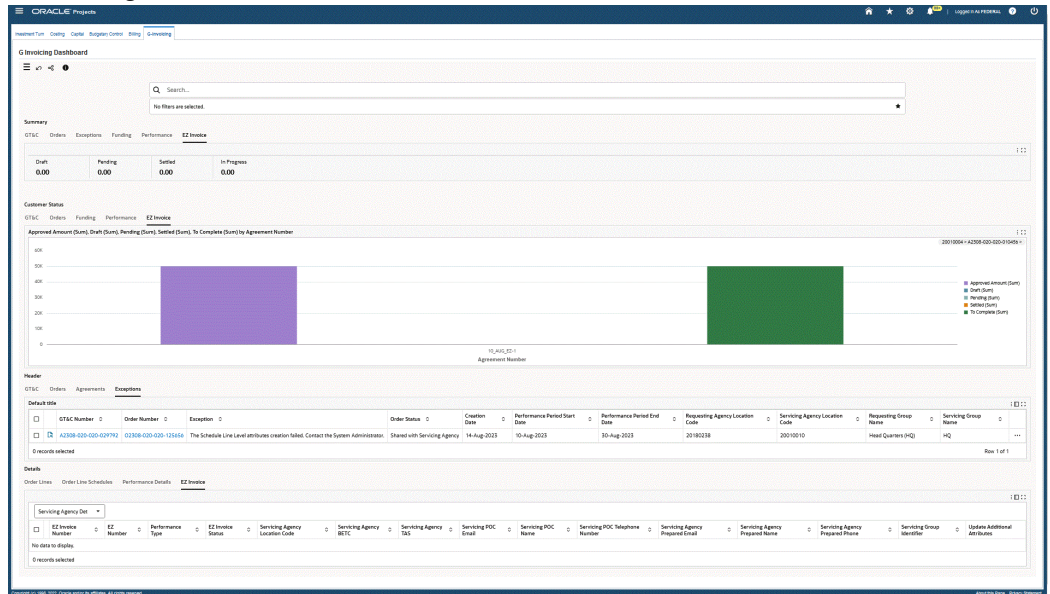
- GT&C status
- Order status and monitoring
- Exceptions
- Funding
- Performance
- EZ Invoice

Based on your Role Based Access Control (RBAC) setup, navigate to the Projects Command Center.

As an example, from the *Projects SU, US Federal* responsibility: Projects Command Center > G-Invoicing (tab)



# G-Invoicing Dashboard



The following table describes the G-Invoicing dashboard components.

Component	Description
<p><b>Summary</b> (tab layout)</p> <p><b>GT&amp;C</b> (tab)</p>	<p>The <b>GT&amp;C</b> summary bar displays the following metrics:</p> <ul style="list-style-type: none"> <li data-bbox="862 396 1344 512"> <p>• <b>Currency</b></p> <p>This metric displays the servicing agency currency.</p> </li> <li data-bbox="862 552 1360 730"> <p>• <b>Active</b></p> <p>This metric displays the number of GT&amp;Cs with the active status code <b>Open for Orders</b>. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="862 770 1349 949"> <p>• <b>Ordered Value</b></p> <p>This metric displays ordered value calculated as (total estimated amount less total remaining amount). Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="862 989 1344 1136"> <p>• <b>Remaining Value</b></p> <p>This metric displays the remaining value. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="862 1176 1349 1289"> <p>• <b>Latest Validity</b></p> <p>This metric displays the most recent dates for valid GT&amp;Cs.</p> </li> </ul>

Component	Description
<p data-bbox="448 306 686 338"><b>Summary</b> (tab layout)</p> <p data-bbox="448 359 583 390"><b>Orders</b> (tab)</p>	<p data-bbox="954 306 1357 369">The <b>Orders</b> summary bar displays the following metrics:</p> <ul style="list-style-type: none"> <li data-bbox="954 390 1471 642"> <p data-bbox="954 390 1053 422">• <b>New</b></p> <p data-bbox="1000 449 1425 642">This metric displays the number of new orders that are in progress and have the active status <b>Open for Order</b>, and have associated projects and accepted orders. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 674 1471 1083"> <p data-bbox="954 674 1341 705">• <b>Pending Approval Submission</b></p> <p data-bbox="1000 732 1459 1083">For Buyer Initiated Orders (BIO), this metric displays the number of orders that have not been accepted or approved by the requesting agency. This value includes agreements with the status <b>Work In Progress</b>. This also includes Seller Facilitated Orders (SFO) that are under review and are in progress, awaiting approval submission to the requesting agency. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 1115 1471 1398"> <p data-bbox="954 1115 1203 1146">• <b>Pending Approval</b></p> <p data-bbox="1000 1173 1451 1398">This metric displays the number of orders submitted and pending approval. Seller Facilitated Orders (SFO) are pending approval by the servicing agency while all other orders are pending approval by the servicing agency. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 1430 1471 1619"> <p data-bbox="954 1430 1114 1461">• <b>Approved</b></p> <p data-bbox="1000 1488 1459 1619">This metric displays the number of approved orders. SFO orders are approved from requesting agency. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 1650 1471 1776"> <p data-bbox="954 1650 1097 1682">• <b>Rejected</b></p> <p data-bbox="1000 1709 1459 1776">This metric displays the number of rejected orders. SFO orders are rejected by</p> </li> </ul>

---

Component	Description
	<p data-bbox="906 310 1317 401">requesting agency and sent back to the servicing agency. Click this metric to further refine the dashboard data.</p> <ul style="list-style-type: none"><li data-bbox="862 443 1013 470">• <b>Modified</b><p data-bbox="906 501 1289 592">This metric displays the number of modified orders. Click this metric to further refine the dashboard data.</p></li><li data-bbox="862 634 1065 661">• <b>Pending Close</b><p data-bbox="906 690 1369 970">This metric displays the total number of orders in <b>Pending Close</b> status. The total sum of certain performance details recorded against each schedule in the order by the servicing agency and requesting agency must be equal. For SFO orders, the total sum of certain performance details recorded against each schedule in the order must also match.</p></li></ul>

---

Component	Description
Summary (tab layout)	The <b>Exceptions</b> summary bar displays the following metrics:
Exceptions (tab)	<ul style="list-style-type: none"> <li data-bbox="954 394 1463 604"> <p data-bbox="1003 394 1122 420"><b>Failed Pull</b></p> <p data-bbox="1003 453 1463 604">This metric displays the number of orders that have not met the criteria for creating an agreement. Therefore, agreements could not be created. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 646 1463 888"> <p data-bbox="1003 646 1130 672"><b>Failed Push</b></p> <p data-bbox="1003 705 1463 888">This metric displays the number of orders that have been approved in Oracle Projects through the agreement approval stage, but that could not be pushed to G-Invoicing for technical reasons. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 930 1463 1140"> <p data-bbox="1003 930 1377 955"><b>Advance Performance Failed Push</b></p> <p data-bbox="1003 989 1463 1140">This metric displays the total value of advance performance that has not been pushed to G-Invoicing when submitting for technical reasons. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 1182 1463 1392"> <p data-bbox="1003 1182 1377 1207"><b>Deferred Performance Failed Push</b></p> <p data-bbox="1003 1241 1463 1392">This metric displays the total value of deferred performance that has not been pushed to G-Invoicing when submitting for technical reasons. Click this metric to further refine the dashboard data.</p> </li> <li data-bbox="954 1434 1463 1644"> <p data-bbox="1003 1434 1377 1459"><b>Delivery Performance Failed Push</b></p> <p data-bbox="1003 1493 1463 1644">This metric displays the total value of delivery performance that has not been pushed to G-Invoicing when submitting for technical reasons. Click this metric to further refine the dashboard data.</p> </li> </ul>

Component	Description
<p><b>Summary</b> (tab layout)</p> <p><b>Funding</b> (tab)</p>	<p>The <b>Funding</b> summary bar displays the following metrics:</p> <ul style="list-style-type: none"> <li data-bbox="862 394 1365 573"> <p>• <b>Funding</b></p> <p>This metric displays the total amount of funding from all approved orders. This value is calculated as the sum of advance receipt and non-advance order value.</p> </li> <li data-bbox="862 615 1365 825"> <p>• <b>Non-Advance Order Value</b></p> <p>This metric displays the total approved value of non-advance orders. The value for funding against non-advance order value remains the same as order value. Click this metric to refine the dashboard data.</p> </li> <li data-bbox="862 867 1365 1045"> <p>• <b>Advance-Enabled Order Value</b></p> <p>This metric displays the total approved order value of advance-enabled orders. Click this metric to refine the dashboard data.</p> </li> <li data-bbox="862 1087 1365 1423"> <p>• <b>Advance Performance</b></p> <p>This metric displays the total value of advance receipts that have been applied and processed to G-Invoicing. This metric provides the value of advance performance against orders that are paid by the requesting agency, and received and acknowledged by the servicing agency. Click this metric to refine the dashboard data.</p> </li> <li data-bbox="862 1465 1365 1644"> <p>• <b>Advance Pending</b></p> <p>This metric displays the total value of advance-enabled orders minus advance receipts. Click this metric to refine the dashboard data.</p> </li> <li data-bbox="862 1686 1365 1766"> <p>• <b>Balance Funding</b></p> <p>This metric displays active funding minus</p> </li> </ul>

Component	Description
<p><b>Summary</b> (tab layout)</p> <p><b>Performance</b> (tab)</p>	<p>accepted delivery performance.</p> <p>The <b>Performance</b> summary bar displays the following metrics:</p> <ul style="list-style-type: none"> <li data-bbox="959 489 1352 548"> <p>• <b>Deferred Performance (Pending Submission)</b></p> <p>This metric displays the total value of deferred performance. This is the value of work that has been completed but for which the funds have been deferred for settlement at a later date. This metric provides value of deferred performance against orders between the servicing agency and the requesting agency.</p> </li> <li data-bbox="959 867 1352 926"> <p>• <b>Delivery Performance (Pending Submission)</b></p> <p>This metric displays the total value of delivered performance, which represents the completion of work or the transfer of goods to the requesting agency. This metric provides value of delivery performance against the orders between the servicing agency and the requesting agency.</p> </li> <li data-bbox="959 1213 1382 1245"> <p>• <b>Delivery Performance (Submitted)</b></p> <p>This metric displays the total amount of approved invoices submitted to G-Invoicing and awaiting acceptance by the requesting agency.</p> </li> <li data-bbox="959 1434 1247 1465"> <p>• <b>Accepted Performance</b></p> <p>This metric displays the delivery performance value accepted by the requesting agency and marked as final.</p> </li> </ul>

Component	Description
<p><b>Summary</b> EZ Invoice (tab)</p>	<p>The <b>EZ Invoice</b> summary bar displays the following metrics:</p> <ul style="list-style-type: none"> <li>• <b>Draft</b>  This metric displays the total number of EZ Invoices that are in a draft status.</li> <li>• <b>Pending</b>  This metric displays the total number of EZ Invoices that are submitted to G-Invoicing and not settled.</li> <li>• <b>Settled</b>  This metric displays the total number of EZ Invoices with completed settlement and have a receipt associated with it in Oracle. The life cycle is complete from initiation to settlement.</li> <li>• <b>In Progress</b>  This metric displays the total number of EZ Invoices in progress and pending an amount in agreement in which delivery has not occurred.</li> </ul>
<p><b>Customer Status</b> (tab layout) GT&amp;C (tab)</p>	<p>The <b>GT&amp;C</b> chart displays buying agency details for total ordered amount and total remaining amount of the active GT&amp;C between the servicing agency and the buying agencies. Click a requesting agency GT&amp;C number in the chart to view the individual GT&amp;C of the selected buying agency and its associated GT&amp;C's with the servicing agency.</p> <p>Click a <b>Requesting Agency Location Code</b> in the chart to refine the data and display all GT&amp;C numbers that belong to the requesting agency.</p>



Component	Description
<p><b>Customer Status</b> (tab layout)</p> <p><b>Orders</b> (tab)</p>	<p>The <b>Orders</b> chart displays the total value of orders for each order status against each buying agency which the servicing agency is conducting business with. You can click an agency order number in the chart or the order value bar to view individual order details between the servicing agency and the buying agency.</p> <p>Click a <b>Requesting Agency</b> in the chart to refine the data and display all Order Numbers that belong to the requesting agency.</p>
<p><b>Customer Status</b> (tab layout)</p> <p><b>Funding</b> (tab)</p>	<p>The <b>Funding</b> chart displays the overall amount of funding by Non-Advance orders, funding through Advance Receipts, and funding Advance Pending orders.</p>
<p><b>Customer Status</b> (tab layout)</p> <p><b>Performance</b> (tab)</p>	<p>The <b>Advance Orders</b> chart displays an overview of advance order values in terms of overall performance amounts.</p> <p>The <b>Non-Advance Orders</b> chart displays an overview of non-advance orders in terms of overall performance amounts.</p>

Component	Description
Customer Status (tab layout)	The <b>EZ Invoice</b> chart displays the total amounts of EZ Invoices grouped by:
EZ Invoice (tab)	<ul style="list-style-type: none"> <li>• <b>Approved Amount (Sum)</b> The total value of agreements created for the corresponding GT&amp;C, and the requesting ALCs combination.</li> <li>• <b>Draft (Sum)</b> Total value of the EZ Invoices in <b>Draft</b> status.</li> <li>• <b>Pending (Sum)</b> Total value of the EZ Invoices in <b>Pending</b> status.</li> <li>• <b>Settled (Sum)</b> Total value of the EZ Invoices in <b>Settled</b> status.</li> <li>• <b>To Complete (Sum)</b> Total value of the agreements that are associated with the corresponding GT&amp;Cs that have not been delivered.</li> </ul>
	You can select dimensions to display total amounts for the following:
	<ul style="list-style-type: none"> <li>• <b>Agreement Number</b></li> <li>• <b>GT&amp;C Number</b></li> <li>• <b>Project Number</b></li> <li>• <b>Requesting Agency Location Code</b></li> </ul>

Component	Description
<p><b>Header</b> (tab layout)</p> <p><b>GT&amp;C</b> (tab)</p>	<p>The <b>GT&amp;C</b> results table displays data grouped by GT&amp;C attribute groups. You can view data grouped by:</p> <ul style="list-style-type: none"> <li>• <b>GT&amp;C Information</b></li> <li>• <b>Agreement Amount Information</b></li> <li>• <b>Additional Information</b></li> <li>• <b>Agency Information</b></li> <li>• <b>Preparer Information</b></li> <li>• <b>Requesting Approval Information</b></li> <li>• <b>Servicing Approval Information</b></li> </ul> <p>You can also click values in the <b>GT&amp;C Number</b>, <b>Title</b>, <b>Agreement Type</b>, <b>Status</b>, <b>Termination Days</b>, <b>Requesting Group Name</b>, and <b>Servicing Group Name</b> columns to filter and refine dashboard data for the selected values.</p> <p>Click the ellipses (...) icon in the row to open the following action items:</p> <ul style="list-style-type: none"> <li>• <b>Create Order</b>- click to open the <b>Create Seller Faciliated Order</b> UI. This action item is enabled only for those GTCs with the <b>Order Originating Indicator</b> as <b>Servicing Agency</b>.</li> <li>• <b>Attachments</b>- click to view GT&amp;C attachments.</li> <li>• <b>Create EZ Agreement</b>- click to open the <b>Create Agreement</b> form. This action item is only enabled when the Bizapp attribute is <b>EZ</b> invoice.</li> </ul>

Component	Description
<p><b>Header</b> (tab layout)</p> <p><b>Orders</b> (tab)</p>	<p>The <b>Orders</b> results table displays data grouped by Order attribute groups. You can view data grouped by:</p> <ul style="list-style-type: none"> <li>• <b>Order Details</b></li> <li>• <b>Advance</b></li> <li>• <b>Billing and Delivery Information</b></li> <li>• <b>Funding Details</b></li> <li>• <b>Partner Information</b></li> <li>• <b>Performance</b></li> </ul> <p>You can click values in the columns to filter and refine dashboard data for the selected values.</p> <p><b>Note:</b> This results table includes the following action-enabled attributes:</p> <ul style="list-style-type: none"> <li>• <b>Update Agreement</b> - Click this action to navigate to the Update Agreement page where you can update and create agreements.</li> <li>• <b>Create Project</b> - Click this action to navigate to the Create Project page to create a new project.</li> <li>• <b>Associate Project</b> - Click this action to navigate to the Associate Project window where you can search for and associate projects.</li> <li>• <b>View Performance Obligation</b> - Click this action icon to navigate to the Performance Obligations page to view performance obligation details.</li> <li>• <b>View SFO</b> - Click this action icon to navigate to the <b>SFO</b> page to view the</li> </ul>

Component	Description
	<p data-bbox="1016 310 1344 342">Seller Facilitated Orders (SFO).</p> <ul data-bbox="972 380 1446 741" style="list-style-type: none"> <li data-bbox="972 380 1446 548">• <b>Admin Modification</b> - Click this action to navigate to Agreement Additional Attributes for the SFO order. You can edit some attributes in Admin mode depending on the order stage.</li> <li data-bbox="972 583 1446 741">• <b>Push Admin Modification</b> - Click this action to transfer changes to the G-Invoicing portal. Click this action to push the admin modification changes to the G-Invoicing portal.</li> </ul> <p data-bbox="954 827 1446 888">You can also click the Options link in the table header to perform the following actions:</p> <ul data-bbox="954 911 1458 1377" style="list-style-type: none"> <li data-bbox="954 911 1458 1041">• <b>Create Agreement</b> - This action allows you to create agreements manually for those orders that failed to create agreements automatically.</li> <li data-bbox="954 1077 1406 1138">• <b>Order Modification Uptake</b> - Enables order modifications.</li> <li data-bbox="954 1173 1414 1276">• <b>Resynchronize Orders</b> - Allows you to push approved orders that previously failed push to G-Invoicing.</li> <li data-bbox="954 1312 1446 1377">• <b>Close Order</b> - Closes the selected order(s) that are in Pending Close status.</li> </ul>
<p data-bbox="448 1436 659 1467"><b>Header</b> (tab layout)</p> <p data-bbox="448 1488 639 1520"><b>Agreements</b> (tab)</p>	<p data-bbox="954 1436 1463 1625">The <b>Agreements</b> results tables displays all of the agreements related to GT&amp;Cs which are EZ enabled. Click a row level ellipses (...) icon to open the <b>Create EZ Agreement</b> action item. The <b>Update Agreement</b> form appears where you can update agreement details.</p>
<p data-bbox="448 1673 659 1705"><b>Header</b> (tab layout)</p> <p data-bbox="448 1726 623 1757"><b>Exceptions</b> (tab)</p>	<p data-bbox="954 1673 1463 1793">The <b>Exceptions</b> results table displays all of the exceptions related to GT&amp;Cs and orders that could not be pulled. It is not specific to EZ enabled GT&amp;Cs.</p>

Component	Description
<p><b>Details</b> (tab layout)</p> <p><b>Order Lines</b> (tab)</p>	<p>The <b>Order Lines</b> results table displays data grouped by Order Line attribute groups.</p> <p>From the drop-down list, you can select views to display details by:</p> <ul style="list-style-type: none"> <li>• <b>Order Line Details</b></li> <li>• <b>Performance</b></li> </ul> <p>You can click values in the columns to filter and refine dashboard data for the selected values.</p>
<p><b>Details</b> (tab layout)</p> <p><b>Order Line Schedules</b> (tab)</p>	<p>The <b>Order Line Schedules</b> results table displays data grouped by Order Line Schedules attribute groups.</p> <p>From the drop-down list, you can select views to display details by:</p> <ul style="list-style-type: none"> <li>• <b>Schedule Details</b></li> <li>• <b>Servicing Agency</b></li> <li>• <b>Requesting Agency</b></li> <li>• <b>Performance</b></li> </ul> <p>You can click values in the columns to filter and refine dashboard data for the selected values.</p> <p>Click the Options ellipses (...) icon link in the table header to perform the following actions:</p> <ul style="list-style-type: none"> <li>• <b>Request Full Advance</b></li> <li>• <b>Submit Deferred Performance</b></li> <li>• <b>Submit Delivery Performance</b></li> <li>• <b>Request Partial Advance</b></li> <li>• <b>Adjust Advance</b></li> </ul>

Component	Description
Details (tab layout)	The <b>Performance Details</b> results table displays data grouped by performance attribute groups.
Performance Details (tab)	From the drop-down list, you can select views to display details by: <ul style="list-style-type: none"> <li data-bbox="954 485 1224 512">• <b>Performance Details</b></li> <li data-bbox="954 554 1094 581">• <b>Preparer</b></li> <li data-bbox="954 623 1084 651">• <b>Receipt</b></li> </ul> <p data-bbox="954 690 1463 873">Click the row level <b>View</b> action link to navigate to the <b>View Performance History</b> page to view performance detail. The page displays by <b>Order Number, Order Line Number, Schedule Line Number, Performance Type, and Accounting Period.</b></p> <p data-bbox="954 905 1463 993">You can also click on values within the columns to filter and refine dashboard data for the selected values.</p>

Component	Description
<p><b>Details</b> (tab layout)</p> <p><b>EZ Invoice</b> (tab)</p>	<p>The <b>EZ Invoice</b> results table displays EZ Invoice data. From the drop-down list, you can select views to display details by:</p> <ul style="list-style-type: none"> <li>• <b>EZ Invoice Detail</b></li> <li>• <b>Requesting Agency and Other Details</b></li> <li>• <b>Servicing Agency Detail</b></li> </ul> <p>Click the <b>Update Additional Attributes</b> action link to open the <b>EZ Invoice Additional Attributes</b> form for the selected EZ Invoice (row level). You can update many attributes for the EZ Invoice in this page.</p> <p>Click the ellipses (...) icon in the table header for the following actions:</p> <ul style="list-style-type: none"> <li>• <b>Compare</b> - you can compare selected EZ invoice records.</li> <li>• <b>Submit</b>- you can send an EZ invoice to the G-Invoicing application. Only those records that are in <b>Draft</b> status are eligible for this action.</li> <li>• <b>Delete</b> - you can delete an EZ invoice only when the EZ invoice status is in Draft or Pending mode.</li> <li>• <b>Reverse</b> - you can reverse an EZ invoice after the the settlement. A reversal is only possible for a settled invoice.</li> <li>• <b>Reprocess Receipt</b> - you can reprocess a receipt when there is an error on the receipt processing for an invoice or credit memo. This is eligible when the receipt status is in Error, and the receipt number is not updated on the invoice line after processing the receipts.</li> </ul>



## Managing and Maintaining GT&Cs and Orders

### Manage and Maintain General Terms and Conditions

GT&Cs are the terms and conditions of a transaction, agreed upon between the seller and the buyer. The *Intragovernmental Agreements (GT&C) Interface* concurrent program pulls GT&Cs with approved and closed statuses, and their corresponding projects and details, from the federal G-Invoicing application. The details can then be displayed on the G-Invoicing dashboard in the Projects Command Center.

To view requesting agency location code, servicing agency location code, requesting group name and servicing group name, select **Agency Information** from the **GT&C** tab or **Partner Information** from the **Orders** tab.

### Manage and Maintain Orders

An order is an agreement between trading parties to deliver goods and services within a certain time frame and according to certain specifications. Either agency can create an order. When the order is approved internally by the requesting agency, that agency shares it with the servicing agency. The partner agency can then update order details and accept or reject the order.

### Order Mapping to Project Entities

Orders are mapped to different entities in Oracle Projects. The order header is mapped to an agreement, order lines are mapped to performance obligations, and order line schedules are mapped to performance obligation lines. You can view these details on the **G-Invoicing** dashboard in the Projects Command Center.

Refer to "Mapping of G-Invoicing Business Objects in Oracle E-Business Suite.", for more details.

### Generating Draft Agreement and Initiate Workflow

The servicing agency updates an agreement and submits it for the requesting agency's approval. Orders with the Shared with Servicing Agency (SSA) status are pulled into the **G-Invoicing** dashboard. Agreements are automatically created in the Work In Progress status.

Agreements inherit the agreement type from the implementation options. The operating unit on an agreement is the seller's agency location code (ALC) based on the ALC mapping on the **Bank Accounts** page of the Oracle Federal Administration module. Each ALC is mapped to one operating unit. The pull program defaults the agreement type and operating unit on the draft agreement. You can change the operating unit on an agreement until it is approved.

If the automatic agreement creation fails, an error is displayed in the G-Invoicing dashboard. Agreement creation can fail for several reasons:

- The specified customer is inactive.
- The agreement type was not set up during implementation.
- The agreement type is not enabled for the workflow.

After errors are resolved, agreements are recreated when the *Intragovernmental Order Interface Pull Program* is run again.

## Order Approval Flow

When an IGT order is pulled by a servicing agency, the system creates an agreement with the Work In Progress (WIP) status in Oracle Projects.

You can associate a project with an order at any time, and one WIP agreement exists for that project in both the order creation processing and the update flow.

Order approval happens at the agreement level. When the order is submitted for approval, all order lines and order line schedules are associated with a project. You must enter all the mandatory servicing agency attributes.

### On Approval

When an agreement is approved, performance obligations (POBGs) are published with funding, revenue budgets are created and baselined, and accounting entries are created in Oracle General Ledger (GL). This is performed for both first and incremental approvals.

### On Rejection

When an agreement is rejected and the order has been associated with a project but has not been updated or incremented, the order is disassociated from the project. For an incremental order or an order with updates, the change is rolled back and the previous status is restored.

## Pulling General Terms and Conditions Attachments into EBS

The G-Invoicing dashboard displays attachments in the **GT&C** header region.

To pull the attachments, perform the following steps:

1. From the **Home** page, select the *Projects Super User* responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**.
3. Click the **G-Invoicing** dashboard tab.
4. From the **GT&CHeader** region, click the **Attachments** icon.

The **General Terms and Conditions Attachments** page opens.

5. Click the **Pull Attachments** option.

The system pulls all attachments from the federal G-Invoicing application and displays them in the **Attachment** region.

## General Terms and Conditions Attachments

The **General Terms and Conditions Attachments** page shows the following attachment details.

- The general terms and conditions header region shows the GT&C number, agreement type, GT&C start and end dates, advance payment indicator, total estimated amount, and remaining amount.
- The **General Terms and Conditions Attachment** region in the header shows the details of an attachment, such as whether the attachment is from the servicing or requesting agency, the name and date of the attachment, the attachment URL, and the download status.
- The **Attachment** region shows more details of the attachment displayed above.

## Order Attachments

Attachments are used to reinforce contractual requirements. Both buyers and sellers provide attachments. You can download and view the attachments from the **Agreements** page.

You can manually pull pending attachments using the **Pull Attachments** option in the **Action** list on the **Update Agreement** page. Until this is done, attachments show as Download Pending with a URL in the attachment table.

To download (pull) pending attachments for an order through the G-Invoicing dashboard:

1. Navigate to the **Projects Command Center**.
2. Click the **G-Invoicing** dashboard.
3. On the **G-Invoicing** dashboard, search by **Order Number**.
4. Scroll to the **Order Result Set**.
5. Click the **Update Agreement** link.
6. Click **Actions** and then **Pull Attachment**.

To download pending attachments from Oracle Project Billing:

1. From the *Projects Super User* responsibility, click **Billing**.
2. Query an agreement.
3. Click **Update Agreement**, and then click **Pull Attachment**.

## Order Modification and Uptake

Modifications are tracked against orders, order lines, and order line schedules.

When a modified order is pulled into Oracle Projects, the agreement status changes to Work in Progress.

To access the changes you must uptake the modification. Select **Order Modification Uptake** from the **Action** list on the G-Invoicing dashboard. You can uptake only one modified order at a time. Because performance obligations and performance obligation lines are mapped to order line and order line schedules, the addition or deletion of rows is performed during order modification. Therefore, you cannot add or delete performance obligations or performance obligation lines.

When an order line schedule is deleted, the quantity becomes zero and a negative funding line is generated to negate the corresponding value.

**Note:** You can only update an order that has associated GT&Cs in an approved status.

## Resynchronizing Orders

If an order does not meet the requirements for creating an agreement that is pulled and stored in the shared structures, the order fails agreement creation. Orders that fail are displayed on the G-Invoicing dashboard with the option to create agreements manually after resolving errors.

Similarly, when an order approved by the servicing agency is pushed to the G-Invoicing application, the push may fail with errors. If that happens, correct the errors and then select **Resync Order** from the **Action** list to push the corrected orders back to the G-Invoicing application.

## Using Agreements and Agreement Additional Attributes

### Updating Agreement

To update agreements, perform the following steps:

1. From the **Home** page, Select the *Projects Super User* responsibility.

2. Click **Enterprise Command Center**, and then click **Projects Command Center**.
3. Click the **G-Invoicing** dashboard tab.
4. Scroll down to the **Headers** region and click the **Orders** tab.
5. Click the **Update Agreement** (link) icon.  
The **Update Agreement** page appears.
6. The **Actions** menu on the **Update Agreement** page includes the following options for G-Invoicing:
  - Additional Agreement Attributes
  - Pull Attachments
  - View Agreement Versions
  - View Funding
7. The following changes have been made to the **Update Agreement** header region:
  - You can change the operating unit.
  - The **Acceptance Point** field displays the acceptance point value.
  - The **Servicing Organization Group** and **Requesting Organization Group** fields capture this information.  
The lists of values are based on the servicing agency ALC. The **Requesting Organization Group** field is read-only.
  - The **Order Originating Partner Indicator** displays if the order is originating from the servicing or the requesting agency.
  - The **Intragovernmental Order** check box is selected if the order is intragovernmental.
  - When the **Confirm Funds Availability** option is selected, the system verifies that enough funds are available for settlement. Only if the funds are available can the agreement be submitted for approval.
  - The **G-Invoicing Maintained Order** if the order is initiated and maintained in the federal G-Invoicing application.
  - The **In-Flight Order Indicator** indicates if the order is an in-flight order or not.
8. The following new fields have been added to the **Update Agreement** page:

- **Agreement Number:** Indicates the agreement number assigned.
- **Customer Order Number:** Indicates the customer order number.
- **Currency:** Indicates the currency for the order.
- **Order Creation Date:** Displays the date the order was created.
- **Order Status:** Displays the current status of the order.

**Note:** Oracle Projects pulls closed orders from the G-Invoicing application. On the update agreement page, the order status includes Closed.

- **Billing Frequency:** Valid values are Monthly, Other, Quarterly, and Weekly. If you select Other, then the **Billing Frequency Other** field is enabled and is mandatory.
- **Billing Frequency Other:** Enter the frequency of billing.
- **Order Acceptance Date:** Displays the acceptance date of the order.
- **Total Net Order Amount:** Displays the sum of the ordered amount.
- **Servicing Agency ALC:** Displays the servicing agency's ALC contained in the GT&C.
- **Approval Required:** Indicates if the order needs approval.
- **Product Source:** Indicates if the order is intragovernmental.
- **Per Invoice Limit:** Indicates the value of per invoice. This field is used for EZ Invoicing that comes from the GT&C. This field is read only.
- Click **Additional Agreement Attributes** in the **Actions** menu and click **Go**.
- **Approval Status** Displays the status of the order approval, such as Work in Progress or Approved.
- **Internal Status** Displays the status of the order tracked internally at various stages of the order approval.
- In the Order Attachments region, the order attachment documents are displayed that are pulled into Oracle Projects. You can detach the attached documents.

The fields in this regions are as follows:

- **Buy/Sell Indicator:** Indicates if the attachment has been included by either the servicing or the requesting agency.
  - **Name:** Indicates the name of the file.
  - **Alias:** Indicates the alternative name.
  - **Updated By:** Indicates the person who updated the attachment.
  - **Date/Time:** Indicates the date and time the attachment was added or updated.
  - **Request ID:** Indicates the concurrent request ID.
  - **Attachment URL:** Indicates the attachment file URL uploaded from.
  - **Attachment ID:** Indicates the ID assigned to the attachment.
  - **Status:** Indicates the status of the attachment.
- In the **Attachments** region, you can view and add attachments. You can add attachments and also detach them.

## Entering Additional Agreement Attributes

In the **Update Agreement** page, select the **Additional Agreement Attributes** option from the **Actions** list.

Enter the following details for the servicing agencies:

1. Navigate to the **Agreement Additional Attribute** page.
2. In the **Partner Information** region, select or enter the following servicing agency information.
  - **Servicing Business Unit:** Enter the business value from the GT&Cs.
  - **Servicing Cost Center:** Enter the cost center from the GT&Cs.
  - **Servicing Department ID:** Enter the department ID from the GT&Cs.
  - **Servicing Unique Entity Identifier:** Enter the unique ID for the servicing entity.
  - **Servicing Comment**
  - **Requesting Funding Office Code**

- **Business Transaction Identifier**

3. In the **Authority** region, select or enter values for the following fields for a servicing agency:

- **Servicing Program Authority Citation:** Select or enter the servicing program authority citation.
- **Servicing Program Authority Title:** Enter the title of the authority for the servicing agency.

4. In the **Delivery** region, select or enter values for the following fields for a servicing agency:

- **FOB Point:** Enter a value for the Freight on Board (FOB) point. Valid values are Source or Destination.
- **Point of Acceptance:** Select or enter the freight acceptance point.
- **Inspection Point:** Enter details of the inspection.
- **Place of Inspection:** Enter the place where the inspection will be performed.

5. In the **Advance and Billing** region, select or enter values for the following fields for a servicing agency:

- **Advance Revenue Recognition Methodology:** Select or enter the advance revenue recognition methodology being used.
- **Servicing Agency's Advance Payment Authority Citation:** Enter the details of the advance payment authority for the servicing agency.
- **Servicing Agency's Advance Payment Authority Title:** Enter the title of the advance payment authority.

You must enter the values in the above fields, if Advance is enabled in the Performance Obligation (POBG) lines. If advance is not enabled, then fields must not contain values.

6. In the **Point of Contact** region, select or enter values for the following fields for a servicing agency:

- **Servicing Agency POC Email:** Enter the Email ID of the point-of-contact for the servicing agency. The value must contain a minimum of 7 characters.
- **Servicing Agency POC Fax:** Enter the fax number for the point-of-contact person. The value must contain a minimum of 1 character.



- **Servicing Agency POC Name:** Enter the name of the point-of-contact person. The value must contain a minimum of 1 character.
  - **Servicing Agency POC Phone:** Enter the phone number of the point-of-contact person. The value must contain a minimum of 1 character.
7. In the **Approval** region, select or enter values for the following fields for a servicing agency:
- **Rejection Reason:** Enter the reason for rejecting the agreement.
  - **Void or Close Comments:** Add void or closing comments.
8. In the **Funding Approval** region, select or enter values for the following fields for a servicing agency:
- **Servicing Agency Funding Official Email** Enter the Email ID of Funding official. The value must contain a minimum of 7 characters.
  - **Servicing Agency Funding Official Fax:** Enter the fax number of the funding official. The value must contain a minimum of 1 character.
  - **Servicing Agency Funding Official Name:** Enter the name of the funding official. The value must contain a minimum of 1 character.
  - **Servicing Agency Funding Official Phone:** Enter the phone number of the funding official. The value must contain a minimum of 1 character.
  - **Servicing Agency Funding Official Date Signed:** Enter the date when the funding official approved the agreement. This is a mandatory field.
  - **Servicing Agency Funding Official Title:** Enter the title of the funding official for the servicing agency. The value must contain a minimum of 1 character.
9. In the **Program Approval** region, select or enter values for the following fields for a servicing agency:
- **Servicing Agency Program Official Email:** Enter the Email ID of the program approver. The value must contain a minimum of 7 characters.
  - **Servicing Agency Program Official Fax:** Enter the fax number of the program approver. The value must contain a minimum of 1 character.
  - **Servicing Agency Program Official Name:** Enter the name of the program approver. The value must contain a minimum of 1 character.
  - **Servicing Agency Program Official Phone:** Enter the phone number of the

program approver. The value must contain a minimum of 1 character.

- **Servicing Agency Program Official Title:** Enter the title of the program approver. The value must contain a minimum of 1 character.
- **Servicing Agency Program Official Date Signed:** Enter the date when the Program official approved the agreement. This is a mandatory field.

10. In the **Preparer** region, select or enter values for the following fields for a servicing agency:

- **Servicing Agency Prepared Email:** Enter the Email of the person who prepared the order. The value must contain a minimum of 7 characters.
- **Servicing Agency Prepared Name:** Enter the name of the person who prepared the order. The value must contain a minimum of 1 character.
- **Servicing Agency Prepared Phone:** Enter the phone number of the person who prepared the order. The value must contain a minimum of 1 character.

## Creating or Associating Projects and Updating Performance Obligations

### Create or Associate a Project with an Order

After you pull orders into the Projects G-Invoicing dashboard, you can perform the following tasks:

- Create a new project or associate it with an order.
- Associate an existing project with an order.
- Update performance obligations.

When orders are imported into EBS, Oracle Projects maps the order details to new entities in the project. The performance obligation and corresponding order line schedules are mapped to the performance obligation lines. After you create a new project, the **Performance Obligations (Update)** window appears. The performance obligation is published when the agreement is approved.

#### Requirements for Associating a Project with an Order

To associate an order with a project, the following conditions must be met.

- The order meets the following requirements:
  - Is the only order selected

- Is being associated with only one project
- Is not closed
- The project being associated meets the following requirements:
  - The source project or template is a contract.
  - The project type is Contract.
  - The POBG and IGT flags are marked
  - The source project has the IGT flag set to Y and the POBG lines exist for it.
  - Is not an upgraded project that has no POBG Lines (a regular agreement project)
  - Is not a Grants project
  - Does not have a non-IGT agreement
  - Does not have Cost Breakdown Structure (CBS) enabled
  - Is not RMCS-enabled
  - Is not closed, partially closed, purged, or pending purge
  - Does not have a Work-in-Progress agreement
  - The project start date is before the order date and the project end date is before the order effective date.
- Project templates associated with agreement templates cannot be used as sources for project creation.
- Copying the details of an approved revenue budget that are part of a source project or template is restricted because the revenue budget is generated when performance obligations are published.
- All validations with respect to enabling performance obligations are selected when a project is created and automatically enabled for performance obligation.

### Select a Project to Associate

Create a project against an order or associate an existing project to the order.

1. From **Home**, select the *Projects Super User* responsibility.

2. Click **Enterprise Command Center** and then **Projects Command Center**.
3. Click the **G-Invoicing** dashboard tab.
4. In the **Orders** tab, select **Order Details** from the list.
5. Locate an order to edit.

The presence of a link icon in either the **Create Project** or the **Associate Project** column in the same row indicates that the order is available for the named activity.

To associate an existing project with the order, see "Associate a Project," page 10-40

To create a new project associated with the order, see "Create a Project," page 10-41

### Associate a Project

To associate an existing project with an order, do these steps:

1. From **Home**, select the *Projects Super User* responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**.
3. Click **G-Invoicing** dashboard tab.
4. In the **Headers** region, select **Orders** tab.
5. Click the **Associate Project** (link) icon.  
The **Associate Project** window appears.
6. Either enter information in the **Project** field and then click **Go**, or click **Advanced Search** for more search options.
7. Search a project by **Project Name** or **Number**.
8. In the results table, select a project to associate.
9. Click **Associate**.

The Associate Flow runs and the **Performance Obligation** page appears.

### Disassociate a Project

If an order has been associated with an order but not submitted for approval, then you can disassociate it. Once the order is submitted for approval, the disassociate option is disabled.

To disassociate an order from a project, perform the following steps:

1. From the **Home** page, select the *Projects Super User* responsibility.

2. Select **Enterprise Command Center** and then **Projects Command Center**.
3. Click the **G-Invoicing** dashboard tab.
4. In the **Headers** region, click the **Orders** tab.
5. Identify the order to disassociate the project from it.
6. Click the **Update Agreement** icon.  
The **Update Agreement** page appears.
7. Click **Disassociate**.
8. Click **Yes**.

The project is unlinked, and the performance obligation lines are deleted, and the intragovernmental order option is deselected.

## Create a Project

To create an existing project with an order, do these steps:

1. From the **Home** page, select the *Projects Super User, US Federal* responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**.
3. Click **G-Invoicing** dashboard tab.
4. In the **Headers** region, select **Orders** tab.
5. Click the **Create Project** (link) icon for an order.  
The **Select Source** window appears.
6. In the **Copy From** list, select either **Template** or **Project**.
7. Click **Advance Search**.
8. Search for a project or template by an operating unit, name or number.
9. Select a project or template to copy for your new project.
10. Click **Continue**.  
The **Create Project: Details** page appears.
11. Enter the project number.
12. Enter the project name.

13. Enter or select the project start and end dates.
14. Click **Finish**.

The **Processing: Creating Project** may appear. After the project has been created, the **Performance Obligations** page appears.

### Reject an Order without Associating it to a Project

Once a project is associated with an order, you cannot reject that order. However, you can reject an order pulled from federal G-Invoicing without associating it with a project.

To reject the order, perform the following steps:

1. From the **Home** page, select the *Projects Super User* responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**.
3. Click the **G-Invoicing** dashboard tab.
4. In the **Headers** region, click the **Orders** tab.
5. Click the **Update Agreement** icon.
6. From the **Actions** menu, click **Reject**.

The rejected order is pushed back to the federal G-Invoicing application.

### Updating Performance Obligations

When you click **Update**, the **Performance Obligation** region displays performance obligations with order line attributes. Oracle Projects displays performance obligations with agreement lines and performance obligation order lines.

#### Agreement Lines

- Number represents the order line number.
- Agreement Number indicates the assigned agreement number.
- The customer associated with the agreement is the requesting agency.
- Item Code displays the code associated with the item.
- Item Description displays the description of the selected item.
- Quantity displays the number of quantity.
- Unit of Measure displays the UOM of the Servicing Agency.

- Currency indicates the currency used by the agency.
- The transaction amount is the line level amount - the sum of all transaction amount of order line schedules on the performance obligation level.
- Net Due Amount appears.
- Status displays the status of the agreement.
- Capitalized Asset Indicator displays the asset indicator value, True or False. A value must be chosen.

### Performance Obligation Order Line Schedules

Treasury Account Symbol (TAS) and Business Event Type Code (BETC) attributes are available at the performance obligation line level; these values are sourced from the US Federal Administration module. The requesting agency's TAS, BETC, and additional information attributes are sent along with invoice details to Oracle Receivables.

The performance obligation order lines display several attributes that are read-only. You can enter a few fields as explained here:

1. Select or enter the **Top Task Number** for each POBG order line schedule. Assigning a top task and unique top task number is mandatory.
2. Select or enter TAS for Servicing Agency for each order line. This value transfers to AR for further processing. This is a mandatory field.
3. BETC (Servicing Agency) is auto-selected on selecting the TAS value. This value transfers to AR for further processing.

TAS and BETC values are populated depending on the Servicing Agency's Agency Location Code (ALC). With the Organization Group Hierarchy, the associated group with orders drive TAS and BETC values available for selection. You can modify the group for the agreement until the performance obligation is published.

4. Click **Additional Attributes**.
5. Click **Receipts** icon to view receipt details.
6. **Save**.

Oracle Projects publishes performance obligations and the system generates funding.

### Defining Performance Obligation Additional Attributes

The system defaults and displays values specified for requesting agency. You cannot modify them.

1. In the **Schedule Funding** region, select or enter the following information:
  - Servicing agency Object Class Code
  - Servicing Agency Additional Accounting Classification
  - Description of products Including BonaFide Need for this Order.
  
2. In the **SLOA** region, select or enter the following fields for a servicing agency:
  1. **Servicing Agency Federal Award Identification Number (FAIN)**
  2. **Servicing Agency Unique Record Identifier (URI)**
  3. **Servicing Agency Activity Address Code** - This field is optional. If you specify a value, then it must be a minimum of 6 characters.
  4. **Servicing Agency Budget Line Item**
  5. **Servicing Agency Budget Fiscal Year**
  6. **Servicing Agency Security Cooperation**
  7. **Servicing Agency Budget Fiscal Year**
  8. **Servicing Agency Sub-Allocation**
  9. **Servicing Agency Accounting Identifier**
  10. **Servicing Agency Funding Center Identifier**
  11. **Servicing Agency Cost Center Identifier** - This field is optional. If you enter a value, the value must match the Cost Center value provided in the parent GT&C.
  12. **Servicing Agency Cost Element Code**
  13. **Servicing Agency Work Order Number**
  14. **Servicing Agency Functional Area**
  15. **Servicing Agency Cooperation Case Designator**
  16. **Servicing Parent Award Identifier (PAID)**
  17. **Servicing Procurement Instrument Identifier (PIID)**
  18. **Servicing Security Cooperation Case Line Item Identifier**



19. **Servicing Agency Disbursing Identifier Code**
  20. **Servicing Agency Accounting Classification Reference Identifier** - This field is optional. If you specify a value, then it must be a minimum of 2 characters.
  21. **Servicing Agency Project identifier**
  22. **Servicing Agency Reimbursable Flag**
3. In the **Schedule Shipping Information** region, select or enter the following fields for a Servicing Agency Additional Information:
1. **Ship to Address Identifier**
  2. **Ship to Address 1**
  3. **Ship to Address 3**
  4. **Ship to Postal Code**
  5. **Ship to Country Code**
  6. **Special Shipping Information for Product**
  7. **Shipping Information for Product POC Title**
  8. **Shipping Information for Product POC Phone**

In the **Schedule Shipping Information** region, select or enter the following fields for the Requesting Agency Additional Information:

1. **Ship to Agency Title**
2. **Ship to Address 2**
3. **Ship to City**
4. **Ship to State**
5. **Ship to Location Description**
6. **Shipping Info for Product POC Name**
7. **Shipping Information for Product POC Email**

## **Retain Project Association on the Rejected Order**

Oracle EBS G-Invoicing now allows retaining project associations for a rejected order.

When an agreement is submitted for approval, the approver can reject the order. When the approver rejects an agreement, the agreement status shows rejected but the project association is retained for the rejected order as shown in the **Update Agreement** page. The rejected order status is pushed to the federal G-Invoicing application. The requesting agency can modify the draft and approve. Similarly, you can also perform the reject order for order modifications by retaining the project association.

**Prerequisite:** The agreement must be submitted for approval.

To reject an order, perform the following:

1. Log in as the workflow approver or use your email notification.
2. Open the respective agreement approval notification.
3. Click **Reject** to reject the agreement.
4. In federal G-Invoicing, the requesting agency can select **Return to Draft** and modify the order.

The version number is unchanged for such orders.

5. After modifying the order, the agency submits it for requesting agency approval.
6. The requesting agency approves the order and shares it with the servicing agency.
7. From the *Projects Super User* responsibility, run the *Intragovernmental Order Interface Program* to pull the orders again into EBS. (Navigation: Select **Requests** and then **Schedule**.)

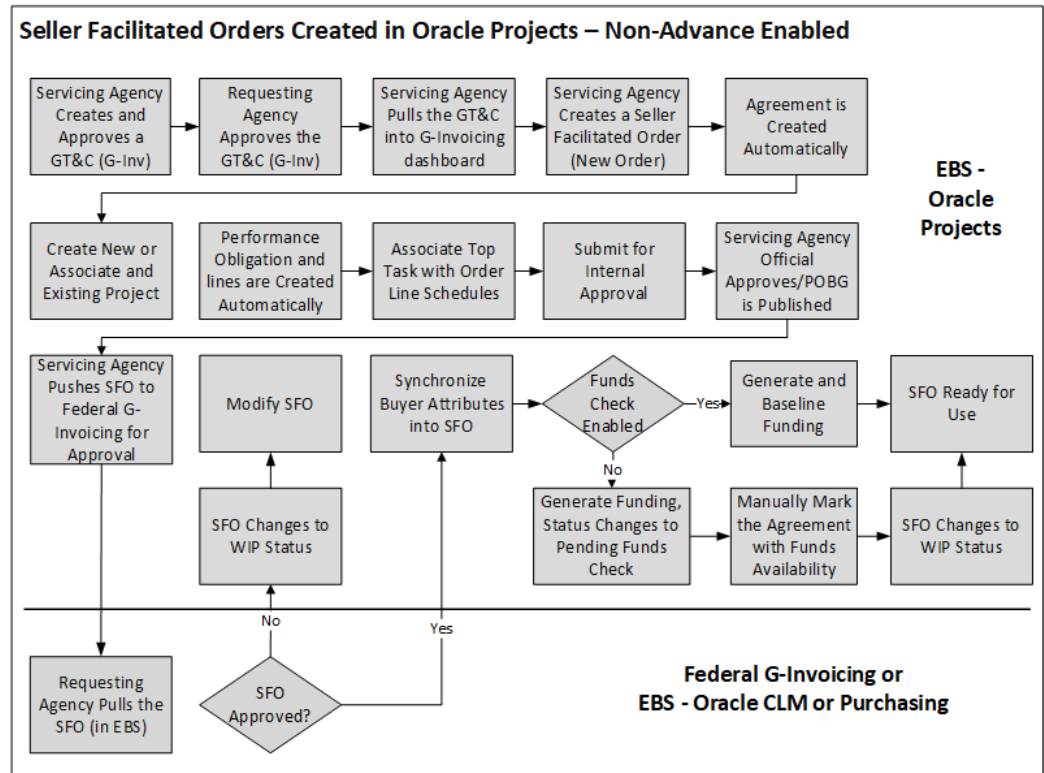
The order is pulled into EBS as an updated order with all the project association details retained.

## Seller-Facilitated Orders Created in Oracle Projects

With Oracle Projects you can create intragovernmental orders in EBS. These are known as seller-facilitated orders, or SFOs. After an SFO is approved internally, it is then pushed to the federal G-Invoicing application for the requesting agency's approval. Once the order is approved by the requesting agency, the servicing agency pulls the open order into the G-Invoicing dashboard. An agreement is created automatically (if automatic agreement creation is enabled). Then the budget is baselined and the funding is allocated. The order is ready for use, and you can submit performances against it.

## Seller-Facilitated Orders That Are Not Advance Enabled

This diagram shows flow of a seller-facilitated order (SFO) that is not advance enabled.



The flow of seller-facilitated order that is not advanced enabled is the following:

1. The servicing agency creates a GT&C in the federal G-Invoicing application. A GT&C with the servicing agency as the order Originating Partner Indicator can be used for creating a seller-facilitated order.
2. The servicing agency pulls the GT&C.
3. The servicing agency enters the servicing and requesting agency details such as headers, order line, and order line schedule details for creating the order.
4. When the SFO is completed, the system automatically creates an agreement in Work-in-Process (WIP) status.
5. You can create a project or associate an existing project with the order.
6. The performance obligation and POBG lines are created automatically.
7. The servicing agency enters the top task for the order line schedule and specifies additional attribute details, if necessary.
8. The order is submitted for an internal approval.
9. The servicing agency officials approve the seller-facilitated order.

10. The servicing agency pushes the internal approved seller-facilitated order to federal agency.
11. The requesting agency pulls the SFO order and approves or rejects it.  
If the order is approved, then it is pushed back to the federal G-Invoicing application. The servicing agency pulls the approved SFO order.  
If the order is rejected, it is sent back to the federal G-Invoicing application and the servicing agency pulls it back and then uses the Modify Order functionality to correct and resubmit SFO for approval.
12. If the funds check flag is enabled, then funds are allocated and the funding is baselined. If the funds check flag is disabled, then the order status changes to Pending Funds check. The servicing agency runs the funds check process. The system allocates and baselines funding.
13. The order status is updated to REC, and it is ready for use.

### **Modifying a Seller-Facilitated Order**

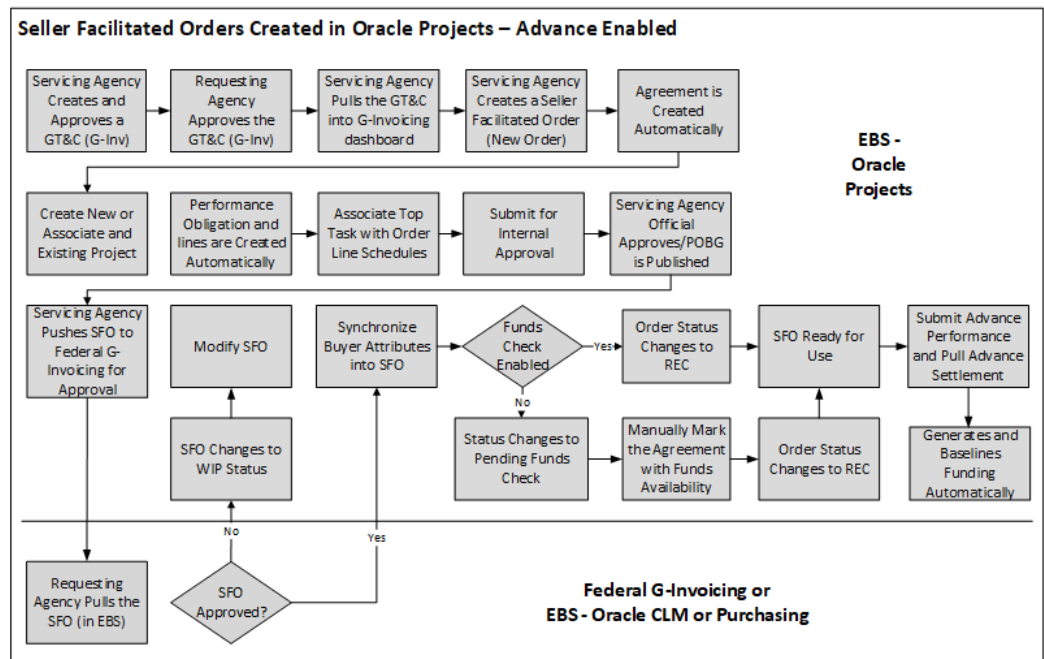
The modification flow for a seller-facilitated order is as follows:

1. The requesting agency pushes a rejected order back to the federal G-Invoicing application.
2. The servicing agency pulls the order.
3. The servicing agency updates the order.
4. A new version of the agreement and new performance obligation and POBG lines are created automatically.
5. The servicing agency associates the top task to the order line schedule, updates any additional attributes, and submit the agreement for internal approval.
6. Once the order is approved, it is pushed to the federal G-Invoicing application for the requesting agency's approval.

The rest of the flow is the same as the seller-facilitated order creation flow.

### **Advance-Enabled Seller-Facilitated Orders**

This diagram shows the flow of an advance-enabled seller-facilitated order (SFO).



The seller-facilitated order for non-advanced orders flow covers the following:

1. The servicing agency creates a GT&C in the federal G-Invoicing application. A GT&C with the servicing agency as the order Originating Partner Indicator can be used for creating a seller-facilitated order.
2. The servicing agency pulls the GT&C.
3. Enter the servicing and requesting agency details such as headers, order line, and order line schedule details for creating the order.

The **GT&C** tab, in the **Header** region, on the **G-Invoicing** dashboard includes the Create Order link icon.

4. When the SFO is completed, the system creates an agreement in work-in-process (WIP) automatically.
5. You can create a project or associate an existing project with the order.
6. The performance obligation and POBG lines are created automatically.
7. The servicing agency enters the top task for the order line schedule and specifies additional attribute details, if necessary.
8. The order is submitted for an internal approval.

9. The servicing agency officials approve the seller-facilitated order.
10. The servicing pushes the internal approved seller-facilitated order to federal agency.
11. The requesting agency pulls the SFO order and approves or rejects it.  
If the order is approved, then it is pushed back to the federal G-Invoicing application. The servicing agency pulls the approved SFO order.  
If the order is rejected, it is sent back to the federal G-Invoicing application and the servicing agency pulls it back and then uses the Modify Order functionality to correct and resubmit SFO for approval.
12. If the funds check flag is enabled, then funds are allocated and the funding is baselined. If the funds check flag is disabled, then the order status changes to Pending Funds check. The servicing agency runs the funds check process.
13. The order status is updated to REC, and the order is ready for use.
14. The servicing agency submits advance performance and pulls advance settlement.
15. The system generates and baselines funding and creates revenue budget.

### **Modifying a Seller-Facilitated Order**

The edit seller-facilitated order flow is as follows:

1. When the order is rejected, the requesting agency pushes the rejected orders back to the federal G-Invoicing application.
2. The servicing agency pulls these orders.
3. Identify the seller-facilitated order to edit.
4. Update SFO attributes and submit.
5. A new version of the agreement is created based on the changes, subsequently, performance obligation and POBG lines are created automatically.
6. The servicing agency can associate the top task to the order line schedule, update any additional attributes, and submit the agreement for internal approval.
7. Once the order is approved, it is then pushed to the federal G-Invoicing application for the requesting agency's approval.

All the other processes remain the same as the seller-facilitated order creation process.

## Creating a Seller-Facilitated Order

To create a new seller-facilitated orders (SFO), perform the following steps:

1. From the **Home** page, select the **Projects Super User** responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**.
3. Click the **G-Invoicing** dashboard tab.
4. From the **Header** region, click the **GT&C** tab.
5. Identify the GT&C to create an SFO.
6. Click the **Create Order** link icon.

The **Seller-Facilitated Order** page appears. The General Terms and Conditions fields are defaulted.

7. Click the **Header** tab.
  - Enter values in the mandatory fields for both the servicing agency and the requesting agency.
  - You can edit the Seller Order Number.

When the order is first created it has the seller order number with the .0 revision. When the order is modified, the system increments the revision number to .1 and so on. 10.
  - You must set up the FOB point as well as advance payment indicator along with other required field values.
  - Enter the approving officials details for both the servicing and requesting agencies.
8. Click **Save**.
9. Click the **Lines** tab. Enter the SFO line details.
  - Enter values in the mandatory fields such as the line number, item code, item description, UOM, and the type of service requirement.
10. Click **Save**.
11. Click the **Schedules** tab. Enter the SFO line schedule details.
  - Enter the mandatory fields such as line, line schedule, quantity, unit price, and the requesting agency's TAS and BETC.

- In the **Shipping Information** region, enter the shipping address.

12. Click **Save and Complete**.

The agreement is created automatically in the work in progress status.

## Editing a Seller-Facilitated Order

To change the values or to edit the rejected seller-facilitated orders, perform the following steps:

1. From the **G-Invoicing** dashboard, scroll to the **Header** region.
2. Identify the seller-facilitated order to edit.
3. Click the **Update Agreement** link icon.

The **Update Agreement** page appears.

4. From the **Actions** menu, select the **Edit Seller-Facilitated Order** option.

The **Seller-Facilitated Order** page appears.

5. Click **Modify**.

Notice the seller order number increments the revision number of the order.

6. Enter the changes and click **Save and Complete**.

The agreement is recreated with the changes.

## Function Security for the Seller-Facilitated Order

Oracle Projects provides the PA\_GINVEDIT\_SFO function security to edit the seller-facilitated order. You must assign this function security to a responsibility to provide the SFO editing privilege to users.

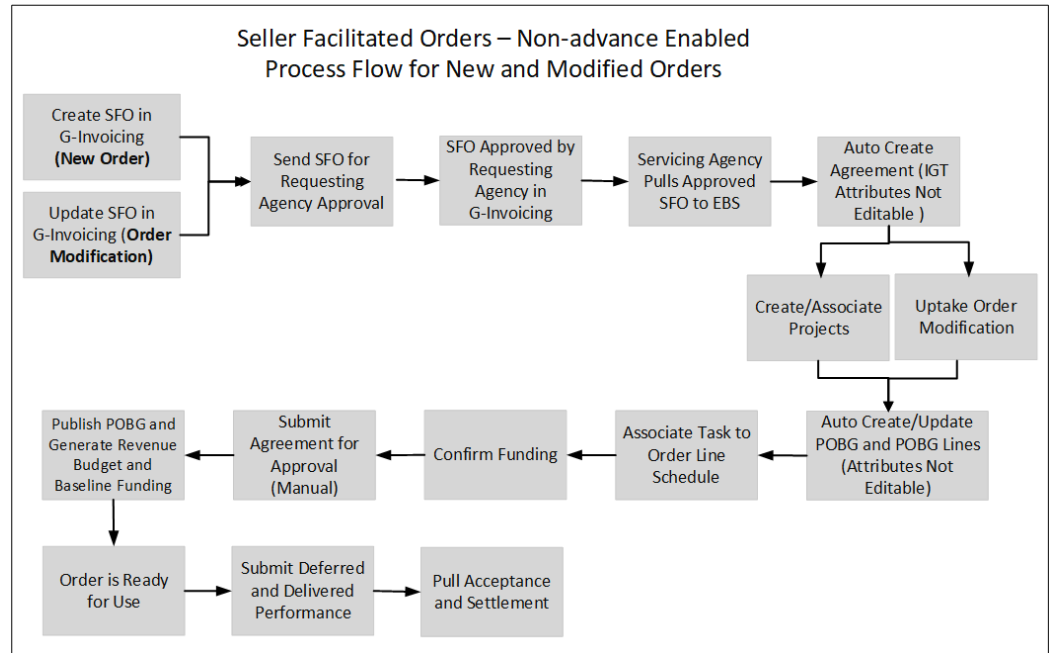
## Seller-Facilitated Orders Maintained in Federal G-Invoicing

Most orders are initiated by requesting agencies. However, orders may also be initiated by servicing agencies. Orders initiated by servicing agencies are known as seller-facilitated orders (SFOs). For an SFO, the servicing agency creates an order in the federal G-Invoicing application and submits it for the requesting agency's approval. After the orders is approved, the servicing agency pulls it, and the revenue budget is created and funding is baselined automatically.



## Non-Advance-Enabled Orders - New and Modified

The following flowchart shows the lifecycle of a seller-facilitated order that is not advance enabled.



Seller-facilitated orders (SFO) use the following flows for new and modified orders that are not advance enabled:

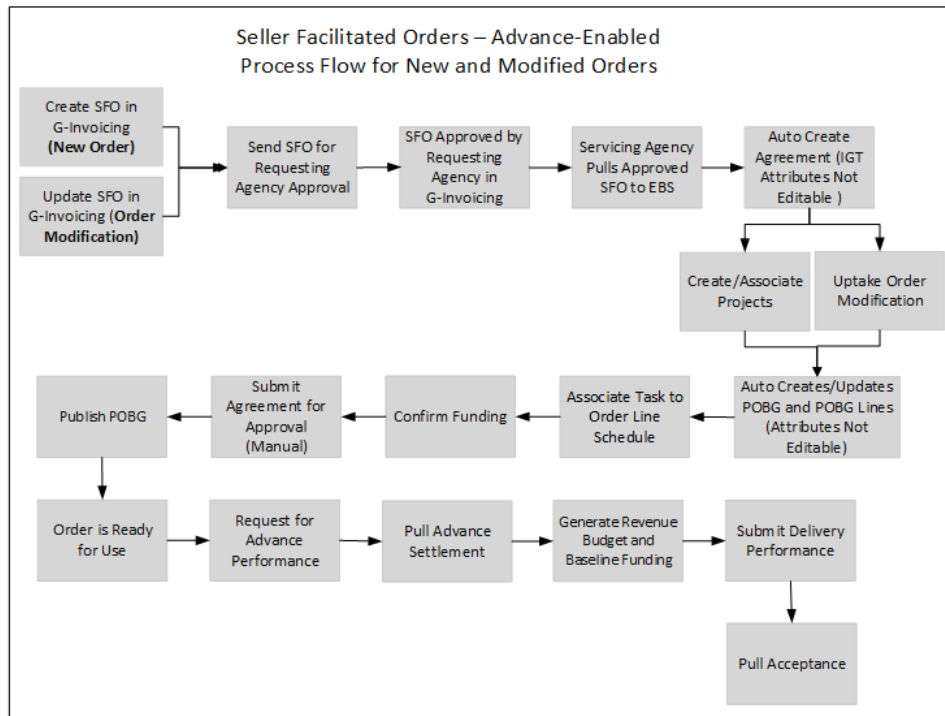
1. Servicing agency initiates the seller-facilitated order (SFO – new order) from the federal G-Invoicing application and sends it to the Requesting Agency for approval. In the case of order modification, the servicing agency modifies the seller-facilitated orders (SFO) in the federal G-Invoicing application and sends it for the requesting agency's approval.
2. The requesting agency pulls the SFO and approves it and sends it back to the federal G-Invoicing application.
3. You must pull the approved seller-facilitated orders to EBS from G-Invoicing. After you pull the seller-facilitated orders into Oracle Projects, the concurrent program creates agreements automatically.
4. You then create and or associate project to the orders. Performance obligations and performance obligations lines are created automatically. In the case of order modification, you must uptake the modified orders.
5. Run the *Intragovernmental Orders Interface* program to pull these orders into EBS. The concurrent program updates agreements automatically and updates

performance obligations and performance obligations lines.

6. You must associate task to order line schedules and confirm funding availability. If funds are available, you can submit the agreement for approval. This publishes performance obligations, generates revenue budgets, and baselines funding.
7. The order is ready for use.
8. You can submit deferred and delivery performances.

## Advance-Enabled Orders - New and Modified

This diagram shows the flow of a new or modified advance-enabled seller-facilitated order.



The flow for a new or modified advance-enabled SFO is as follows:

1. Servicing agency initiates or modifies an advance-enabled SFO from the federal G-Invoicing application and sends it to the requesting agency for approval.
2. The requesting agency pulls the order and approves it and sends it back to the federal G-Invoicing application.
3. You must pull the approved seller-facilitated order to the G-Invoicing dashboard. After you pull the seller-facilitated orders into Oracle Projects, the concurrent program creates agreement automatically.

4. You then associate or create and associate a project to the orders. In the case of order modification, you must uptake the modified orders.
5. Performance obligations and performance obligations lines are created automatically.
6. You must associate a task to the order line schedules and confirm funding availability.
7. If funds are available, you can submit the agreement for approval. publishes performance obligations, generates revenue budgets, and baselines funding.
8. The order is ready for use.
9. You can request partial or full advance against advance-enabled orders. The advance performance submission generates and baselines revenue budget and settles funding.
10. Then, you can submit delivery performance and pull the acceptance for orders.

## Creating Seller-Facilitated Orders

Perform the following steps for creating SFOs:

1. Log in to the federal **G-Invoicing** application.
2. Create a GT&C.
3. In the **Header/Details** region, select **Servicing Agency** for the **Order Originating Partner Indicator** field. For Seller-Facilitated Orders (SFO), you must choose Servicing Agency for order originating partner. This is the only field that is different for SFO.
4. Click **Create Order**.
5. Enter the mandatory parameters and partner information for both requesting and servicing agencies.
6. Also, enter values for fields in the Program Authority, Statutory Authority regions.
7. Click the **Advance** tab, set the **Assisted Acquisition Indicator** to **Yes**.
8. Click the **Delivery** tab, define the delivery details such as **FOB Point**, **Acceptance Point**, **Inspection Point**.
9. Click the **Billing** tab, define billing details such as **Billing Frequency**, **Priority Order Indicator**, **Capital Planning**, and **Investment Control**.

10. Click the **Point of Contact** tab, enter POC values for requesting and servicing agencies.
11. Click **Lines**, enter mandatory values for creating order lines.
12. Enter schedule details for the order line. Select **Yes** for the **Advance Pay Indicator** field to create advance-enabled orders.
13. In the **Advance** tab, enter details for the advance-enabled order.
14. Enter funding details for servicing agency.
15. In the **Standard Line of Accounting** region, enter values for the mandatory fields.
16. Click **Save as Draft**.
17. Click **Share with Servicing Agency**.
18. Enter funding and program official approval details and click **Servicing Agency Approve**.

The order is shared with the requesting agency for approval as shown below:

#### **Shared with Requesting Agency**

Servicing Agency		Administration		Oracle DEV Test Acc
<b>Order: O2112-020-020-345427.0</b>				
Order Status	Shared with Requesting	Order Create Date	2021-12-24	
GTC#	<a href="#">A2112-020-020-006309.0</a>	PoP Start Date	2021-09-01	
Assisted Acquisitions Indicator	Yes	PoP End Date	2022-04-30	

### **Requesting Agency Approves SFO**

Perform the following steps as the requesting agency to approve SFOs:

1. Select the **Requesting Agency** tab and then **Orders**.
2. Query for the seller-facilitated order.
3. Click the **Partner Information** tab, enter values in the fields such as Order Tracking Number, Unique Entity ID, Funding Office Code, and Funding Agency Code.
4. Click the **Authority** tab, enter the requesting agency program authority details.

5. In the **Lines/Schedules** tab, enter values in the Funding Information such as TAS, BETC, Advance Accounting Classification, Bona Fide Need.
6. In the **Standard Line of Accounting** region, enter values for the mandatory fields.
7. Click Submit for Requesting Approval.
8. In the **Approvals** tab, enter the Funding and Program Official Approval details for the requesting agency.
9. Click Requesting Agency Approve .

## Pulling Seller-Facilitated Orders into EBS

The servicing agency then pulls the approved SFOs into EBS:

1. Switch to the *Projects Super User, US Federal* responsibility.
2. Select **Request** and then **Schedule**.
3. Query the *Intragovernmental Orders Interface Program* concurrent program.
4. Click **Parameters**.
5. Enter values in all mandatory fields including the order number.
6. Click **Continue**.
7. Click **Submit**.
8. Run the **ECC G-Invoicing Data Load** program to import data.  
These programs pull data into EBS.

## Working with Seller-Facilitated Orders (created in Oracle Projects)

Perform the following steps in the G-Invoicing dashboard for SFOs:

1. Select **Projects Command Center** and the **G-Invoicing** dashboard.
2. Query the seller-facilitated order.
3. Use search refinement for GT&C and Orders to sort them by **Order Originating Partner** Indicator as shown:

### Search Refinement with Order Originating Partner

The screenshot shows a search refinement panel with the following sections:

- Selected Refinements:** A header with a gear icon. Below it, the text "No filters selected." is displayed.
- Available Refinements:** A header with a gear icon. Below it, a list of refinement categories with expand/collapse arrows:
  - Agency
  - Agreement
  - GT&C (expanded, indicated by a downward arrow)
  - GT&C Number
  - Title
  - Termination Days
  - Order Originating Par... (expanded, indicated by a downward arrow)
- Search Input:** A search box with the placeholder text "Search..." and a magnifying glass icon. A mouse cursor is positioned over the search box.
- Search Results:** A list of results under the "Order Originating Par..." category:
  - Requesting Agency
  - Servicing Agency

4. In the **GT&C and Orders** region, view the **Order Originating Partner Indicator** field. This field displays servicing agency for seller-facilitated orders.
5. In the **Orders** tab, click the **Create Project** icon.
  - Query for a project template.
  - Select the template and click **Continue**.
  - Enter values in the mandatory fields.
  - Click Finish.

The project is created and you are taken to the Performance Obligations page.

You can only edit the top task number.

6. Click **Save and Continue**.

The Servicing Agency TAS appears. All other fields are not-editable. Similarly, the Additional Attributes fields cannot be edited.

7. Rerun the *ECC G-Invoicing Data Load* concurrent program.

8. In the **Orders** tab, click the **Update Agreement** icon.

9. Enter the description.

All the IGT related fields are read-only. There is a **Confirm Funding Availability** option using which you can verify that funds are available before they are settled. Also, fields in the additional attributes page are not-editable. The Partner Information region in the Additional Attributes page includes news fields such as **Unique Entity Identifier, Comments, Funding Agency Codes** for both servicing and requesting agencies. Similarly, since the agreement is already approved the funding information displays the details.

10. Click **Submit**.

11. Login and approve the agreement.

Once the agreement is approved, Oracle Projects runs the following concurrent programs automatically as set up in the G-Invoicing Setup options:

**Requests**

Personalize "Request View Region"  
Personalize Table Layout: (Fndcpreqsimplesearchreg)

Request Query Type: All My Requests

Personalize Stack Layout: (Fndcpreqssummarylist)

Personalize "Requests Summary Table"  
**Requests Summary Table**

Refresh | | | |

Request ID	Name
50631059	Intragovernmental Performance Interface Program
50631058	Accounting Program
50631057	Intragovernmental Performance Interface Program
50631056	MGT:Push Performance (MGT:Push Performance)
50631055	Create Accounting (PRC: Create Accounting)
50631053	PRC: Submit Intragovernmental Performance

12. Log into the federal **G-Invoicing** application and query the order and see that the order line schedule has advance performance submitted.

13. Navigate back to the *Projects Super User, US Federal* responsibility.

14. Select **Requests** and then **Schedule**.

15. Query for the **Intragovernmental Performance Interface Program**.
16. Click **Parameters** tab.
17. Enter values in the mandatory fields to pull the modified performances into EBS.
18. Notice that the Internal Status changes to Approved.
19. Click the **View Performance** icon.
20. Click the **Performance Obligations** tab.
21. The advance performance is submitted and the receipt is also processed.
22. Click the **Financial** tab.  
You can see budget is also approved.
23. Click the **Funding** tab.  
You can see the funding created.

## Modifying Seller-Facilitated Orders

For modifying seller-facilitated orders, perform the following steps:

1. Switch to the federal G-Invoicing application.
2. Query the order number.
3. Click **Modify**. The order has a revised number (for example, ..x – where x represents the revision number).
4. Click the copy icon next to the schedule number and create another line.
5. Change the quantity in the first order line schedule.
6. Change the quantity in the second order line schedule.
7. Click the **Update Draft** button.
8. Click the **Share with Servicing Agency** button.
9. Click the **Approvals** tab and enter values in the Program Official Approval fields for the servicing agency.
10. Click Service Agency Approval.
11. Approve the order from the requesting agency.



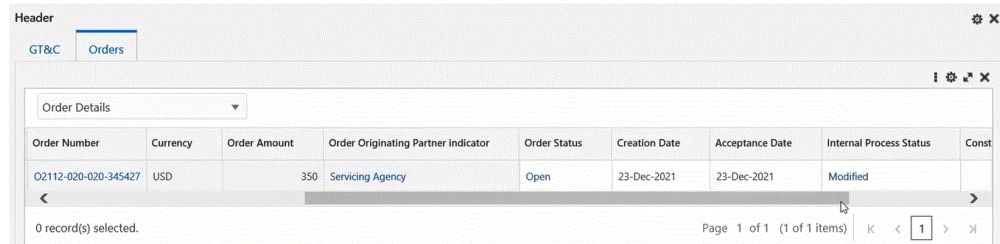
- Click the **Requesting Agency** tab.
  - Query for the order.
  - Click the order.
  - Click schedule and enter values for the mandatory fields in the **Funding Information** and **Standard Line of Accounting** regions.
  - Click **Submit for Requesting Approval**.
  - Click the **Approvals** tab, and enter names of for the funding and program officials.
  - Click **Requesting Agency Approve**.
12. Navigate back to the *Projects Super User, US Federal* responsibility.
  13. Submit the *Intragovernmental Orders Interface Program* using the submit request window.
  14. Enter values in the mandatory fields.
  15. Click **OK** and then **Submit**.
  16. Submit the *ECC G-Invoicing Data Load* concurrent program to pull the order details to the G-Invoicing dashboard.
  17. In the **Headers** region, select the **Orders** tab.
  18. In the **Details** region, select the **Order Line Schedules** tab.  
You can see order lines created with the modified values.

**Modified Order Lines Created**

Order Number	Line Number	Schedule Number	Amount	Quantity	Unit Price	Advance Payment Indicator	Schedule Status
O2112-020-020-345427	1	2	200	20	10	Yes	Active
O2112-020-020-345427	1	1	150	15	10	Yes	Active

19. Scroll right and see the **Internal Status** as **Modified** indicating it is a modified order.

## Internal Status



The screenshot shows the 'Internal Status' application interface. At the top, there is a 'Header' section with tabs for 'GT&C' and 'Orders'. Below the tabs is a search bar labeled 'Order Details'. The main area contains a table with the following columns: Order Number, Currency, Order Amount, Order Originating Partner Indicator, Order Status, Creation Date, Acceptance Date, Internal Process Status, and Const. A single record is displayed with the following values: Order Number: 02112-020-020-345427, Currency: USD, Order Amount: 350, Order Originating Partner Indicator: Servicing Agency, Order Status: Open, Creation Date: 23-Dec-2021, Acceptance Date: 23-Dec-2021, Internal Process Status: Modified, and Const: (empty). Below the table, it indicates '0 record(s) selected.' and 'Page 1 of 1 (1 of 1 items)'.

Order Number	Currency	Order Amount	Order Originating Partner Indicator	Order Status	Creation Date	Acceptance Date	Internal Process Status	Const
02112-020-020-345427	USD	350	Servicing Agency	Open	23-Dec-2021	23-Dec-2021	Modified	

20. Select the order.
21. Click the **Order Modification Uptake** from the **Actions** (three ellipses) menu.
22. In the **Headers** region, click the **Orders** tab.
23. Click the **View Performance Obligation** icon.
24. From the **Actions** list, select **Update** and click **Go**.
25. Enter a top task number for the modified line.
26. Click **Save and Continue**.
27. Click **Apply**.
28. Click the **G-Invoicing Dashboard** icon.
29. Click the **Orders** tab.
30. Click **Update Agreement**.
31. Click **Submit** to submit the agreement for approval.
32. Approve the agreement.
33. Navigate to the federal G-Invoicing application.
34. Query the order.
35. Click the **Show Performance** button.

## Show Performance in G-Invoicing

Order: O2112-020-020-345427 <span>Select an Order Number</span>												
Order Status Open	Order Create Date 2021-12-23	Pop Start Date 2021-08-31	Pop End Date 2022-04-30	Net Amount	Advance Amount \$350.00	Total Amount \$350.00	Remaining Amount \$0.00					
GT&C # A2112-020-020-009309	FOB Point Source/Origin	Serviceing ALC 20010010	Serviceing Group HQ - HQ									
Originating Partner Serviceing Agency	CR days -	Requesting ALC 20010004	Requesting Group Head Quarters (HQ) - Head Quarters (HQ)									

Document Type	Transaction Date	Period	Performance Number	Document Quantity	Document Amount	Performance Date	Partia U/ Final	Transfer Date	DRN	Remainin g Quantity	Remaining Amount	Action
Line 1				35.00	\$ 350.00					0.00	\$ 0.00	
Schedule 1				15.00	\$ 150.00					0.00	\$ 0.00	
Advance	2021-12-24	03/2022 (Dec)	P2112-020-020-184724	10.00	\$ 100.00	2021-12-23	Final	2021-12-23	00012181	5.00	\$ 50.00	
Advance	2021-12-24	03/2022 (Dec)	P2112-020-020-184771	5.00	\$ 50.00	2021-12-23	Final			0.00	\$ 0.00	
Schedule 2				20.00	\$ 200.00					0.00	\$ 0.00	
Advance	2021-12-24	03/2022 (Dec)	P2112-020-020-184771	20.00	\$ 200.00	2021-12-23	Final			0.00	\$ 0.00	

## Submit Deferred and Delivery Performance for Seller-Facilitated Orders

Perform the following steps for submitted deferred and delivery performances for seller-facilitated orders:

1. In the **Projects Command Center**, select orders in the G-Invoicing dashboard.
2. Submit deferred and delivery performance by entering values for the mandatory fields.
3. Performances are pushed to the federal G-Invoicing application.

For details on steps to submit deferred and delivery performance, refer to "Using Deferred Performance", page 10-79 and "Using Delivery Performance.", page 10-83

## Closing Orders

Once all the performances are fulfilled, you can close the order. To close an order, perform the following steps:

1. From the federal **G-Invoicing** application, select the order to close.
2. Click **Close**.
3. Enter the reason to close the order.
4. From the *Projects Super User, US Federal* responsibility, run the *Intragovernmental Orders Interface Program* concurrent program.
5. Run the *ECC G-Invoicing Data Load* concurrent program.
6. In the **G-Invoicing Dashboard**, in the **Headers** region, click the **Orders** tab.
7. Scroll to right and see the order status as Closed.

## Closed Order Status

Header

GT&C Orders

Order Details

Order Number	Currency	Order Amount	Order Originating Partner indicator	Order Status	Creation Date	Acceptance Date
020-345139	USD	2,000	Servicing Agency	Closed	23-Dec-2021	23-Dec-2021

0 record(s) selected. Page 1 of 1

## Servicing Agency Support for Buyer-Initiated Orders

Oracle E-Business Suite for G-Invoicing supports orders that are initiated by requesting agencies. These buyer-initiated orders (BIO) are created and approved either in the federal G-Invoicing application or in the EBS system. Servicing agencies then pull these orders into EBS for performance processing.

### Prerequisite

The orders must fulfill the following setup requirements:

- In the **G-Invoicing Setup** page, identify if the Buyer-Initiated Orders are maintained in the federal G-Invoicing application or in EBS. Depending on the value selected for the Buyer-Initiated Orders Maintained in indicator, the performance processing and accounting happen in the corresponding systems. (Navigation: Select the *Projects Super User, US Federal* responsibility, then **Projects: Setup**, and then **G-Invoicing Setup**.)

### Servicing Agencies Handling of BIOS

Buyer-initiated orders created in the federal G-Invoicing application are approved by sellers in the same system. You cannot modify these orders in EBS.

The servicing agency pulls buyer-initiated orders into EBS and associates project and top task for accounting purposes. These orders are pulled in approved status. Performances are initiated from EBS and pushed to the federal G-Invoicing application. All modification must be performed only in the federal G-Invoicing application. These changes are approved by both agencies and are pulled by the servicing agency for processing performances.

Seller-Facilitated Orders (SFO) also fall into the federal G-Invoicing maintained orders category. Refer to "Seller-Facilitated Orders Maintained in Federal G-Invoicing", page 10-52 for more details.

After the buyer-initiated orders are pulled into EBS, the servicing agency can follow the order approval flows to create performances against these orders as described below:

- Agreements are created automatically (fields cannot be edited).
- Create and associate a project to the order.
- Performance obligations and POBG lines are automatically created, and these cannot be edited.
- Associate top task with the order line schedule.
- Submit the agreement for approval.
- Publish POBG, and the system automatically generates revenue budgets and baselines funding.
- The order is ready for execution.
- For a new or modified order that is not advance enabled:
  - Submit a deferred or delivery performance.
  - Pull acceptance and settlements.

In the case of advance-enabled orders (new orders or modified orders):

- Request partial or full advance against the order.
- Pull advance settlement.
- Generate revenue budget and baseline funding.
- Submit delivery performance.
- Pull acceptance.

## Closing IGT Orders

Orders can be closed when all transactions are fulfilled between both the trading partners (requesting and servicing agencies). Requesting agencies can only close an order. While closing an order, any open quantity balance on order line schedules are adjusted and approved by both the trading partners.

The order closing process sends modifications to the federal G-Invoicing application and updates the order status to closed (CLZ).

The *Intragovernmental Orders Pull* concurrent program pulls the closed orders into EBS.

The order closing process ensures the following conditions are met:

- Total sum of advance quantity equals the sum of delivered or performance quantity.
- Total delivered performance quality equals the received accepted quantity.

Buyers initiates an order closure only when:

- Balance quantity for the order schedule is zero (there no unpaid quantity).
- Sellers confirm that the delivered or performance transaction is final.

## Reopening Orders

In some cases, you would need to reopen closed orders due to changes in the order or market conditions. Requesting agencies can reopen orders.

**Note:** When closed orders are reopened, the orders interface program retrieves these orders and are considered by the order modification flow.

## G-Invoicing Order Approval – Funds Check and Allocation

Oracle E-Business Suite G-Invoicing provides a facility to enable funds availability confirmation to allocate and fulfill an order. If funds are available, then the system confirms funds allocation, baselines funding and pushes the order to the federal G-Invoicing application.

When the agreement approval is initiated, the system validates funds availability and allocation status by calling the client extension *PA\_Client\_Extn\_IGT\_Cust.Return\_Ord\_Fund\_available()*. If funds are available, then the system approves the agreement, baselines funding, and the order is pushed to the federal G-Invoicing application. If funds are not available or allocated, then the system approves the agreement and Pending Funds Check is displayed in the **Internal Status** field.

In such cases, agencies must manually manage the funding allocation and indicate the fund's availability.

To confirm funds availability, the agencies can use the **Confirm Funds Availability** option in the **Update Agreement** page or use the public API *PA\_IGT\_EXT\_API\_PUB.CONFIRM\_FUNDS\_AVAILABLE()*.

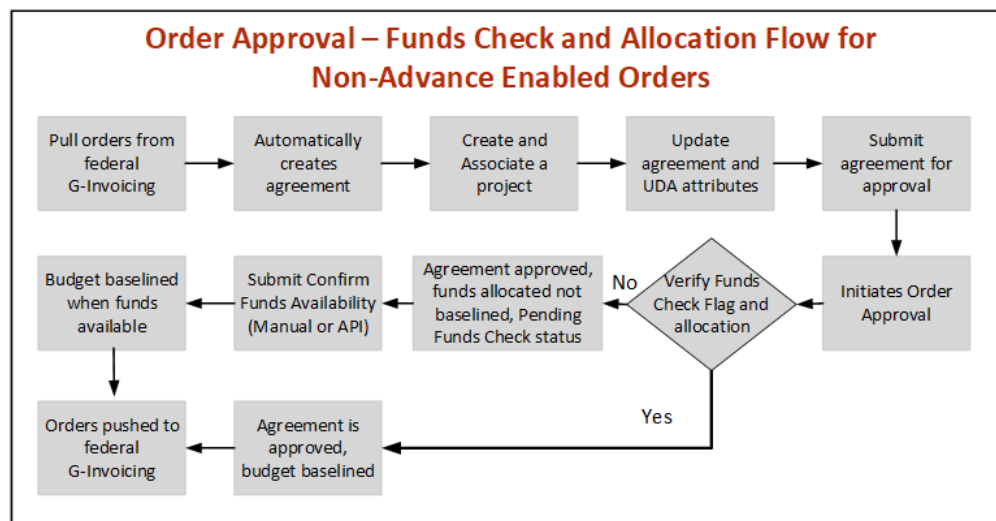
To confirm funds availability manually for orders with Pending Funds Check status, perform the following steps:

1. From the **Home** page, select the *Projects Super User, US Federal* responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**.

3. Click the **G-Invoicing** tab.
4. On the G-Invoicing dashboard, refine your search to retrieve orders with the internal status as pending funds check.
5. Click the **Update Agreement** link icon.  
The **Confirm Funds Availability** option in the **Actions** menu is activated for such orders.
6. From the **Actions** list, select **Confirm Funds Availability**.
7. Click **Go**.

## Funds Check and Allocations for Orders That Are Not Advance Enabled

The following diagram shows the flow of the funds check and allocation an order that is not advance enabled.



For non-advance enabled orders, perform the following:

1. Identify the orders and pull them into Oracle Projects.  
Agreements are created automatically in the Work-in-Progress status.
2. Create or associate a project with the order.  
The performance obligation and POBG lines are created automatically.
3. Associate a task with an order line schedule and update additional attributes (if needed).
4. Ensure the client extension, `PA_Client_Extn_IGT_Cust.Return_Ord_Fund_available()`,

is properly coded before initiating the agreement approval.

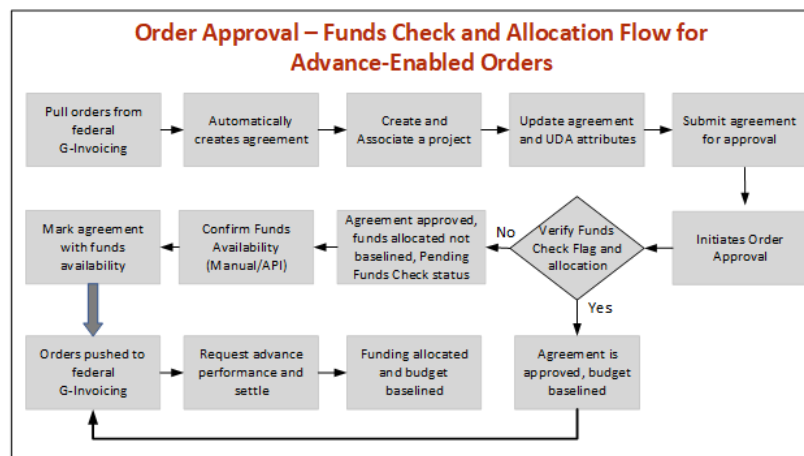
If funds are available, the agreement is approved and the funding is baselined. The order is pushed back to the federal G-Invoicing application with the REC status. If the client extension determines that funds are not available, then the budget is not baselined, but the agreement is approved.

In such cases, agencies must manually manage the funding allocation and indicate the funds availability.

5. To confirm funds availability, you can use the **Confirm Funds Availability** from the **Actions** menu in the **Update Agreement** page or use the public API `PA_IGT_EXT_API_PUB.CONFIRM_FUNDS_AVAILABLE()`.
6. When funds are available, the funding is baselined, and the order is pushed to the federal G-Invoicing application with the REC status.

## Funds Check and Allocations for Advance-Enabled Orders

This diagram shows the funds check and funds allocation flow for an advance-enabled order.



For advance-enabled orders, the flow is the following:

1. Identify the orders and pull them into Oracle Projects.  
Agreements are created automatically in the Work-in-Progress status.
2. Create or associate a project with the order.  
Performance obligation and POBG lines are created automatically.
3. Associate a task with an order line schedule and update additional attributes (if needed).



4. Ensure the client extension, `PA_Client_Extn_IGT_Cust.Return_Ord_Fund_available()`, is properly coded before initiating the agreement approval.

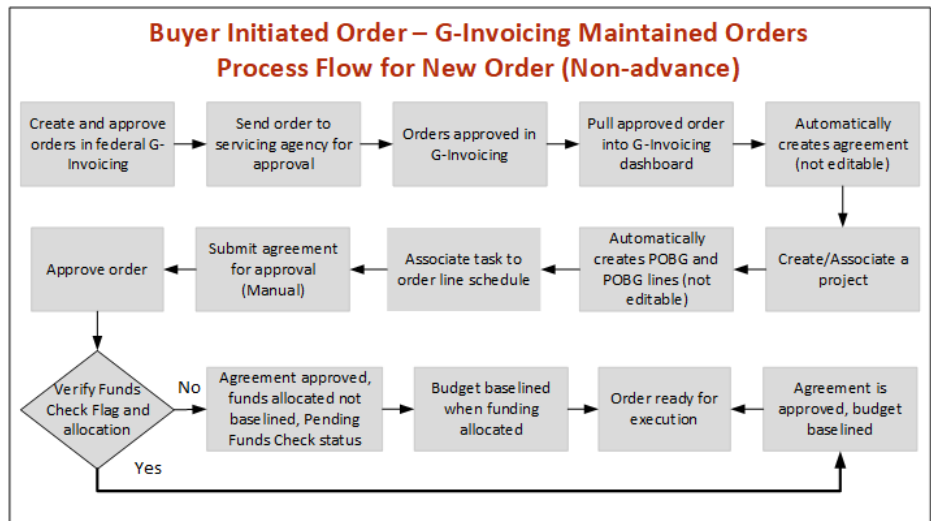
If funds are available, the agreement is approved, and the funding is baselined. The order is pushed back to the federal G-Invoicing application with the REC status. If the client extension determines that funds are not available, then the budget is not baselined, but the agreement is approved, and funding is allocated. In this case, you must manually perform funds check availability. In the **Update Agreement** page and the **Orders** tab in the **Headers** region on the G-Invoicing dashboard, the **Internal Status** includes a the **Pending Funds Check** status.

5. To confirm funds availability, you can use the **Confirm Funds Availability** option from the **Actions** menu in the **Update Agreement** page or use the public API `PA_IGT_EXT_API_PUB.CONFIRM_FUNDS_AVAILABLE()`.

After the funds are available, the funding is baselined, and the order is pushed to the federal G-Invoicing application with the REC status. You can then submit an advance performance against the order and settle the same in iPAC. After the advance is settled, the funding is allocated, and the budget is baselined.

## Funds Check and Allocations for Buyer-Initiated Orders (Non-Advance Enabled Orders) Flow

The following flow illustrates the funds check and funds allocation flow for buyer-initiated new orders (BIOs):



For a buyer-initiated order that is not advance enabled, the flow is as follows:

1. **Prerequisite:** In the **G-Invoicing Setup** page, set the **Buyer-Initiated Order Maintained In** indicator to G-Invoicing. (Navigation: Select the *Projects Super User*, *US Federal* responsibility, then **Projects: Setup**, and then **G-Invoicing Setup**.)

2. Pull an approved BIO order into Oracle Projects with the REC status.  
Agreements are created automatically in the Work-in-Progress status.
3. Create or associate a project with the order.  
The performance obligation and POBG lines are created automatically.
4. Associate a task with an order line schedule and update additional attributes (if necessary).
5. Before initiating the agreement approval, ensure that the client extension *PA\_Client\_Extn\_IGT\_Cust.Return\_Ord\_Fund\_available()*, is properly coded.  
  
If funds are available, the agreement is approved, and the funding is baselined. The order is pushed back to the federal G-Invoicing application with the REC status. If the client extension determines that funds are not available, then the budget is not baselined, but the agreement is approved. In this case, you must manually perform funds check availability.  
  
In the **Update Agreement** page and in the **Orders** tab in the **Headers** region on the G-Invoicing dashboard, the **Internal Status** includes the status Pending Funds Check.
6. To confirm funds availability, you can use the **Confirm Funds Availability** option from the **Actions** menu in the **Update Agreement** page or use the public API *PA\_IGT\_EXT\_API\_PUB.CONFIRM\_FUNDS\_AVAILABLE()*.
7. When funds are available the funding is baselined and the order is pushed to the federal G-Invoicing application with the REC status.

## Rules and Validations

- The revenue budget is baselined only when the agreement funding is baselined.
- The failed push orders have the status Failed Push.
- When an order is in the Pending Funds Check status, you cannot submit a new or an existing performance.

## APIs and Client Extensions for G-Invoicing

Use the following APIs to create and update agreements, create and associate projects, and perform additional attribute changes to performance obligation lines and uptake order modifications. You can use these APIs as alternative methods to perform various G-Invoicing functions.

## API: Create an IGT Agreement

Use this API to create an intragovernmental (IGT) agreement and link it with an IGT order.

**Technical name:** PA\_IGT\_EXT\_API\_PUB.CREATE\_IGT\_AGREEMENT

## API: Update an IGT Agreement

Use this API to update an intragovernmental (IGT) agreement.

**Technical name:** PA\_IGT\_EXT\_API\_PUB.UPDATE\_IGT\_AGREEMENT

## API: Associate a Project to an IGT Order

Use this API to associate a project with an IGT order. The specified IGT order must not have an associated project already.

- **Technical Name:** PA\_IGT\_EXT\_API\_PUB.IGT\_ORDER\_ASSOCIATE\_PRJ
- **Prerequisite:** An IGT agreement should exist in the work-in-progress (WIP) status.
- **Outcome:** If the project exists, then it is associated with an IGT order. Performance obligation (POBG) lines are created automatically.

## API: Update the order Header and Order Line Schedule and Additional Attributes (UDAs)

Use this API to update additional attributes maintained in the UDA (user-defined attributes) framework. This API updates the agreement and header additional attributes details along with POBG and order line schedules.

- **Technical Names:**
  - PA\_IGT\_EXT\_API\_PUB.Update\_Header\_Additional\_Attr
  - PA\_IGT\_EXT\_API\_PUB.Update\_POBG\_Additional\_Attr
- **Prerequisites:**
  - The project you specify must be an IGT project.
  - The IGT agreement must be in the work-in-progress (WIP) status.

## API: Submit an Order Performance

Use this API to submit all performances (deferred, delivery and advance) at the order, order line, and order lines schedule levels.

- **Technical Names:**
  - PA\_IGT\_EXT\_API\_PUB.submit\_performance\_order
  - PA\_IGT\_EXT\_API\_PUB.submit\_performance\_line
  - PA\_IGT\_EXT\_API\_PUB.submit\_performance\_line\_sch
- **Prerequisite:** Pending performance must exist.

### API: Order Modification Uptake API for an IGT Agreement

Use this API to uptake order modifications.

- **Technical Name:** ORDER\_MOD\_UPTAKE
- **Prerequisites:** The IGT order must be in the Shared with Servicing Agency (SSA) status. The IGT project must not have a work-in-progress agreement.
- **Outcome:** Order modifications update performance obligations.

### API: Update Performance Obligation Lines API for IGT Projects (TAS/Task/Line)

Use this API to update performance obligation lines and line schedules.

- **Technical Names:**
  - IGT\_UPD\_POBG\_HEADER
  - IGT\_UPD\_POBG\_LINES
- **Prerequisite:** The project you specify must be an IGT project. The IGT agreement must be in the Work in Progress status.

### API: Update Additional Attributes API for IGT Projects (Order header/OLS)

Use this API to update additional attributes maintained in the UDA framework. This API updates the agreement and header attributes along with POBG and order line schedules.

- **Technical Names:**
  - UPDATE\_HEADER\_ADDITIONAL\_ATTR
  - UPDATE\_POBG\_ADDITIONAL\_ATTR
- **Prerequisites:** The project you specify must be an IGT project. The IGT agreement

must be in the Work-in-Progress status.

## API: Submit the IGT Agreement

Use this API to submit IGT agreements for approval.

- **Technical Names:**
  - SUBMIT\_IGT\_AGREEMENT
  - UPDATE\_IGT\_AGREEMENT
- **Prerequisite:** The IGT Agreement must be in the Work in Progress status.
- **Assumptions:** To approve or reject automatically, customize the workflow to skip the approver node.
- **Outcome:** After the IGT agreement is approved either manually or automatically, the following steps are performed:
  - The performance obligation is published.
  - Funding is baselined.
  - Revenue budget is baselined.
  - The order is pushed to the federal G-Invoicing application in the REC status.
  - Failure puts the IGT agreement back in the Work in Progress status.

## API: Confirm Funds Availability

Use this API to confirm funds availability.

- **Technical Name:** PA\_IGT\_EXT\_API\_PUB.CONFIRM\_FUNDS\_AVAILABLE()
- **Outcome:** When funds are available, the budget is baselined and the funds are allocated.

## API: Public Views for IGT Staging Tables and UDAs

Use this API to view the following tables:

- IGT\_GTC
- IGT\_ORDER

- IGT\_ORDER\_LINE
- IGT\_ORDER\_LINE\_SCHE
- UDAs

This API supports the following views:

- IGT\_GTC - PA\_IGT\_GTC\_DETAILS\_V
- IGT\_ORDER - PA\_IGT\_ORDER\_DETAILS\_V
- IGT\_ORDER\_LINE - PA\_IGT\_ORDER\_LINE\_DETAILS\_V
- IGT\_ORDER\_LINE\_SCHE - PA\_IGT\_ORDER\_LINE\_SCH\_DET\_V
- PA\_IGT\_ORDER\_UDA\_V
- PA\_IGT\_ORDER\_LINE\_SCHD\_UDA\_V

### API: Associate an Agreement with an IGT Order

Use this API to associate an agreement with the IGT order. The OKE created orders require agreements to be approval-enabled and the funding is generated after the order is approved. To support approval-enabled agreement types, the Create IGT Agreement, Update IGT Agreement, and Add Funding APIs have been enhanced.

You can use this API to mark an agreement as advance-enabled.

- **Technical Name:** LINK\_IGT\_ORDER
- **Prerequisites:**
  - An agreement must be approved.
  - Revenue or invoice must not exist for the agreement.
  - Only task-level funding is allowed.

### API: Reject an IGT Order

Use this API to reject an IGT order and the order modification. The Pull the order for reject flow to API created OKE orders. OKE creates contract agreement and updates data in the staging tables. Use the Reject IGT Order API to reject the agreement and push it back to the federal G-Invoicing application with the Rejected status.

- **Technical Name:** REJECT\_IGT\_ORDER

## API: An Order Rejection Before an Agreement or a Project Association

Use this API to reject an order agreement and push the order back to the federal G-Invoicing application with the Rejected status. You can submit the rejection with or without an agreement.

- **Technical Name:** PA\_IGT\_EXT\_API\_PUB.REJECT\_IGT\_ORDER
- **Prerequisites:**
  - The IGT order must be in the Shared with Servicing Agency (SSA) status
  - You must set the application context
- **Outcome:** The IGT order is rejected with the REJ status.
- **Validation:** The IGT order being rejected can be with or without a project or an agreement.

## Client Extension for Seller Order Number in SFO

PA\_Client\_Extn\_IGT\_Cust.Return\_SF\_Order\_num

Use this client extension to create seller-facilitated order numbers. The system first looks for the seller order number. If it is not specified, then the system looks for any client extension specified. If one exists, then the system uses it.

You can edit the seller order number on the **Create Seller-Facilitated Orders** page until the order is saved. The seller order number cannot exceed 20 characters.

## Client Extension for Modification to Mass Submission of Performance

PA\_Client\_Extn\_Igt\_Cust.return\_mass\_perf\_attributes

Use this client extension to override preparer attributes, performance dates, and comments during mass performance submission. Default preparer information is retrieved based on the performance role selected in the **G-Invoicing Setup** page.

## Client Extension Modification to the Refund Process

PA\_Client\_Extn\_IGT\_Cust.Custom\_refund\_activity

Use this client extension to customize the refund process using a client extension. Using this client extension, you can skip the standard refund process and perform the refund activities manually.

## Using Additional Attributes (User Defined Attributes) Pages

To uptake UDA self-service pages for access to user-defined attributes at the header level and the schedule level, perform the following steps:

### Prerequisites

Verify that the agreement is linked with the IGT Order.

1. To access the header UDA page, pass the following mandatory parameters:
  - *orderNum* indicates the order number for which the UDA attributes are updated.
  - *fromPageURL* indicates the URL being retrieved.
  - *OA.jsp?page=* indicates the page name with the complete path.

Specify the path as shown below in the sample code:

```
OA.jsp?  
page=/oracle/apps/pa/pobg/webui/ExtAttrPageRegionWrpPG&retainAM=Y)
```

Specify the complete path as shown below:

```
OA.jsp?  
page=/oracle/apps/pa/pobg/webui/ExtAttrPageRegionWrpPG&orderNum=1234  
&fromPageURL=OA.jsp?  
page=/oracle/apps/pa/pobg/webui/ExtAttrPageRegionWrpPG
```

2. To access the schedule-level UDA page, pass the following mandatory parameters:
  - *orderNum* indicates the order number.
  - *lineNum* indicates the line number of the order.
  - *schdNum* indicates the schedule number for which you want to update the schedule-level UDA attributes.
  - *fromPageURL* indicates the URL being retrieved.
  - *OA.jsp?page=* indicates the page name with the complete path.

Specify the path as shown below in the sample code:

```
OA.jsp?  
page=/oracle/apps/pa/pobg/webui/ExtAttrPageRegionWrpPG&retainAM=Y)
```

Specify the complete path as shown below:

```
OA.jsp?  
page=/oracle/apps/pa/pobg/webui/ExtAttrPageRegionWrpPG&orderNum=1234  
&lineNum =1& schdNum =1&fromPageURL=OA.jsp?  
page=/oracle/apps/pa/pobg/webui/ExtAttrPageRegionWrpPG
```



## Using Performance in G-Invoicing

When a servicing agency fulfills an order, the order progress is tracked against the order line schedule and communicated to the requesting agency as performance. When the reported performance is accepted by the requesting agency, that performance is tracked by the servicing agency as approved.

Use the following features to manage performances and drive settlement by deriving and reporting accurate progress and delivery.

- **Advance Payments**
  - Receive advances against orders in part or in full.
  - Offset advance payment against invoices.
- **Deferred Payments**
  - Generate revenue against the order line schedule and map it to deferred performance.
  - Report progress against an order line schedule without initiating settlement.
- **Delivery Payments**
  - Report delivery against an order line schedule to initiate settlement.
  - Provide visibility into FOB (source, destination, others) and constructive days.
  - Create acceptance and credit memos.
  - Receive acceptance of performance for FOB (destination, others) against delivery performance.

### Prerequisites

Verify that you have set up preparer details before using performance. Refer to "Entering G-Invoicing Setup Options", for details.

## Performance Management

Oracle Projects supports performance management by enabling the following actions:

- Use the inline accounting with Contract Asset (CA) and Contract Liability (CL), Unbilled Receivable (UBR) and Unearned Revenue (UER).
- Generate revenue against the order line schedule and map it to deferred performance.

- Generate invoices against the order line schedule and map invoice details to delivery performance.
- Accept an advance amount and generate advance performance at the order line schedule.
- Push generated performance to requesting agency through G-Invoicing.
- Pull accepted performance sent by the requesting agency.
- Create adjustments in the underlying transactions if acceptance is not full.
- Generate and submit negative performance for refund transactions.

### Working with Performance Obligations

The **Performance Obligation** page displays all performance obligations details.

To see performance obligation lines, select a single performance obligation in the **Performance Obligations** region.

To submit performance obligation lines, select lines in the **Performance Obligation Lines** region and then choose to submit advance, deferred, or delivery performance. For more information, see:

- Using Advance Performance , page 10-92
- Submit Deferred Performance, page 10-81
- Submit Delivery Performance, page 10-84

To generate funding against performance obligation lines based on applied receipts, select **Generate Funding** from the **Actions** list. This option is available only for advance-enabled orders.

To edit or update performance obligations, select **Update** from the **Actions** list. For more information about updating performance obligations, see "Defining Performance Obligation Additional Attributes.", page 10-43

To view the version history of a performance obligation, select **View History** from the **Actions** list.

To view the performance history, select **View Performance History** from the **Actions** list.

**Note:** To submit multiple performances for advance and non-advance orders as a mass submission, use the *PRC: Mass submission performances for G-Invoicing* concurrent program. Refer to "Submitting Performance for Multiple Orders", page 10-8 for details.

## Using Deferred Performance

For each performance obligation line, revenue generated is mapped to a deferred performance. You can progress generated at the performance obligation line (order line schedule) as deferred performance to G-Invoicing. The requesting agency pulls the updated order information from G-Invoicing, but this has no impact on the financial transaction with respect to G-Invoicing. You can edit attributes and select attachments.

### Impact on Accounting

Contract asset (CA) and contract liability (CL) and unbilled receivable (UBR) and unearned revenue (UER) balances are maintained at the project level. For revenue generation, the UBR and UER accounting is run instead of CA and CL accounting. The performance obligation ID and number are passed to revenue and invoice programs as auto-accounting parameters for all accounting events.

### High Level Flow for Deferred Performance

Before you can submit deferred performance for a project, you must complete the following high-level steps:

1. Search for projects.
2. Incur actual transactions, such as expenditure or events.
3. Generate revenue and revenue accounting events.
4. Generate progress at the performance obligation lines using the revenue distribution line. See "Generating Deferred Performance.", page 10-79
5. Update additional attributes on the **Submit Deferred Performance** page.
6. Submit deferred performance.
7. Performances are pushed to the federal G-Invoicing application.

### Generating Deferred Performance

Before you submit deferred performance, the order must be approved by the requesting agency.

1. Run the *Intragovernmental Orders Interface Program* to pull approved orders into Oracle Projects.
2. Run the Projects G-Invoicing ECC Data Load program.
3. With the *Projects Super User* responsibility, navigate to the G-Invoicing dashboard.

4. Search for the order.
5. Scroll down to the **Header** component and click **Orders** in the **GT&C Order** region.
6. Click the **Create Project** icon. The **Create Project: Select Source** page appears.
7. Search for the template that you want to use to create a project.
8. Click **Continue**. The **Create Project: Details** page appears.
9. Enter information in the required fields. These depend on how the Quick Entry fields are configured, but may include **Project Number**, **Project Name**, **Project Start Date** and **Project End Date**.
10. Click **Finish**. The **Processing: Creating Project** page appears. Wait for the request to be processed.
11. Navigate to the **Performance Obligation** page.
12. Select the performance obligation.
13. Scroll down to the performance obligation lines.
14. Select or enter the top task number.
15. Select or enter the TAS value.
16. Click **Save** and then **Continue**.
17. Repeat Steps 14 through 17 for all the other performance obligation and POBG lines.
18. Click the **G-Invoicing Dashboard** icon on the top of the page to navigate back to the dashboard.
19. Click the **Update Agreement** icon in the **Order** region. The **Update Agreement** page appears.
20. Enter the billing frequency value. If you select **Others**, then you must provide an explanation.
21. Select **Additional Agreement Attributes** from the Actions menu and click **Go**.
22. Enter servicing agency details in the **Funding Approval**, **Program Approval**, and **Preparer Information** regions.
23. Click **Apply** to submit the agreement for approval.

24. Log in as the approver and approve the agreement.
25. Navigate to the federal G-Invoicing application.
26. Query the order and check the order Status.
27. Run the ECC Incremental Data Load.
28. Navigate to the **Projects G-Invoicing** dashboard by clicking the *Projects Super User, US Federal* responsibility, and then click **Projects Command Center**, and then **G-Invoicing**.
29. Navigate to **Expenditure** and create actual expenditure task of specified quantity for a few tasks.
30. (Conditional) For work-based revenue, submit and release the expenditure batches.
31. Run the applicable cost distribution programs, such as the PRC: Distribute Labor Cost distribution.
32. (Conditional) If you are using event-based revenue, then you must create an event for a task. If you are not using event-based revenue, then this step is optional.
33. To submit deferred performance, you must first generate revenue and approve it.
  - Run the **PRC: Generate Draft Revenue for a Single Project**.
  - Review the revenue by using the Review Revenue option.
  - Click **Release** on the Review Summary window to release the revenue.
  - Click **Save**.
34. Run the PRC: Generate Revenue Accounting Event, which generates the deferred performance lines. Each performance line maps to one order line schedule.

### Submitting Deferred Performance

1. Navigate to the Projects **G-Invoicing** dashboard by clicking the *Projects Super User, US Federal* responsibility, and then click the **Projects Command Center**, and then **G-Invoicing**.
2. Query the order.
3. Select **View Performance Obligation** by scrolling down and selecting the **Orders** tab.
4. Select the performance obligation lines.

5. Select **Submit Deferred Performance** from the list and click **Go**.
6. The **Submit Deferred Performance** page appears.
7. In the **Header** region, the preparer details are defaulted from the previously specified values. If default values do not appear, then enter the preparer's name, phone number, and email address.
8. In the **Date** field, enter a performance date between the order start and end dates.
9. Select the accounting period that is open. The list of values lists all the periods that are open in that accounting period.
10. The **Transaction** table displays the following columns:

<b>Column</b>	<b>Description</b>
Order Number	Indicates the unique number assigned to the selected order.
Order Line Number	Indicates the line number of the order used.
Order Line Schedule Number	Indicates the line number of the order used.
Unit of Measure	Displays the selected UOM.
Performance Quantity	Displays the quantity the performance can be submitted for.
Performance Indicator	Indicates whether the performance is Partial Performance or Final Performance. You can choose one of the two options.
Attachment	Lets you add attachments.

11. Click **Submit**. The **View Performance Obligation** page reappears.
12. Enter the order number and click **Go** to track the performance status.  
 After the G-Invoicing application receives and accepts the deferred performance, the status changes and the performance header number is displayed after acknowledgement from the federal G-Invoicing application.
13. Click **Submit**.  
 When performance is submitted, it triggers the *PRC: Submit Intragovernmental Performance* program in the background. This runs the *MGT: Push Performance XML*

*Generation* program and then the interface program to G-Invoicing, the *Intragovernmental Performance* program. Performances are collected, and for each performance a child process is run.

You can query the order number in the **View Performance Obligation** page. The status updated to Success and the performance header number and performance detail number are generated after the performance is submitted successfully.

14. You can track the performance list submitted in the federal G-Invoicing application by clicking the **Requesting Agency** tab, then **Options**, and then **Performance List**.
15. Navigate to *Projects Super User, Federal* responsibility, and then click **Billing**, then **Review Revenue**, and then **Open** to view the unbilled receivables and unearned revenue.
16. Click **Lines** to view the revenue line details at the line level.

## Using Delivery Performance

You can send progress generated at the performance obligation line (order line schedule) as delivery performance to the federal G-Invoicing application.

Invoices generated against each performance obligation line are mapped to delivery performance. This performance indicates the progress of an order and initiates financial transactions to and from the federal G-Invoicing application.

The servicing agency initiates the submission of performance and pushes it to the federal G-Invoicing application, where it is then pulled by the requesting agency. How acceptance of performance is tracked depends on the FOB point.

## High-Level Flow for Delivery Performance

Delivery performance has the following overall flow:

1. Incur actual transactions, such as expenditures or events.
2. Generate revenue.
3. Generate progress at the performance obligation lines using the revenue distribution line.
4. Include summaries of progress at the header and agreement levels.
5. Generate draft invoices.
6. Interface invoices to Oracle Receivables.
7. Apply advance receipts. This step is optional and applicable only for projects that service advance-enabled orders. For projects that service orders that are not

advance enabled, you can submit the deferred and delivery performances.

8. Run the *PRC: Tieback Invoices from Receivables* concurrent program.
9. Create acceptance in Oracle Receivables.
10. View performance.
11. Update additional attributes on the **Submit Delivery Performance** page.
12. Submit delivery performance.
13. Receive acceptance from the federal G-Invoicing application.
14. Adjust invoices, if needed.

### Generating Delivery Performance

To generate delivery performance, complete the following steps:

1. To generate a draft invoice, submit the *PRC: Generate Draft Invoice for a Single Project* concurrent program.
2. Select **Invoice Review**.
3. Query the project number.
4. Approve and save.
5. Release the invoice and save.
6. Run the *PRC: Interface Invoice to Receivables* concurrent program.
7. Run the *Autoinvoice Import Program*.
8. Run the *PRC: Tieback Invoices from Receivables* concurrent program, which creates the delivery performance.
9. Navigate back to the **Performance Obligation** window.
10. Select the performance lines.
11. Select **Submit Delivery Performance** and click **Go**.  
The **Submit Delivery Performance** page appears.

### Submitting Delivery Performance

The **Submit Delivery Performance** page appears. Oracle Projects generates delivery



performance transaction lines.

1. In the **Header** region, the preparer details are defaulted from the previously specified values. If the default value is not set up, then enter the preparer's name, phone number, and email address.
2. In the **Date** field, enter a performance date between the order start and end dates.
3. Select the accounting period that is open. The list of values lists all the periods that are open in that accounting period.
4. The **Transaction** region includes the following fields:

---

<b>Column</b>	<b>Description</b>
Draft Invoice Number	Displays the invoice number assigned
Draft Invoice Line	Indicates the invoice line number
Transaction Source	Displays the source of the transaction, such as an expenditure or an event
Order Number	Indicates the unique number assigned to the selected order
Order Line Schedule Number	Indicates the line number of the order line schedule that is being used
Unit of Measure	Displays the selected UOM
Performance Quantity	Indicates the quantity the delivery performance is to be submitted for
Performance Indicator	Indicates whether the performance is Partial Performance or Final Performance. You can choose one of the two options.
Attachment	Lets you add attachments

---

5. Submit the **Performance**.  
You are taken back to the **View Performance History** page.
6. Query the order number and click **Go**.  
Transaction displays the deferred performance and delivery performances

submitted. If there are multiple delivery lines for a single schedule line, then it is reported in a separate XML file.

When the performance is submitted, it triggers the *PRC: Submit Intragovernmental Performance* concurrent program in the background. This program runs the *MGT: Push Performance XML Generation* and the interface program to G-Invoicing, the *Intragovernmental Performance* program. Performances are collected and Oracle Projects runs a child process for each performance.

You can query the order number in the **View Performance Obligation** page. The status is updated to Success, and the performance header number and performance detail number are generated dynamically after the performance is submitted successfully.

Once delivery performance is submitted, the delivery performance lines are deleted.

If submission of performance lines fails, the **Status** field on the **View Performance History** page displays Failure for the failed performances. The reason is displayed in the **Reason** field. You can resubmit the failed performance in the subsequent performance interface program runs.

### Reverse Deferred Performance During Delivery Performance

Oracle Projects calculates the latest deferred performance when generating the delivery performance. When a delivery performance is submitted, Oracle Projects submits the latest deferred performance and then the delivery performance consecutively. The deferred performance is also recalculated.

Oracle Projects verifies that the performance date is in the current accounting period and recalculates deferred performance.

### Order Modification and Incremental Performance Load

To modify an order after you have submitted performance, complete the following steps:

1. Modify the order and submit it for approval.
  - Navigate to the federal G-Invoicing page.
  - Query the order for which you submitted performance.
  - Click **Modify**.
  - Modify the quantity.

**Note:** You cannot modify the unit cost of an item after performance is submitted.

- Click **Update Draft**.
  - Click **Submit for Requesting Approval**.
2. Obtain approval from the requesting agency. Enter required parameters and click **Requesting Agency Approve**.
  3. Run the *Intragovernmental Orders Interface Program* concurrent program to pull the orders into Oracle Projects.
  4. Run the *Projects G-Invoicing ECC Data Load* concurrent program.
  5. On the **Home** page, select the *Projects Super User* responsibility.
  6. Click **Projects Command Center**, then click **G-Invoicing**.
  7. Scroll to the **GT&C** and **Orders** region.
  8. Click the **Orders** tab and select the **Order** option.
  9. Click the **Actions (...)** menu and select the **Order Modification Uptake**.  
Order modification uptake is completed.
  10. Select the **View Performance Obligation** icon in the **Orders** tab.  
The **Performance Obligation** page appears.
  11. Click the **Update** on the top right to uptake the modification.
  12. Associate the top task and TAS with the new order line schedule.
  13. Click the G-Invoicing Dashboard icon to return to the **Home** page.
  14. Select **Update Agreement** from the **Orders** tab to create and approve the agreement.
  15. Select **Additional Agreement Attributes** from the **Actions** menu and click **Go**.
  16. Modify any servicing agency attributes that you want to change.
  17. Click **Apply** and then **Submit**.
  18. Log in and approve the agreement.
  19. Run the Projects ECC G-Invoicing incremental data load.
  20. Query the order in the federal G-Invoicing application and check the status to ensure that it is Open.

21. Incur events or expenditures.
22. To submit deferred performance, you must first generate revenue and approve it.
  - Run the *PRC: Generate Draft Revenue for a Single Project* concurrent program.
  - Review the revenue by clicking **Review Revenue**.
  - Click **Release** in the Review Summary window to release the revenue.
  - Click **Save**.
23. Run the *PRC Generate Revenue Accounting Event* concurrent program, which generates the deferred performance lines.
24. Return to the G-Invoicing dashboard. (From the **Home** page, select the *Projects Super User* responsibility. Click **Projects Command Center**, and then **G-Invoicing**.)
25. Query the order.
26. Select **View Performance Obligation** by scrolling down and selecting the **Orders** tab.
27. Select the performance obligation lines.
28. Select **Submit Deferred Performance** from the list and click **Go**.  
The **Submit Deferred Performance** page reflects the modified quantity.
29. Enter the header details.
30. Select **Partial Performance**.
31. Click **Submit**.
32. Query the order and click **Go**.  
The status changes to Submitted.
33. Generate the invoice by submitting the *PRC: Generate Draft Invoice for a Single Project* concurrent program.
34. Select **Invoice Review**.
35. Query the project number.
36. Approve and save.
37. Release the invoice and save.

38. Run the *PRC: Interface Invoice to Receivables* concurrent program.
39. Run the *Autoinvoice Import Program*.
40. Run the *PRC: Tieback Invoices from Receivables* concurrent program, which creates the delivery performance.
41. Navigate back to the **Performance Obligation** page.
42. Select the performance lines.
43. Select the **Submit Deferred Performance** and click **Go**  
The **Submit Delivery Performance** page displays the delivered performance.
44. Transaction displays the delivery performance and delivery performances submitted. If there are multiple delivery lines for a single schedule line, then a separate XML file is generated.
45. Query the order number and click **Go**.
46. Select the performance lines.
47. Select **Submit Deferred Performance** and click **Go**.
48. The **Submit Delivery Performance** page appears.  
The performance quantity is displayed as the Unit Price/Quantity.
49. Enter the required parameters in the header.
50. Select **Partial Performance** as the performance indicator.  
The **View Performance History** page appears.
51. Click **Submit**.
52. Query the order number and click **Go**.  
The delivery performance line shows as submitted.
53. To view unbilled and unearned revenue, return to the **Home** page and in the *Projects Super User* responsibility click **Billing**, then **Review Revenue**, and then **Open**.
54. Click **Lines** to view revenue details at the line level.
55. Query the order number and click **Go**.  
The status changes to Success after the delivery performance is successfully

transferred to the federal G-Invoicing application.

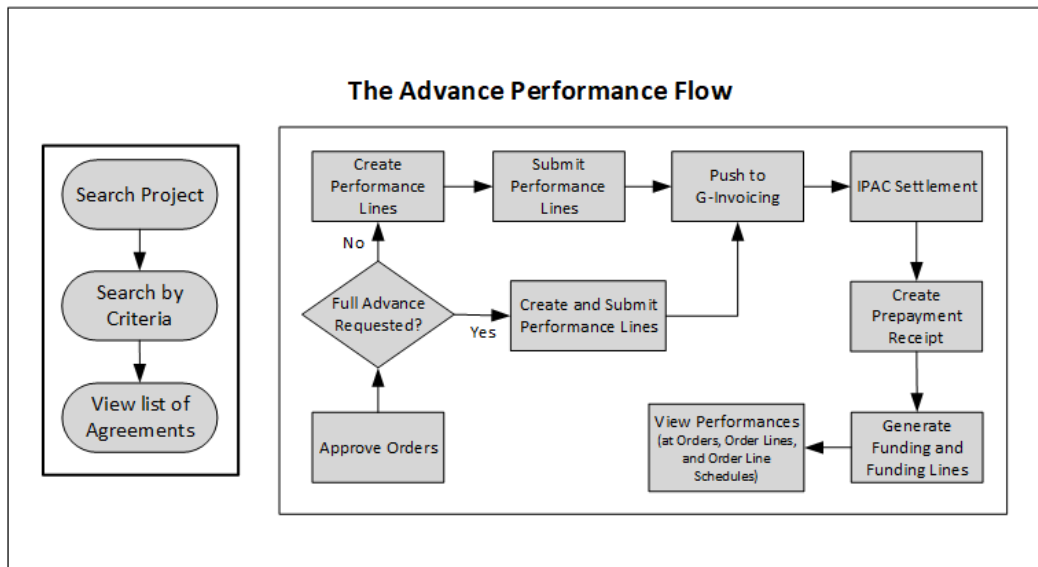
## Using Advance Performance

You can submit advance performances only for advance enabled orders. For advance enabled orders, all order line schedules are also advance enabled. The delivery progress is reported through to funding, and funding is calculated based on applied receipts. The cost budgets cannot exceed the funding value. To submit advance performances, you capture advance payments from accounts receivable receipts against each performance obligation line, generate the advance performances, and acknowledge the performance by sending them back to the requesting agency through the federal G-Invoicing application.

Anytime an advance receipt is available for a project or order, it is successfully accepted in accounts receivable. You can submit partial or full advance performances. When you request a full advance, Oracle Projects submits the performance automatically and you can view the transaction details on the **Performance History** page. You can also submit adjustments against the advance performance.

## High Level Flow for Advance Performance

The following diagram shows the overall advance performance flow.



The advance performance submission process involves both automatic and manual steps.

To begin, perform the following steps:

1. Make sure that the order is approved.

2. On the **Performance Obligation** page, select the order line schedule for which you want to submit advance performance.

3. Select the type of advance performance that you want to submit:

**Full Advance:** for a full advance, click **Submit**. Oracle Projects automatically creates and submits performance lines, displays the submission details on the **Performance History** page, and pushes the performance to the federal G-Invoicing application.

**Partial Advance:** for a partial advance, perform the following steps:

- Select the POBG order lines schedules.
- Enter the quantity for the advance performance.
- Click **Submit**. Oracle Projects pushes the performance to G-Invoicing.

4. **Request Partial Advance (Select Performance Obligation Lines):**

- When you select Request Partial Advance, select the POBG order line schedules. You must perform this manually.
- **Submit Advance Performance:** Enter the quantity for advance performance and click **Submit**. This is a manual step.
- Oracle Projects initiates the *Intragovernmental Performance Interface* concurrent program and pushes performances to the federal G-Invoicing application.

For both full and partial advance performances, the remaining steps in the process are automatic.

1. IPAC Settlement captures settlements done by intragovernmental payments and collections (IPAC) for all performance types.
2. The pull performance program creates accounts receivable receipts, applies them against the order line schedule as prepayment, and generates funding for the project.

To request a partial or full advance, select the order line schedule and choose Submit Partial Advance or Full Advance. If a partial quantity is already submitted for advance, then Oracle Projects calculates the balance advance and submits the advance performance.

On the **Performance Obligation** page, you identify order line schedules against which advances must be submitted and then request a partial advance. On the **Submit Advance Performance** page, enter the advance quantity against the order line schedule and submit the advance . The performance quantity must not exceed the balance quantity. The balance quantity is calculated as:

(Balance Quantity = Total Order Line Schedule Quantity - Total Submitted Advance Performance Quantity)

## Creating Revenue Budget Manually

To manually create and manage revenue budget, set the personal profile option *PA: Manage Revenue Budget Manually* to Yes.

1. From the **Home** page, select the *System Administrator* responsibility.
2. Select **Profile**, then **Personal**.
3. Click **View** and then **Find**.
4. Query for the profile option *PA: Manage Revenue Budget Manually*.
5. Set the value to **Yes**.

## Pushing Budget to G-Invoicing after Revenue Budget is Baselined

The profile option *Confirm Funds Availability upon Revenue Budget Baseline* enables you to manually baseline the revenue budget. If you set the profile option value to Yes, then you baseline the revenue budget and the system automatically marks the agreement with available funds. After the budget is baselined, it is then automatically pushed to the federal G-Invoicing application. If the profile option value is set to No, then the agency must manually confirm the funds availability.

## Submitting Advance Performance (Partial)

When you select **Request Partial Advance** and click **Go**, the **Submit Advance Performance** page appears.

In the **Submit Advance Performance** page, enter the following details:

1. In the **Header** region, the preparer details are defaulted from the previously specified values. If the default value is not set up, then enter the preparer's name, phone number, and email address.
2. In the **Date** field, enter a performance date between the order start and end dates.
3. Select the accounting period that is open. The list of values lists all the periods that are open in that accounting period.
4. The **Transaction** region includes the following fields:

---

Column	Description
Draft Invoice Number	Displays the invoice number assigned

---



---

Draft Invoice Line	Indicates the invoice line number
Transaction Source	Displays the source of the transaction, such as an expenditure or an event
Order Number	Indicates the unique number assigned to the selected order
Order Line Schedule Number	Indicates the line number of the order line schedule that is being used
Unit of Measure	Displays the selected UOM
Performance Quantity	Indicates the quantity the delivery performance is to be submitted for
Performance Indicator	Indicates whether the performance is Partial Performance or Final Performance. You can choose one of the two options.
Attachment	Lets you add attachments

---

5. Click **Submit**.

The **View Performance History** page appears.

6. Refresh until the status changes to Success and the performance header number is assigned.
7. Log in to the federal G-Invoicing application.
8. Query the order and click **Options**, and then **Performance List**.
9. Select the **Servicing Agency Performance List** details.

The performance number is displayed as the **Performance Header Number** on the **View Performance History** page in the **G-Invoicing** dashboard.

You can verify that the attachments have been interfaced to the servicing agency by clicking **Options**, and then **Attachment**.

### Submitting Adjustment Performance

You can submit adjustments to advance performance for the selected performance obligation lines.

To submit an adjustment against an advance performance, you must enter a negative quantity, description, and original performance reference number for the selected order lines along with the preparer details for that accounting period.

The **View Performance History** page displays the transaction details and status.

Once the IPAC settlement is complete, the *Pull Performance* program creates prepayment receipts, applies them to the order line schedules, and automatically generates funding for the project. For a refund or adjustment transaction, the pull performance removes the receipt amount and reduces the funding amount from the originally applied receipts. The amount of the negative advance performance must be lesser than or equal to the delivered advance quantity.

If submission of adjustment performance fails, then you can delete the transactions or resubmit them in the next performance run from the **View Performance History** page.

To submit an adjustment performance, do the following:

1. In the **Performance Obligation** page, select the **Refund Advance** option and click **Go**.
2. The **Submit Adjustment Performance** page appears.
3. (Conditional) In the **Header** region, the preparer details are defaulted from the previously specified values. If the default value is not set up, then enter the preparer's name, phone number, and email address.
4. In the **Date** field, enter a performance date between the order start and end dates.
5. Select the accounting period that is open. The list of values lists all the periods that are open.
6. The **Transaction** region includes the following fields:

---

<b>Column</b>	<b>Description</b>
Draft Invoice Number	Displays the invoice number assigned.
Draft Invoice Line	Indicates the invoice line number.
Transaction Source	Displays the source of the transaction, such as an expenditure or an event.
Order Number	Indicates the unique number assigned to the selected order.

---

---

Order Line Schedule Number	Indicates the line number of the order line schedule that is being used.
Unit of Measure	Displays the selected UOM.
Quantity	Indicates the quantity the delivery performance is to be submitted for. This must be a negative quantity.
Total Advance Performance Quantity	Indicates the total advance performance quantity that was already submitted.
Transaction Price	Indicates the unit price derived from the order line schedule.
Adjust Quantity	Enter the quantity the adjustment is being submitted for. This is a mandatory field.
Adjust Amount	Displays the total price of the adjustment quantity. The adjustment amount is derived from the adjustment quantity you enter and the unit price.
Reference Performance	Indicates the adjustment reference number. This is a mandatory field.
Reference Quantity	Indicates the reference quantity.
Description	Indicates the description.
Performance Indicator	Indicate whether the performance is partial or final.
Attachment	Add attachments if needed.

---

7. Select an attachment and click Apply. The attachment is added.
8. Submit the adjustment.

The **View Performance History** page appears. You can view the adjustment advance performance transaction details.

### Adjustments to Advance Enabled Orders

Federal agencies issue advances to clients and in some cases, the agencies need to adjust such advances. When an adjustment to an advance is created, a credit memo is issued against the adjustment that are either matched credits or unmatched credits against the

invoice.

After the negative delivery performance or credit memo is submitted and processed, the servicing agency receives a confirmation with the delivery performance number from federal G Invoicing. The automation process is initiated to adjust a negative invoice or credit memo appropriately with the receipt.

Receipt information for the credit memo or negative invoice is received as the reference performance.

- To submit a standalone negative performance, the servicing agency must associate this with the original transaction Number or reference performance manually.
- For a credit memo, the system automatically associates the credit transaction with the original transaction for which the credit is generated for the original delivery performance in EBS.

For an advance-enabled orders, Oracle EBS G-Invoicing solution provides an ability to process credit memos (matched credits) and negative invoices (unmatched credits) apply it correctly to the receipt and update the prepayment balances appropriately. This solution addresses the prepayment balances issue at the time of settlement.

#### **Credit Memos Applied to Prepayments**

The credit memo matched for an advance order is interfaced with Receivables. The Autoinvoice Import program is run to match the credit memo with an invoice. The outstanding balance of the invoice is reduced to the updated credit. When an adjustment to the advance performance is submitted, the credit memo is applied to the invoice completely and the receipt is displayed with the remaining outstanding balance of the invoice.

If the prepayment invoice line is not available, then a new line is created with the value of the credit memo.

#### **Negative Invoices applied to prepayments**

For an advanced-enabled order, when the adjustment is created with an unmatched invoice, the system applies the negative invoice to a receipt correctly and updates the prepayment balance with the negative amount.

#### **Assumptions**

- If an invoice is settled, then the amount is completely settled. Partial settlement is not supported .
- Credit memo is created against a settled transaction or accepted credit transaction from the requesting side. When a credit is applied to an invoice, it is assumed that the advance amount increases, and the agency must create credit memos to complete the credit processing in federal G Invoicing.
- For an advance-enabled order, agencies cannot create a refund. The agency can only

create an advance adjustment.

- The Over-Application option must be set to Yes for the Invoice Source in Oracle Receivables. (**Navigation:** Click **Receivables**, then **Setup**, then **Transactions**, and then **Transaction Types**).

### Reprocess Receipt

In the **View Performance History** page, a **Reprocess Receipt** option is included. If a transaction has errors during processing, then the agency can click **Reprocess Receipts** to resubmit the process.

## Using Refund Pay Group

You can use pay groups to check refunds created against delivery and advance payments.

The **G-Invoicing Setup** page includes a **Refund Pay Group** option. While creating the adjustment for a delivery or an advance payment, the system checks the refund pay group that has been set up at either the project level or the operating unit level. If the project level pay group is set up, then it takes precedence over the operating unit level pay group. Once the refund adjustment transaction is complete, you can view the pay group values at the payables invoice level.

## Setting Up Refund Pay Group

To setup refund pay group, perform the following steps:

1. From the **Home** page, select the **Projects Super User, US Federal** responsibility.
2. Click **Projects: Setup** and then **G-Invoicing Setup**.

The **G-Invoicing Setup** page includes the **Refund Pay Group** option. This option is available at the operating unit and at the project level.

3. Set the Refund Pay Group.

You can set this option at both operating unit and project levels. After the first refund transaction is created, you can no longer change the selected value at the project level, but you can change it at the operating unit level. The system sends the pay group values to both receipts (Receivables) and invoices (Payables).

4. You can view the pay group details on receipts (**Navigation:** switch to the *Oracle Receivables* responsibility, select **Receipts**, and search by the receipt number). You can get the receipt number from the **View Performance History** page after the receipt is created.
5. Click **Apply** to view the amount applied and the receipts created.

6. Click the **Refund Attributes** button to view the refund pay group details.  
The refund also creates a payable invoice. Get the invoice number by clicking **Refund Status** button on the **Receipts: Applications** page.
7. You can view the pay group details on invoices (Navigation: switch to the *Oracle Payables* responsibility, select **Invoices**, and query the invoice). The pay group details appear in the **Invoices** window.

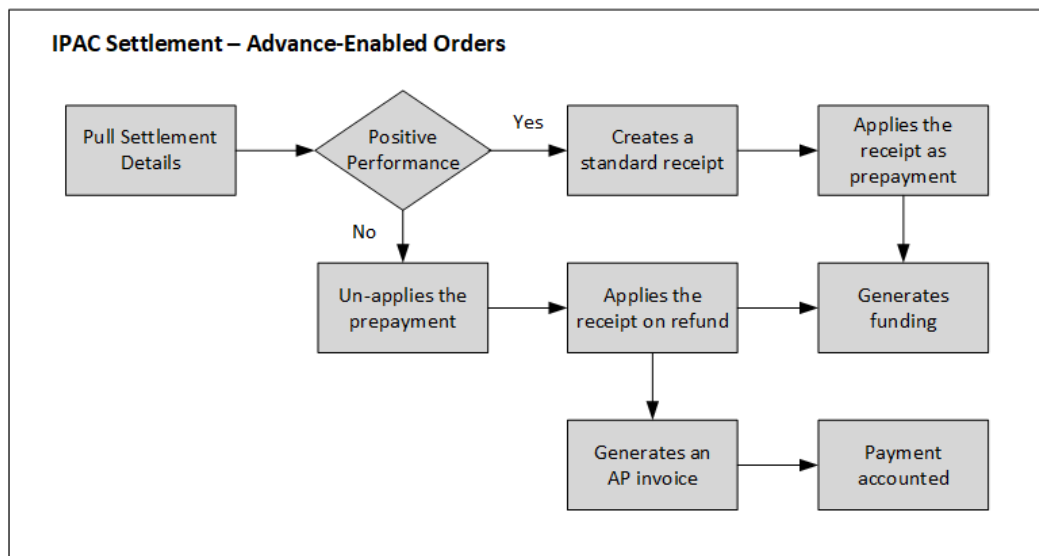
## Intragovernmental Payment and Collection (IPAC) Settlement

Federal agencies use Intragovernmental Payments and Collections (IPAC) to transfer funds between agencies. The *Intragovernmental Performance Interface* pull program considers settlements performed by IPAC for all performance types.

### IPAC Settlement For Advance-Enabled Orders

The following diagram shows the IPAC settlement flow for advance enabled orders:

**IPAC Settlement in Advance Enabled Orders**



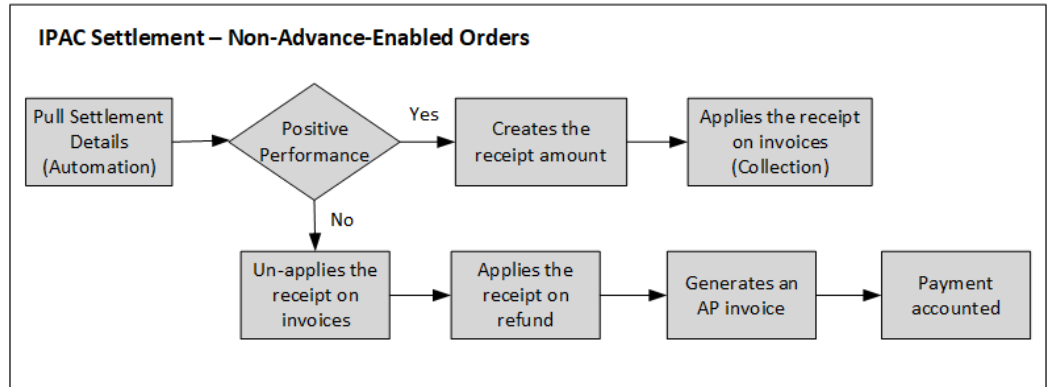
For advance enabled orders, the *Intragovernmental Performance Interface* concurrent program pulls the settlement information from the federal G-Invoicing application. This program automatically generates receipts for positive performance based on settlement amounts from IPAC. The program also applies receipts as prepayment. For advance settlement, the program automatically generates and baselines funding after applying the receipt on prepayments at the performance obligation levels.

If the performance is a negative transaction, then the pull program removes receipts in prepayments for the settled amount, and then creates a refund for the adjusted settled

amount. An accounts payable invoice is generated automatically, and the payment is accounted.

## IPAC Settlement for Orders that Are Not Advance Enabled

The following diagram shows the IPAC settlement flow for orders that are not advance enabled:



For orders that are not advance enabled, the *Intragovernmental Performance Interface* concurrent program pulls the settlement information from the federal G-Invoicing application. The *Intragovernmental Performance Interface* pull program automatically generates receipts for positive performance based on the settlement amounts from IPAC. This program also creates receipts for these amounts and applies receipts to the invoice.

If the performance is a negative transaction, then the *Intragovernmental Performance Interface* pull program removes receipts for the settled amount. It then creates a refund for the adjusted settled amount. An accounts payable invoice is generated, and the payment is accounted.

## IPAC Settlement Business Scenarios

These business scenarios illustrate how Oracle Projects handles the IPAC settlements in G-Invoicing.

Consider an order with the order, line, and schedule numbers as shown in the following table. The order line schedule is created for a quantity of 100, with a unit price of \$50. The Amount of \$5000 is the product of the schedule quantity and the unit price.

Order Number	Line Number	Schedule Number	Schedule Quantity	Unit Price	Amount
0123	1	1	100	\$50	\$5000

The subsequent tables illustrate how IPAC settlement is handled for each of the performances and FOB points:

**Note:** In the subsequent tables, the use of alphabets D, R and A refer to Delivery, Return, and Advance.

### Delivery Performance with FOB Source for Orders that are Not Advance Enabled

This table shows the IPAC settlement for delivery performance with the FOB point set to Source for orders that are not advance enabled.

Steps	Performance Number	Reference Performance Number	Performance Quantity	Invoice Value	Invoice Due	Receipt Applied	Refund Applied
Seller pushes delivery performance to the federal G-Invoicing application	D100		10 (D)	10	10	0	0
Performance initiates settlement in IPAC	D100		10 (D)	10	0	10	0
Buyer pulls the delivered performance from federal G-Invoicing	D100		10 (D)	10	0	10	0
Buyer pushes acknowledgement of receipt/acceptance to the federal G-Invoicing application	R100	D100	10 (R)	10	0	10	0
Seller pulls the acknowledgement receipt/acceptance from federal G-Invoicing	R100	D100	10 (R)	10	0	10	0



Steps	Performance Number	Reference Performance Number	Performance Quantity	Invoice Value	Invoice Due	Receipt Applied	Refund Applied
Buyer pushes refund receipt/acceptance adjustment with negative performance to the federal G-Invoicing application	R101	R100	-4 (R)	10	0	10	0
Seller pulls acknowledgement negative receipt/acceptance from federal G-Invoicing	R101	R100	-4 (R)	10	0	10	0
Seller pushes negative delivered/performed adjustment to the federal G-Invoicing application as a credit memo	D101	D100	-4 (D)	6	-4	10	0
Performance initiates settlement in IPAC	D101	D100	-4 (D)	6	0	6	4

### Delivery Performance with FOB Destination for Orders that are Not Advance Enabled

This table displays the IPAC settlement for delivery performance with the FOB point set to Destination for orders that are not advanced enabled:

Steps	Performance Number	Reference Performance Number	Performance Quantity	Invoice Value	Invoice Due	Receipt Applied	Refund Applied
Seller pushes delivery performance to the federal G-Invoicing application	D100		10 (D)	10	10	0	0
Buyer pulls the delivered performance from federal G-Invoicing	R100		10 (D)	10	10	0	0
Buyer pushes acknowledgement of receipt/acceptance to the federal G-Invoicing application	R100	D100	10 (R)	10	10	0	0
Performance initiates settlement in IPAC	R100	D100	10 (R)	10	0	10	0
Seller pulls the acknowledgement receipt from federal G-Invoicing	R100	D100	10 (R)	10	0	10	0
Buyer pushes refund adjustment receipt/acceptance with negative performance to the federal G-Invoicing application	R101	R100	-4 (R)	10	0	10	0
Performance initiates settlement in IPAC	R101	R100	-4 (D)	10	4	6	4

Steps	Performance Number	Reference Performance Number	Performance Quantity	Invoice Value	Invoice Due	Receipt Applied	Refund Applied
Seller pulls acknowledgement negative receipt/acceptance from federal G-Invoicing	R101	R100	-4 (R)	10	4	6	4
Seller pushes negative delivered/performed adjustment to the federal G-Invoicing application as a credit memo	D101	D100	-4 (R)	6	0	6	4

## Advance Performance

The following table displays the IPAC settlement for advance performance:

**Note:** In the subsequent tables, the use of alphabets D, R and A refer to Delivery, Return, and Advance.

Steps	Performance Number	Reference Performance Number	Performance Quantity	Prepayment Balance	Receipt Applied	Refund Applied
Seller pushes advance performance to the federal G-Invoicing application	A100		10 (A)	0	0	0
Performance initiates settlement in IPAC	A100		10 (A)	10	10	0
Buyer pulls advance performance from federal G-Invoicing	A100		10 (A)	10	10	0

Steps	Performance Number	Reference Performance Number	Performance Quantity	Prepayment Balance	Receipt Applied	Refund Applied
Seller pushes refund adjustment advance with negative performance to the federal G-Invoicing application	A101	A100	-4 (A)	10	10	0
Performance initiates settlement in IPAC	A101	A100	-4(D)	6	6	4
Buyer pulls acknowledgement negative advance performance from federal G-Invoicing	A101	A100	-4(R)	6	6	4

### Delivery Performance for Advance Enabled Orders

This table displays the IPAC settlement for delivery performance for advance-enabled orders.

Steps	Performance Number	Performance Reference Number	Performance Quantity	Invoice Value	Invoice Due	Prepayment Balance	Receipt Applied	Refund Applied
Seller pushes advance performance to the federal G-Invoicing application and IPAC settlement	A100		10 (A)			10	10	0

Steps	Performance Number	Performance Reference Number	Performance Quantity	Invoice Value	Invoice Due	Prepayment Balance	Receipt Applied	Refund Applied
Seller pushes delivery performance to the federal G-Invoicing application	D100		5 (D)	5	0	5	10	0
Buyer pulls the delivered performance from federal G-Invoicing	D100		5 (D)	5	0	5	10	0
Buyer pushes acknowledgment of receipt/acceptance to the federal G-Invoicing application	R100		5 (R)	5	0	5	10	0
Seller pulls the acknowledgment receipt/acceptance from federal G-Invoicing	R100		5 (R)	5	0	5	10	0
Buyer pushes refund adjustment receipt/acceptance with negative performance to the federal G-Invoicing application	R101	R100	-2 (R)	5	0	5	10	0

Steps	Performance Number	Performance Reference Number	Performance Quantity	Invoice Value	Invoice Due	Prepayment Balance	Receipt Applied	Refund Applied
Seller pulls acknowledgment negative receipt/acceptance from federal G-Invoicing	R101	R100	-2 (R)	5	0	5	10	0
Seller pushes negative delivered/performed adjustment to the federal G-Invoicing application as a credit memo	D101	D100	-2 (D)	3	0	7	10	0

## Viewing Receipts

When you submit an Advance Performance and run the intragovernmental performance interface program, the system generates receipts automatically for the selected order line schedule.

After the program is complete, you can view the generated receipts from the view performance history page.

### Prerequisites

To view receipts, perform the following step:

- Select an order and submit the advance performance in part or full.

Oracle Projects submits one concurrent program for each advance performance line submitted. After the performance pull interface program is completed, it generates receipts automatically and updates view performance history page with details.

To view the receipts generated by the advance performance submission, perform the following steps:

1. Click the **G-Invoicing Dashboard** icon.

- In the Header region, select **Orders** tab, and then select the advance-enabled orders.
- Select the **View Performance Obligation** icon.  
The **Performance Obligation** page displays.
- Select **View Performance History** page from the **Actions** drop down list and click **Go**.

The **View Performance History** page appears:

**View Performance History** Last Published Version

Personalize Query (QueryRN)

Simple Search

Personalize "Simple Search"  
Personalize Default Double Column: (region1)

Note that the search is case insensitive

Order Number  Order Line Number   
 Order Schedule Line Number  Submit Date

Personalize Table: (ResultsRN)

Order Number	Order Line Number	Order Schedule Number	Performance Quantity	Performance Type	Invoice Number	Receipt Number	Preparer Name	Preparer Phone	Preparer Email	Accounting Period	Comments	Performance Header Number	Performance Detail Number	Reference Performance Number	Reference Performance Detail Number	Status	Failure Reason
O2112-020-020-217515	1	2	5	Advance Performance		P2112-020-020-114437-2	Rockland, Mr. Theodore C.	7897897812	test@test.com	NOV/20-21	test DHQA	P2112-020-020-114437	2			Receipt success	
O2112-020-020-217515	1	1	10	Advance Performance		P2112-020-020-114437-1	Rockland, Mr. Theodore C.	7897897812	test@test.com	NOV/20-21	test DHQA	P2112-020-020-114437	1			Receipt success	
O2112-020-020-217515	1	1	13	Advance Performance		P2112-020-020-114438-1	Rockland, Mr. Theodore C.	7897897812	test@test.com	NOV/20-21		P2112-020-020-114438	1			Receipt success	

The **Receipt Number** field is populated for each order line schedule.

- Click the **Performance Obligations** tab on top of the page.  
The **Performance Obligation** page appears.

**Lines**

Personalize "Lines"  
Personalize "Performance Obligations"

Number	Agreement Number	Customer	Item Code	Item Description	Quantity	Unit Of Measure	Currency	Transaction Amount	Advance amount	Net Due Amount	Status	Capitalized Asset Indicator
1	AGM_00003323	Buying Agency 3	123	Goods	250	EA	USD	2,500.00			Active	False

**Line Schedules**

Personalize "Line Schedules"  
Personalize "Lines"

Select and Submit Delivery Performance

Number	Description	Top Task Number	Quantity	Transaction Price	Transaction Amount	Progress Quantity	Progress Percentage	Additional Information	Requesting Agency TAS	Requesting Agency BETC	Servicing Agency TAS	Servicing Agency BETC	Schedule Status	Reimbursable Flag	Receipt Performance Obligation Number
1	1	Task1	150	10.00	1,500.00				020X5510	DISGF	020-20-1875	BETC	Active	Reimbursable	A2108-020-020-004683-C2112-020-020-217515-1-1
2	2	Task2	100	10.00	1,000.00				020X5510	DISGF	020-20-1875	BETC	Active	Reimbursable	A2108-020-020-004683-C2112-020-020-217515-1-2

This page includes **Receipt** field that displays the generated receipt details.

- Click the **Receipt** icon.  
The **View Receipts** page appears that shows receipts applied against each order line schedule.

**View Receipts** Last Published Version

Personalize "View Receipts"

**View Receipt**

Order Number O2112-020-020-217515 Customer Name Buying Agency 3  
Order Line Number 1 Customer Number 20010004  
Order Line Schedule Number 1 Advance Amount 230

Personalize "Receipts"

**Receipts**

Personalize "Applied Receipts"

Applied Receipts

Receipt Number	Amount Applied	Receipt Method	Receipt Date	GL Date	Maturity Date	Receipt Type	Receipt Status
P2112-020-020-114439-1	100	Fed Std Method	03-Dec-2021	03-Dec-2021	03-Dec-2021	CASH	OTHER AGC
P2112-020-020-114437-1	100	Fed Std Method	03-Dec-2021	03-Dec-2021	03-Dec-2021	CASH	OTHER AGC

## Refund Performance and Order Modification

On an approved order, a buyer can change the rate, quantity, add order lines, or cancel existing order lines, and modify delivery dates. The modified order is shared with the servicing agency, and Oracle Projects can pull these orders into EBS.

Before an order approval is initiated, a set of validations is run based on various performances recorded.

Attachments are used by the servicing agency to communicate key milestones that need to be captured between trading partners. You can push attachments with performances to the G-Invoicing application.

### Order Modification Flow

1. Query an existing order.
2. Pull order modification with the shared with service (SSA) status.
3. Update eligible order attributes.
4. Initiate order approval.
5. If a performance exists, then the system validates quantity and cancellation status.
  1. If the validation check fails, then the order approval fails as well.
    1. The status displays rejected in the G-Invoicing application.
    2. You can adjust revenue and invoice.
  2. If the validation check passes, then the order is submitted for approval.
    1. The funding is baselined and performance obligation is published.
    2. The status in the federal G-Invoicing application changes to Open.

When accepting and approving order modification, Oracle Projects validates changes. If the cost and quantity changes, then they are validated against the original rate and



quantity. If the modified value is greater, then the order is rejected.

## Admin Modifications

You can modify an order in an Administrative (Admin) mode when the order is in an open status. To modify orders in the Admin mode, perform the following:

1. Navigate to the **Federal G-Invoicing** application.
2. Query the order.
3. Click **Admin**.

You can modify fields as needed.

4. In the **Partner Information** tab, change values for order Tracking Number, unique entity ID and add comments.
5. In the **Billing** tab, change values for priority order indicator and capital planning and investment control.
6. In the **Point of Contact** tab, change values for requesting agency name, email address, phone and fax.
7. In the **Schedule Line** level, update attribute values including the schedule lines.
8. Click **Save**.
9. Run the *Intragovernmental Order Interface Program* to pull the modifications.
10. Run the *Projects G-Invoicing ECC Data Load* concurrent program as an incremental load.
11. Navigate to the **G-Invoicing** dashboard by clicking **Projects Super User**, then click **Projects Command Center**, and then the **G-Invoicing** dashboard.
12. In the Orders tab, select **View Performance Obligation**.

The **Performance Obligation** page appears.

13. You can click **Additional Attributes** and verify changes are reflected in EBS for each of the schedule lines.
14. Click the **G-Invoicing Dashboard** icon on the top of the page to navigate back to the G-Invoicing dashboard.
15. Select **Update Agreement** from the **Orders** tab.

The **Update Agreement** window appears. You can view changes you had made.

The **Other Attachment** region appears if the attachment was uploaded by servicing or requesting agency. The Attachment and the status changes to uploaded.

In the case of an advance-enabled order, if you create a receipt for an amount that is greater than the order amount specified, then an error displays when you submit the agreement. You must either reject the order or reduce the performance amount. You can cancel the receipt and apply another receipt with a lesser amount and resubmit the agreement for approval.

Only a requesting agency can close an IGT order.

## Performing Admin Modifications in Oracle Projects

The Oracle EBS G-Invoicing solution provides you an ability to perform an Admin Modification on an IGT order with the Open status and push it to federal G-Invoicing without needing an approval. If an agency initiates an admin modification and before it is pushed to federal G-Invoicing, if the agency performs a normal modification, then it takes precedence over the admin modification. Similarly, in the case of a buyer-initiated order, if an admin modification is performed and pushed to federal G-Invoicing, and in the meantime, the requesting agency simultaneously performs a normal modification on the same order, then the normal modification takes precedence over the admin modification.

To perform an Admin Modification, perform the following steps:

1. From the **G-Invoicing** dashboard, select an IGT order with the open order status.
2. Click the three ellipses (Actions) at the end and then **Admin Modification**. The system initiates an admin modification. You can then modify the fields as described in the subsequent tables.
3. With the order still selected, click **Update Agreement** by clicking the three ellipses.
4. In the **Update Agreement** page and **Actions** menu, select **Additional Agreement Attributes** and click **Go**.
5. Enter values for the eligible attributes.
6. Click **Apply**.

To perform an Admin Modification for the performance obligation additional attributes, perform the following steps:

1. From the **G-Invoicing** dashboard, select the IGT order you started the admin modifications.
2. Click the three ellipses (Actions) at the end and select **View Performance Obligation**.

3. From the **Performance Obligations** page and **Actions** menu, click **Update** and **Go**.
4. In the **Line Schedules** region, click the **Additional Attribute** icon.
5. Enter values for the eligible attributes.
6. Click **Apply**.
7. After completing the admin modifications, from the G-Invoicing dashboard, select the IGT order you had just updated.
8. Click the three ellipses (Actions) at the end and select **Push Admin Modification**.

OR

1. Click the **Update Agreement** icon.
2. In the **Update Agreement** page and **Actions** menu, select **Push Admin Mod** and click **Go**. The changes from the admin modifications are pushed to federal G-Invoicing.

Once you initiate the admin modification you can edit the following attributes as shown in the table:

***Editable Fields in Additional Attributes Page***

<b>Region</b>	<b>Function Area</b>	<b>Field Name</b>	<b>Editable in Admin Modification</b>	<b>Editable When Performance Exists</b>
Agreement Additional Attributes	Partner Information	Servicing Comments	Editable	Editable
		Servicing Agency POC Email	Editable	Editable
	Point Of Contact	Servicing Agency POC Fax	Editable	Editable
		Servicing Agency POC Name	Editable	Editable

<b>Region</b>	<b>Function Area</b>	<b>Field Name</b>	<b>Editable in Admin Modification</b>	<b>Editable When Performance Exists</b>
		Servicing Agency POC Phone	Editable	Editable
Performance Obligation Additional Attributes	Schedule Funding Information	Servicing Agency Object Class Code	Editable	Not Editable
		Servicing Agency Additional Accounting Classification	Editable	Not Editable
	Standard Line of Accounting (SLOA) Information	Servicing Agency Federal Award Identification Number (FAIN)	Editable	Not Editable
		Servicing Agency Unique Record Identifier (URI)	Editable	Not Editable
		Servicing Agency Activity Address Code	Editable	Not Editable
		Servicing Agency Budget Line Item	Editable	Not Editable
		Servicing Agency Budget Fiscal Year	Editable	Not Editable
		Servicing Agency Security Cooperation	Editable	Not Editable

<b>Region</b>	<b>Function Area</b>	<b>Field Name</b>	<b>Editable in Admin Modification</b>	<b>Editable When Performance Exists</b>
		Servicing Agency Security Cooperation Implementing Agency Code	Editable	Not Editable
		Servicing Agency Sub-Allocation	Editable	Not Editable
		Servicing Agency Accounting Identifier	Editable	Not Editable
		Servicing Agency Funding Center Identifier	Editable	Not Editable
		Servicing Agency Cost Center Identifier	Editable	Not Editable
		Servicing Agency Cost Element Code	Editable	Not Editable
		Servicing Agency Work Order Number	Editable	Not Editable
		Servicing Agency Functional Area	Editable	Not Editable
		Servicing Agency Security Cooperation Case Designator	Editable	Not Editable

Region	Function Area	Field Name	Editable in Admin Modification	Editable When Performance Exists
		Servicing Agency Parent Award Identifier (PAID)	Editable	Not Editable
		Servicing Procurement Instrument Identifier (PIID)	Editable	Not Editable
		Servicing Security Cooperation Case Line Item Identifier	Editable	Not Editable
		Servicing Agency Disbursing Identifier Code	Editable	Not Editable
		Servicing Agency Accounting Classification Reference Identifier	Editable	Not Editable
	Shipping Information	Servicing Agency Additional Information	Editable	Not Editable

For seller-facilitated orders (maintained in both federal G-Invoicing and EBS Oracle Projects), following additional attributes are also editable along with above attributes as shown in the table:

**For SFO - Editable Fields**

<b>Region</b>	<b>Function Area</b>	<b>Field Name</b>	<b>Editable in Admin Modification</b>	<b>Editable When Performance Exists</b>
Agreement Additional Attributes	Billing	Priority Order Indicator	Editable	Editable
		Capital Planning and Investment Control	Editable	Editable
Performance Obligation Additional Attributes	Standard Line of Accounting (SLOA) Information	Requesting Delivery POC Name	Editable	Not Editable
		Requesting Delivery POC Title	Editable	Not Editable
		Requesting Delivery POC Email	Editable	Not Editable
		Requesting Delivery POC Phone	Editable	Not Editable

## Refund Push

If any refund is issued from a seller to a buyer, then the servicing agency creates a credit memo or concession invoice against the original invoice. This results in a negative performance, and the negative performance is pushed to the federal G-Invoicing application.

A credit memo is created in one of the following ways:

- Cancel Invoice
- Write Off
- Apply Concession

## Cancel Invoice

Cancelling an invoice results in credit memo creation for the entire amount of the canceled invoice. All items on the canceled invoice are returned to an unbilled status. These items are eligible for re-billing during the next billing cycle. Oracle Project updates the funding balance on the agreement for the original invoice.

If a receipt is applied against an order or has a credit memo, then you cannot cancel that invoice.

## Write Off an Invoice

Writing off an invoice creates a credit memo against the original invoice for the requested write-off value. When the write-off is initiated on an invoice, Oracle Projects reverses the invoice value from the receivables account and places it into a write-off expense account while interfacing it to Accounts Receivables.

To refund a performance:

1. Create a credit memo against the invoice.
2. Run the *Generate Draft Invoice*, the *Interface Invoices to AR*, the *Autoinvoice Import*, and the *Tieback Invoices from Receivables* concurrent programs.
3. Navigate to the **G-Invoicing** dashboard using by clicking the *Projects Super User, US Federal* responsibility, and then click **Projects Command Center**, and then **G-Invoicing**.
4. Select **View Performance Obligation** from the **Orders** tab.
5. Select the performance lines and click **Submit Delivery Performance** and **Go**.  
The delivery line displays with the credit memo quantity created with the negative amount.
6. Enter the parameters in the Header region.
7. Select **Final Performance**.
8. Click **Submit**.  
The delivery line is created that displays the reference performance number and the corresponding reference performance detail number for the negative performance quantity. After the *Intragovernmental Performance Program* runs successfully, the status is updated to success.
9. Navigate back to the **Federal G-Invoicing** page and query the order.
10. Select **Options**, then **Performance List** to view the delivered performances.



The delivered performance for the negative quantity appears with the adjusted quantity against the original quantity.

You cannot submit a refund performance for an already submitted or accepted quantity. If the quantity is not settled, then you can submit a refund performance.

## Applying Invoice Concessions

An invoice concession lets you manually credit an invoice without adjusting transactions. Applying a concession to an invoice creates a credit memo against the original invoice for the value of the concession. When you apply a concession, Oracle Projects adjusts the amount either from unbilled receivables account or unearned revenue account while interfacing the concession invoice to AR.

After an order is cancelled, you cannot delete the credit memo. You can apply concession even when a credit memo is associated with the original invoice. The credit memo inherits the same invoice currency and currency attributes of the invoice. The negative refund performance has the reference to original performance header and details when transferred to the G-Invoicing application.

## Update and Resynchronize Failed Push Orders

In rare cases, the seller-facilitated order created in EBS does not push all the order attributes to federal G-Invoicing. In such cases, the agency must edit the order attributes, submit for approval and then push the order back to G-Invoicing and use resynchronize option to push the orders back to G-Invoicing

The **Actions** menu (three ellipses) in the G-Invoicing dashboard includes following options for addressing order push failures:

- Edit Approve Order
- Resync Order

## Edit Approved Orders

To edit the approved order that failed order push, perform the following steps:

1. In EBS, select the **Projects Super User** responsibility.
2. Click **Projects Command Center** and then click the **G-Invoicing** dashboard.
3. In the **Header** region, **Order** tab, select the order that has failed and click the three ellipses and select **Edit Approved Order**.

The seller-facilitated order page appears where you can modify the attributes.

4. Save and click **Apply**.

5. Submit the order for approval.

## Resynchronize Order

To resynchronize an approved order that failed order push, perform the following steps:

1. In EBS, select the **Projects Super User** responsibility.
2. Click **Projects Command Center** and then click the **G-Invoicing Dashboard**.
3. In the **Header** region, **Order** tab, click the order that has failed and click the three ellipses and select **Resync Order**.

The system pushes the selected order to federal G-Invoicing.

**Note:** Resynchronizing failed push order is supported for EBS maintained seller-facilitated orders.

## Organization Group Model

The organization group model provides the security needed with a flexibility to provide access to documents across agencies.

This functionality allows agencies to transition from a flat access model to a hierarchical organization mode.

- Allows agencies to build their organizations within G-Invoicing
- Define Parent-Child organization hierarchy groups
- Inherit Document view access by:
  - Child groups
  - Passed up to Parent groups
  - Subordinate Groups

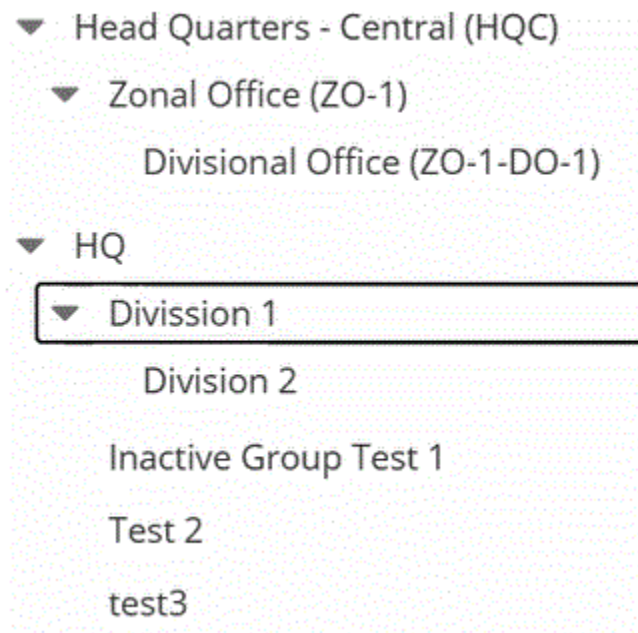
If you belong to a group that has access to GT&Cs, then you can view them. The groups above and groups below within the same hierarchy can view these GT&Cs.

If you belong to a group that has access to orders, then you can edit, approve, reject, close and modify those orders. The groups above within the same hierarchy can perform these actions. But the groups below in the hierarchy cannot view these orders. A sample group structure is shown as follows:

The Organization Group Hierarchy address the following:

- Extract Group Hierarchy for the given System ID
- Map Agency Location Code (ALC) to Operating Unit to pull all the G-Invoicing documents
- Associate the group on Order based on the GT&C security preferences (Parent - Child and Subordinate Groups)
- Control user and group level access on documents (Orders and GT&C)

#### **Organization Group Hierarchy**



Performance against an order is reported by the performance managers of the group to which the order is assigned. Document Inheritance Indicator (DII) - GT&C Manager (or Creator) can limit the GT&C to only the assigned group. Ensure that you adhere to the following logic when sharing GT&Cs with subordinate groups:

- The primary group owns and maintains GT&Cs.
- The primary group shares the agreement with subordinate groups.
- Subordinate groups must belong to the same primary group agency.
- The GT&C manager does not need access to subordinate groups.
- Sharing a GT&C requires approval by both partners.
- The GT&C manager designates subordinates when creating a GT&C.

- The GT&C manager can deactivate or remove subordinates through modification.
- Subordinates contain one or more agency location codes (ALCs) associated with a GT&C .

You can map an agency location code to an operating unit to pull all the G-Invoicing documents. You can associate the group on an order based on the GT&C security preferences (Parent/Child, DII and Subordinate Groups) setup. You can set up and control the user and group-level access on documents (Orders and GT&C).

The organization group model has three-level security:

1. Operating Unit
2. Servicing Group.
3. TAS and BETC

## Prerequisite

To use the organization group hierarchy, you must license and install Project Costing, Project Billing, and Oracle Financials.

## Setting Up Group Security

The Get Group in Agency Account returns organizational groups in that agency for the requested System ID. The security attributes setup at the user level determines the group access. The TAS and BETC filters are applied based on the group association.

### G-Invoicing Options - Security Certificate

**G-Invoicing Options** Cancel Apply

**Security Certificate Details**

Personalize Table Layout: (region3)

Truststore Path /u01/R122\_EBS/fs2/EBSap      Keystore Path /u01/R122\_EBS/fs2/EBSap  
 Truststore Password .....      Keystore Password .....

**Schema Details**

Personalize Table Layout: (SchemaTableLayout)

Order Schema Path      Performance Schema Path

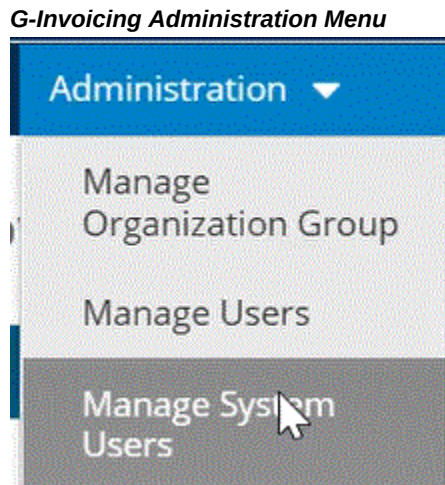
**Associate System IDs**

Personalize "Associate System IDs"  
 Personalize Table: (SystemsTable)

Agency	Operating Unit	System ID	Delete
Servicing Agency			

- Navigate to the **G-Invoicing Options** page by clicking the *Projects Super User, US Federal* responsibility, and then **Setup**, and then **G-Invoicing Options**.
- Select or enter the Agency Type, Operating Unit, and System ID. The Operating Unit is mapped to the System ID.
- View the Operating Unit and System ID Mapping in G-Invoicing using the federal

G-Invoicing application, and then click **Administration**, and then **Manage System Users**, as shown:



## Organization Group Hierarchy Steps

1. Create GT&Cs in the federal G-Invoicing application.
2. Pull GT&Cs into the servicing agency ERP system.
3. Create orders in the G-Invoicing application.
4. Pull orders from the G-Invoicing application to Oracle Projects and push orders from Oracle Projects to the G-Invoicing application.
5. Run the Projects G-Invoicing ECC Data load in incremental mode.
6. Navigate to the G-Invoicing dashboard using by clicking the *Projects Super User, Federal* responsibility, and then click **Projects Command Center**, and then **G-Invoicing**.
7. Click **Update Agreement** in the **Orders** tab.
8. The **Servicing Organization Group** field contains a list of values accessible to the group.

Only groups mapped to the ALC appear.

Organization groups are displayed based on the selected operating unit. You can change the operating unit. Based on the organization group selection, the corresponding associated TAS and BETCs appear in the list of values.

9. Deactivate a child group.
10. Run the *Intragovernmental Groups for Agency Interface Program* to pull the complete group structure.
  - Specify Servicing Agency as the Agency Type.
  - Enter the operating unit associated with the group hierarchy.
  - Click **OK**.

When the agency groups are pulled, the *Intragovernmental TAS-BETCs for Group Interface Program* runs automatically and pulls the TAS and BETC setups.
11. Run the *Intragovernmental Groups for GT&C Interface Program*, which pulls only the group associated with the pulled GT&C.
  - Specify Servicing Agency as the Agency Type.
  - Enter the Operating Unit associated with the group hierarchy.
  - Enter the GT&C number to pull groups for only a specific GT&C. If you leave it blank, then all the GT&Cs are pulled.
  - Click **OK**.

## Deleting a Group or TAS

As part of the Organization Group Hierarchy changes, you can configure TAS filters at each hierarchy level for the Servicing Agency. The list of values for TAS in the **Performance Obligations** page reflects these changes.

You can only delete a group that is the lowest in the group hierarchy. You can delete the parent without deleting the child group.

If you delete a TAS that is associated to a group, and sync the group to Oracle Projects, then the TAS will no longer be available in the list of values.

## In-Flight Orders

In-Flight Orders (IFO) are open existing intragovernmental orders that were created in the legacy systems before the federal agency adopted the G-Invoicing solution. Such orders were not delivered or performed and the buy and sell activity were not recorded before the agencies moved to G-Invoicing solution. The requesting or servicing agency creates an in-flight orders in the federal G-invoicing application for the pending quantities based on the order originating partner indicator. The agencies can use Treasury's .csv format for compiling and uploading the in-flight order details. The servicing or requesting agency prepares IFO in Treasury's .csv format and uploads

these orders into G-Invoicing application for the other agency's approval. The partner agency updates their required details and uploads the file and approves the order. After approval, the order status changes to Open status.

The servicing agency can then pull in-flight orders into E-Business Suite application by running the intragovernmental orders interface program. After the In-Flight orders are pulled into E-Business application with open status, then the remaining performance process will continue as same as application is allowing like normal order process.

Oracle G-Invoicing solution considers the prior performance quantity (PPQ) for in-flight orders that are advance-enabled, The PPQs are entered in federal G-Invoicing. If the in-flight order has any PPQ lines, then during the pulling process EBS pulls the PPQ lines as well. While pulling prior performance quantity lines as advance performance that were in settled status, Oracle Projects provides a customer hook to identify the existing AR receipt details. If the existing receipts are matched to these PPQ, then the system attaches receipts to the PPQ. If the receipts do not exist, then the system creates new receipts based on the PPQ values for such orders.

Once a prior performance quantity (PPQ) is pulled into EBS, it can be further adjusted only in Oracle EBS.

## Process Flow for E-Business and G-Invoicing Maintained (New Order)

Identify and compile the list of orders from the legacy system to move to the federal G-Invoicing application. After discussions with the requesting agency, the PMO office prepares and enters the remaining balances and all the GT&C and order details including order lines, order line schedules, and associated PPQs for each in-flight order in the .CSV file (Treasury's approved .csv file standard). Refer to Treasury User Guide (get the right Treasury book name) for more details on the .CVS file standards and the file format to prepare your order details to import and move to federal G-Invoicing.

You can upload or create in-flight orders in federal G-Invoicing using one of these methods:

### By Uploading Orders Using .CSV File

The Order Originating Partner Indicator determines if an order is a buyer-initiated order (requesting agency) or a seller-facilitated order (servicing agency). The requesting or servicing agency uploads the .csv file with bulk in-flight orders already created to federal G-Invoicing (**Navigation:** In federal G-Invoicing, click **Requesting Agency** or **Servicing Agency** tab and then choose **Order Upload**).

After the .csv file is successfully compiled or an IFO is created, performs the following steps:

#### For BIO:

- If the order originating partner is set to requesting agency, then the requesting agency initiates and uploads the .csv bulk in-flight orders in federal G-Invoicing (**Navigation:** In federal G-Invoicing, select **Requesting Agency** and click **Order**

**Upload**). Browse, select a file, and click upload.

- After in-flight orders are uploaded successfully to federal G-Invoicing and approved, the requesting agency shares the file with the servicing agency, which then approves and uploads these orders.
- The servicing agency receives an email notification with the .csv file link.
- The servicing agency enters required parameters and uploads the completed file to federal G-Invoicing (**Navigation:** In federal G-Invoicing, select **Servicing Agency** and click **Order Upload**).
- After the file is successfully uploaded, the IFO order status changes to Open.  
The order is ready to be pulled by the servicing agency into Oracle Projects. The order pull and approval processes remain unchanged.

**For SFO:**

- If the order originating partner is set to servicing agency, then the servicing agency initiates and uploads the .csv bulk in-flight orders in federal G-Invoicing (**Navigation:** In federal G-Invoicing, select **Servicing Agency** and click Upload). Browse and select the file and click upload.
- After in-flight orders are uploaded to federal G-Invoicing, the servicing agency shares them with the requesting agency for approval.
- The requesting agency receives a notification with the .csv file link.
- The requesting agency enters the required parameters and uploads the completed file (**Navigation:** In federal G-Invoicing, select **Servicing Agency** and click **Order Upload**).
- After the file is successfully uploaded, the IFO order status changes to Open.  
The order is ready to be pulled by the servicing agency into Oracle Projects. The order pull and approval processes remain unchanged.

**By IGT Order Creation**

- Both agencies can create in-flight orders using the regular order creation link in federal G-Invoicing (**Navigation:** In federal G-Invoicing, click **Requesting Agency** or **Servicing Agency** tab and then choose **Order**). The agency must set the **In-Flight Order Indicator** to **Yes**.
- The partner agencies approve these orders.  
After approval from both agencies, the IFO order status changes to Open.



## Servicing Agency Pulls IFOs

The servicing agency pulls IFOs into EBS Oracle Projects. Orders are displayed in the G-Invoicing dashboard. You must run the load program, *Projects G-Invoicing ECC Data Load*, to display the order data in the dashboard. You can schedule this load program to run periodically to view refreshed data in the G-Invoicing dashboard.

To pull IFOs into EBS Oracle Projects, perform the following steps:

1. From the **Home** page, select the **Projects Super User** responsibility.
2. Click **Requests** and then **Schedule**.
3. The **Schedule Request: Define** page appears.
4. Query the concurrent program *Intragovernmental Orders Interface Program*.
5. Click the **Parameters** tab.
6. From the **Agency Type** list, select **Servicing Agency**.
7. Select **Pull** for the request mode.
8. Select **Get Order List** for the request type.
9. Select an operating unit.
10. Select an agency location code.
11. Click **Ok** and click **Submit**.
12. Run the *Projects G-Invoicing ECC Data Load* concurrent program to display the order details in the G-Invoicing dashboard.  
The IFOs are pulled into and displayed in the G-Invoicing dashboard.
13. In the **Header** region, click the **Orders** tab.
14. Select the in-flight order created by either the servicing or requesting agency to update.  
In the case of a seller-facilitated in-flight order, you can see the View SFO link enabled.
15. Scroll to the right to view the In-Flight Order Indicator. This field identifies an order as the in-flight order.
16. Agreements are created automatically.

17. Create or associate a project with the newly imported IFO. Then, performance obligations are published.
18. In the **Performance Obligations** page, enter task. Click **Apply**. When the IFO is pulled, the order is like a BIO or an SFO created in G-Invoicing. You can only enter the tasks in the performance obligations page. All the additional attributes are read-only.
19. In the **Header** region, click **Orders** tab, and then the **Update Agreement** link. The **Update Agreement** page appears.  
  
The **In-Flight Order Indicator** displays **Yes** if an order is an IFO.
20. Click **Additional Attributes** from the **Actions** menu and click **Go**. The **Agreement Additional Attributes** page appears. You cannot modify any attributes or values. You can only submit the agreement for approval.
21. Click **Submit**.
22. Log in as the approver and approve the agreement. After an IFO is approved, the performance obligation is published, and funding is allocated but is not baselined. The Internal status for the order displays Pending Funds Check. In the case of an SFO IFO, if an order is advanced-enabled, then the funding is not generated.
23. From the **Actions** menu in the **Update Agreement** page, click **Confirm Funds Availability** and click **Go**.  
  
The funding is allocated and baselined.

## Modifying Buyer-Initiated In-Flight Orders

The buyer-initiated in-flight order modification is initiated in federal G-Invoicing. After an order is modified and approved, it is shared with the servicing agency. The servicing agency pulls the modified order into EBS.

To pull the buyer-initiated in-flight orders (BIO IFO) modification, perform the following steps:

1. Run the *Intragovernmental Orders Interface Program* pull the modified orders.
2. Run the *Projects G-Invoicing ECC Data Load* concurrent program to update the data in the G-Invoicing dashboard.
3. Run the **Order Modification Uptake** process.
4. From the **Header** region of the **Orders** tab, click the **View Performance Obligation** link.
5. Click **Update** from the **Actions** menu and click **Go**.

6. Enter a top task number and a servicing TAS like you would for the EBS maintained BIO order.
7. Click **Save** and **Continue**.
8. Click **Apply**.
9. From the G-Invoicing dashboard and the **Header** region of the **Orders** tab, click the **Update Agreement** link. You can notice that all the additional attributes are editable at this point.
10. Click **Submit** to submit the order for approval. The process generates the 7600B Federal report.
11. Log in as the program official and approve the order.
12. Open the **Update Agreement** page. From the **Actions** menu, click the **Confirm Funds Availability** and **Go**. The funding is baselined, and the order is pushed to federal G-Invoicing.
13. The agreement is updated automatically, and the performance obligation lines are updated.

## Modifying Seller-Facilitated In-Flight Orders

The seller-facilitated in-flight order modification is initiated in Oracle Projects. To modify a seller-facilitated in-flight order, perform the following steps:

1. In the G-Invoicing dashboard, from the **Header** region of the **Orders** tab, select the order to modify and click **View SFO**. The **Seller-Facilitated Order** page appears.
2. Click **Modify**.  
The order number is suffixed with *.1* indicating the order revision.
3. Add an order line or an order line schedule.
4. Click **Save** and **Continue**.
5. Click **Apply**. The system runs the order uptake process.
6. From the **Header** region of the **Orders** tab, click the **View Performance Obligation** link.
7. Click **Update** from the **Actions** menu and click **Go**.
8. Enter the top task number and the servicing TAS.

9. Click **Save** and **Continue**.
10. Click **Apply**.
11. Click the **G-Invoicing Dashboard** link.
12. From the G-Invoicing dashboard, and the **Header** region of the **Orders** tab, click the **Update Agreement** link. The agreement additional attributes are editable.
13. Click **Submit** for an order approval. The process generates the 7600B Federal report.
14. Log in as the program official and approve the order.
15. Navigate to the G-Invoicing dashboard and click **Update Agreement**.
16. In the **Update Agreement** page, click **Confirm Funds Availability** and **Go**. The funding is baselined, and the order is pushed to federal G-Invoicing.
17. In federal G-Invoicing, the requesting agency opens the order, enters requesting agency details and clicks **Submit for Requesting Approval**.

The order is approved and the status changes to open. The servicing agency can pull the approved IFO into Oracle Projects by running the *Intragovernmental Orders Interface Program*. The servicing agency must also run the *Projects G-Invoicing ECC Data Load* concurrent program to refresh data in the G-Invoicing dashboard. The seller-facilitated in-flight order is pulled into the G-Invoicing dashboard.

## Importing or Creating PPQs in Federal G-Invoicing

You can use one of the two ways to create or import prior performance quantity (PPQs) into federal G-Invoicing:

- For an advance enabled order, enter the prior performance quantity details in the advance enabled order in the .CSV file. When the requesting agency uploads the .CSV file, all the associated PPQs are uploaded as well.
- The other method to upload the prior performance quantity is to enter the performance details using the user-interface in federal G-Invoicing. (**Navigation:** In federal G-Invoicing, select **Requesting** or **Servicing Agency**, then **Upload Order**)
  - Select the order to create performance against an IFO. The **Order** page appears. Ensure the **In-Flight Order Indicator** is set to **Yes**.
  - Click **Show Performance**. Scroll to the right and click **Create**. The **Performance** page appears.
  - Select **Advance** as the performance type. You can enter PPQ only for the

advance enabled orders.

- Select **Yes** for **Do Not Settle** option. In this case, the transaction does not result in transfer of funds.
- Enter date and choose an open accounting period.
- Enter the quantity for the prior performance to import.
- Click **Create**.

An advance performance is created for the specified quantity.

## Pulling PPQs into EBS

To pull PPQs from federal G-invoicing into Oracle Projects, perform the following steps:

1. In EBS, choose **Projects Federal Super User** responsibility.
2. Click **Requests** and then **Schedule**.
3. The **Schedule Request: Define** page appears.
4. Query the concurrent program *Intragovernmental Performance Interface Program*.
5. Click the **Parameters** tab.
6. From the **Agency Type** list, select **Servicing Agency**.
7. Select **Pull** for the request mode.
8. Select **Get Performance List** for the request type.
9. Select an operating unit.
10. Select an agency location code.
11. Click **Ok** and click **Submit**. The system runs the concurrent program for each performance to bring it over.
12. Run the *Projects G-Invoicing ECC Data Load* concurrent program to display the order details in the G-Invoicing dashboard. IFOs are displayed in the G-Invoicing dashboard.
13. Query for the order that was imported from G-Invoicing with the PPQ.
14. In the **Details** region, click the **Performance Details** tab.

15. Click the **View** link. The **View Performance History** page appears. A new performance status, **Previously Settled**, has been added for PPQ.  
  
**Note:** The advance request process has been enhanced to ignore the previously settled orders from being considered during the advanced request submission in both partial and full advance request scenarios.
16. In G-Invoicing dashboard, click the **View Performance Obligation** link. The **Performance Obligations** page appears.
17. Click the performance obligation line and click **Request Full Advance** and click **Go**. The system considers all lines except the lines with the PPQs or already settles performance status lines.

- When pulling the IFOs for the first time, the request full advance process will not be triggered after the concurrent program is run. The system pulls the PPQs and creates a receipt and matches the receipt with the performance quantity, and if they match, then it is associated with the corresponding PPQ. If a receipt does not exist, then the system creates a new receipt.

Oracle Projects has provided a client extension, *pa\_client\_extn\_igt\_cust.ifo\_get\_rcpt\_adv\_perf*, using which the servicing agency can derive the receipt. If the receipt is not derived, then a receipt is created with the performance number.

- If a client extension exists to process a receipt, then the client extension is considered.

A project can have an IFO or non-IFO orders. In which cases, after the first-time orders are approved, IFOs are treated like any other intragovernmental orders. If a project is associated with both IFO and non-IFO orders, then the auto-request full advance is enabled at the projects level. When the IFO order is approved, you cannot run the Request Full Advance.

## 7600 Easy (EZ) Invoice

The federal G-Invoicing has implemented an easier invoicing process for lower value of invoicing and settlement, where the servicing agency can directly submit an invoice from the GT&C without the need for creating an order for settlement. This form of invoicing is known as 7600 Easy (EZ) Invoicing.

For EZ Invoicing, based on an agreement between the requesting and servicing agencies, either of the agencies creates a GT&C with 7600 EZ invoice enabled indicator

set to yes. The servicing agency (in EBS Oracle Projects) creates a project, agreement and submits an invoice using the GT&C. The requesting agency accepts and settles the EZ invoice when the invoice amount is within the invoice limit set in the GT&C. Every Invoice generated should be within this limit.

This makes settlement process simpler and automates integration between the servicing and requesting agencies. The EZ Invoicing in Oracle Projects (as the servicing agency) supports the following functionalities:

- Both agencies must agree on the required services and delivery.
- Based on the agreement, either agency creates a GT&C.
- Servicing agency pulls the GT&C into Oracle Projects.
- Servicing agency creates and associates a project with the GT&C.
- Servicing agency submits invoices to requesting agency adhering to the terms agreed upon in the GT&C.
- Invoice is submitted to federal G-Invoicing for settlement.
- Based on the terms agreed upon, the invoice is either accepted or rejected. And the settlement is appropriately created.
- The agreement creation and funding are a manual process performed from the G-Invoicing dashboard in Oracle Projects. The invoice is generated with the limit of \$10,000 or lower set in during the GT&C creation.
- Adjustments with respect to cancellations, settlement is fully automated to handle the appropriate reversals in Oracle Projects.

## Required Setups for 7600 Easy Invoice

You must set the following options and conditions to use Easy (EZ) invoice in Oracle Projects.

- **G-Invoicing Setup:** In the G-Invoicing Setup page enable the invoice cancellation numbering.

In the **EZ Invoicing Setup** region, enter a value in the **Invoice Cancellation Numbering** field to initiate specific numbering for invoice cancellation and credit memo creation process. The specified number will be the starting point for all the transactions in the EZ invoice cancellation process. This numbering is applicable for all projects in the chosen operating unit. The subsequent transactions are incremented by 1. The cancellation series is effective only when the implementation options do not have automatic numbering and the credit memo reason is not a required value as per the implementation setup.

- **G-Invoicing Options:** You must choose **JSON** for the **GT&C Response Type** field.
- **Billing Setup in the Implementation Options:** Disable the **Require Credit Memo Reason** option to utilize the automatic release of credit memos. If the option is enabled, then the credit memo is retained in the approved status. You must manually release the credit memo and enter the reason for the credit memo as well.
- **Projects Setup:** A new attribute, **7600EZ Invoice**, is included in the Project setup page that identifies a project enabled for EZ invoicing. Only projects with the **7600EZ Invoice** enabled would be available for funding association to an agreement which is also EZ-enabled.

If a projects is IGT-enabled and has been associated to an order line, then such projects cannot be enabled for 7600EZ invoice. If the 7600EZ Invoice option is enabled on a project, then such projects cannot be associated to an IGT order line or order line schedule.

- **Billing Setup Changes in the Revenue and Billing Information window:** Enable the **Customer at Top Task** and **Invoice Method at top Task** option for an EZ invoice to enable funding. If you choose these two options at the template level, they get defaulted to projects that use this template. If you do not enable them at the template level, then you must enable these options for each project you create for EZ invoicing. For an EZ invoice, the **Adjustment Included on Standard Invoice** must include All.

For the EZ enabled projects, the **Error Negative Standard Invoices** option is enabled by default. You cannot modify the value.

Refer to "**Setting up for 7600 Easy Invoicing**" topic in the Oracle Projects Implementation Guide for more details.

## Mass Submission of EZ Invoice

The EBS G-Invoicing solution provides an agency to mass submit EZ invoices using the concurrent program, **PRC: Process Mass Submission of EZ Performance for G-Invoicing**.

To mass submit EZ Invoices, perform the following steps:

1. From the **Home** page, select the **Projects Super User, US Federal** responsibility.
2. Click **Requests** and then **Schedule a Request**.
3. In the **Schedule Request** window, query the *PRC: Process Mass Submission EZ Performances* for G-Invoicing concurrent program.
4. Click the **Parameter** tab. The **Schedule Request: Define** page appears.
5. Select an operating unit.



6. Enter a value in the **From Project Number** field.
7. Enter a value in the **To Project Number** field.
8. Enter a value in the **From GTC Number** field.
9. Enter a value in the **To GTC Number** field.
10. Enter a value in the **From EZ Number** field.
11. Enter a value in the **To EZ Number** field.

**Note:** If you leave the project name, GTC number, and EZ number fields empty, then the concurrent program submits the process for all the projects, GT&Cs and the EZ numbers.

12. Select an agency location code. This is a mandatory field.
13. Select a request mode to submit, **Push** or **Pull**.
14. Select the value for the report type as either delete, reverse, or submit.

**Note:** If you leave the report type field empty, then the concurrent program submits EZ invoices for all the three choices.

15. Click **Continue**. The **Schedule Request: Review** page appears.
16. Review the parameters you have entered. To change any parameter's value, click **Back**. Correct the value and click **Continue** again.
17. Click **Submit**.

## Pushing or Pulling Intragovernmental 7600EZ Invoice Interface Program

To pull or push 7600 Easy orders, run the Intragovernmental 7600EZ Invoice Interface Program.

1. From **Home**, switch to **Projects Super User** responsibility.
2. Click **Requests** and then click **Schedule**.  
Query for the *Intragovernmental 7600EZ Invoice Interface Program*.
3. Click the **Parameters** tab, enter the following details:
  - **Agency Type:** Select Requesting Agency.

- **Request Mode:** Select Push to send data to or Pull to retrieve data from the federal G-Invoicing application.
- **Request Type:** If the request mode is pull, then select from the following values:
  - Get Order Attachment
  - Get Order List
  - Get Order by ID
- **Operating Unit:** Specify the operating unit.
- **Agency Location Code (Optional):** To retrieve data for a specific agency, select its agency location code (ALC).
- **EZ Number (Optional):** To run the program for a specific EZ invoice, enter the invoice number.
- **GTC Number (Optional):** To run the program for a specific GT&C, enter the GT&C number.
- **Document Status (Optional):** If you specify a status, then the program only processes documents that are in that status.

4. Submit the concurrent request.

**Note:** Schedule this program to run as often as required to keep the G-Invoicing data current.

## Creating Agreement for Easy Invoice from the GT&C

When the servicing agency pulls GT&Cs from federal G-Invoicing, they are displayed in the G-Invoicing dashboard. The servicing agency can view the EZ-enabled GT&C by clicking the EZ Invoice tab on the G-Invoicing dashboard. You can also search and narrow your searches to find the EZ enabled GT&Cs. In the case of EZ invoice, the agency must create an agreement.

### Prerequisites

You must first create the GT&C enabled for 7600 Easy invoicing in federal G-Invoicing. Run the following concurrent programs to import the easy invoices into Oracle Projects.

- Run the *Intragovernmental Agreement for Agency Program* (**Navigation:** Click **Projects Super User, US Federal, then Reports, then Schedule Reports, and then New Requests**. Enter the program name and mandatory parameters.)

- Run the *Intragovernmental Groups for Agency Interface Program* (**Navigation:** Click **Projects Super User, US Federal**, then **Reports**, then **Schedule Reports**, and then **New Requests**. Enter the program name and mandatory parameters.)
- Run the *Intragovernmental Groups for GT&C Interface Program* (**Navigation:** Click **Projects Super User, US Federal**, then **Reports**, then **Schedule Reports**, and then **New Requests**. Enter the program name and mandatory parameters.)

To create an agreement, perform the following steps:

1. From the **Home** page, select the **Projects Super User, Federal** responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**. Projects dashboards appear.
3. Click the **G-Invoicing Dashboard**. The **G-Invoicing** dashboard page appears.
4. Click the **EZ Invoice** tab to view EZ-enabled GT&C and data.
5. Query the EZ enabled GT&C.
6. In the **Header** region and **GT&C** tab, click the three ellipses (...) **Actions** menu.
7. Select **Create EZ Agreement**. The **Create Agreement** page appears.
8. Click and select the requesting group that are associated with the GT&C.
9. Click and select the requesting ALC. The LOV displays the ALCs that are associated with the selected group.
10. Click and select the servicing group that are associated with the GT&C.
11. Click and select the servicing ALC. The LOV displays the ALCs that are associated with the selected group. The create agreement page includes an option, **7600EZ Invoice**, to indicate the agreement is enabled for the EZ invoicing. Based on the selected requesting agency ALC, the appropriate customer name and number are defaulted.
12. Select an agreement type. If the agreement type is enabled for approval, then the **Approval Required** field shows **Yes**. If it does not require approval, then the approval required field displays **No**. Only the agreements that are EZ Invoice enabled are displayed in the LOV.
13. Click the 7600EZ Invoice window, query for an easy project.
14. In the **Agreement** region, enter the **Agreement Number**. You can prefix EZ to identify the agreement as an EZ enabled agreement.

15. A new field, **Per Invoice Limit**, is included that defaults the value from the GT&C. This field is read only.
16. Enter the **Proposed Amount** for the agreement. This value is validated with the per invoice limit value specified on the GT&C as the sum of proposed amounts [unapproved Agreements], approved amounts [Approved Agreements] created previously for the corresponding GTC. The balance amount available is allowed for the agreement being created.  
  
If the funds are already utilized (approved agreements) or being utilized (unapproved agreements), then the agreement being submitted will not be approved due to lack of funds.
17. Click **Apply** and **Save**.

## Updating EZ Agreement

The update agreement page is launched from the G-Invoicing dashboard. To update an agreement, perform the following steps:

1. From the **Home** page, select the **Projects Super User, Federal** responsibility.
2. Click **Enterprise Command Center** and then **Projects Command Center**. Projects dashboards appear.
3. Click the **G-Invoicing Dashboard**. The G-Invoicing dashboard page appears.
4. Click the **EZ Invoice** tab to view the EZ enabled GT&C and data.
5. Query the EZ enabled GT&C.
6. In the **Header** region, click **Agreements** tab.
7. Click **Update Agreement** link. The **Update Agreement** page appears.

Most of the options related to EZ invoice are read only. In the **Agreement** region, the agreement number is generated with a EZ prefix to indicate it as an easy-enabled agreement and the value cannot be modified. The **Update Agreement** page includes Actions menu that lets you add funding, edit EZ additional agreement attributes, view agreement versions and view funding.

## Easy Agreement Additional Attributes

Many agreement attributes captured at the agreement level are defaulted into the EZ Invoice. The agency can update these attributes before submission. To update an EZ agreement additional attributes, perform the following steps:

1. From the **Home** page, select the **Projects Super User, Federal** responsibility.

2. Click **Enterprise Command Center** and then **Projects Command Center**. Projects dashboards appear.
3. Click the **G-Invoicing Dashboard**. The **G-Invoicing** dashboard page appears.
4. Click the **EZ Invoice** tab to view the EZ-enabled GT&C and data.
5. Query an EZ enabled GT&C.
6. In the **Header** region, click **Update Agreement** icon. The **Update Agreement** page appears.
7. From the **Actions** menu, click **EZ Agreement Additional Attributes** and then **Go**. The **EZ Agreement Additional Attributes** page appears. The additional attributes are divided into multiple sections.

## Add Funding

To add funding, perform the following steps:

1. In the **Update Agreement** page, click **Add Funding** and **Go**. The **Allocate Funds** region appears.
2. In the **Allocate Funds** region, select the EZ enabled project number from the LOV.
3. The **Task Number** only displays the unused tasks for the chosen project. If you have already allocated a task to an agreement of a project, then it does not display for selection again in the LOV.
4. Enter the allocated date.
5. Enter the amount to be funded.
6. Choose the funding classification. You must define the descriptive flexfield by clicking the brackets.
7. Click **Apply**.

## Create and Submit an Easy (EZ) Invoice

### Create an EZ Invoice

An EZ Invoice is created and appears in the draft invoice status after the streamline process runs the tie back process to Receivables. This EZ Invoice inherits all the necessary attributes from the agreement.

#### Prerequisites

You must have completed the following prerequisites before running the streamline process to create an easy invoice:

- Create an event or an expenditure. (**Navigation:** From the Projects Home page, click **Billing**, then **Events**, and then **Projects** or click **Expenditures**.)
- Baseline the funding using the update agreement page (in the **Update Agreement** click **Actions** menu, then **View Funding**. In the **View Funding** page, scroll down and click **Funding Inquiry**. Click **Baseline**.)
- Run the concurrent program *Generate Draft Invoice for a Single Project* (**Navigation:** Click **View Requests**, then **Submit a New Request**. Enter the concurrent program name and enter required parameters. Click **Submit** and **No**.)
- Approve and release the invoice generated (From the Projects Home page, click **Events**, then **Invoice Review**. Query for the project and click **Find**. In the **Invoice Summary** window, click **Approve 1** and then **Release**.)

To create an EZ invoice, perform the follow steps:

1. Run the streamline concurrent program, *PRC: Submit Interface Streamline Processes*, to create an invoice and tie back to AR (**Navigation:** Click **View Requests**, and then **Submit a New Request**. Enter the concurrent program name and enter required parameters. Click **Submit** and **No**.)
2. After the program runs successfully, run the *ECC Data Load for Projects* concurrent program to refresh the data in the G-Invoicing dashboard.
3. In the G-Invoicing dashboard and from the **Details** region, click the **EZ Invoice** tab. You can see the EZ Invoice created initially in a draft status. You can scroll to the right and edit the additional attributes of the invoice.
4. Click the **Additional Attributes** icon to view the EZ Invoice additional attributes that are defaulted from the agreement.

## Submit an EZ Invoice

The agency can select a draft EZ invoice and initiate the submission of the invoice to federal G-Invoicing. To submit an EZ invoice, perform the follow steps:

1. From the G-Invoicing dashboard and **Details** region, click the **EZ Invoice** tab. Select the draft EZ invoices and click the **Actions** menu (three ellipses) and click **Submit**. You can select multiple draft invoices to submit.
2. After the program runs successfully, run the *ECC Data Load for Projects* concurrent program to refresh the data.

This program inserts the records into the document request table, the Payables

program when runs picks up data from the tables and processes them. This program triggers the *Intragovernmental 7600EZ Interface* program which pushes the data to federal G-Invoicing.

3. The EZ number and EZ invoice number are populated and the status changes to Pending.
4. Login to the Federal G-Invoicing application and query for the EZ invoice from either of the agencies. If the performance date is a system date, then it settles immediately. If the performance date is set in the future, then the settlement happens on the specified date.
5. In Oracle Projects, run the pull concurrent program of *Intragovernmental 7600EZ Interface Program* to pull the records. This program runs the PRC Streamline processes like the PRC: Interface Invoices to Payables, and the Autoinvoice Import, and the Prepayment Matching concurrent programs. Run the *ECC Data Load for Projects* concurrent program to refresh the data.
6. After all the business events are successfully run, the EZ invoice status changes to Settled. The corresponding receipt number and the receipt status shows applied.

**Note:** You must run the *ECC Data Load for Projects* to view the most current data and changes in the G-Invoicing dashboard.

## Delete an EZ Invoice in the Draft Status

An EZ Invoice can be deleted by the agency when the invoice status is in a draft mode. To delete a draft EZ invoice, perform the follow steps:

1. From the **G-Invoicing dashboard** and **Details** region, click the **EZ Invoice** tab. Select the draft EZ invoices and click the **Actions** menu (three ellipses) and click **Delete**. This action creates a cancel invoice.
2. Run the streamline concurrent program, *PRC: Submit Interface Streamline Processes* (**Navigation:** Click **View Requests**, then **Submit a New Request**. Enter the concurrent program name and enter required parameters. Click **Submit** and **No**.) The streamline process interfaces the cancel invoice to AR and during the tie back it changes the status of the original EZ invoice to deleted.
3. The internal status changes to Deleted.

## Delete an EZ Invoice in the Pending Status

An EZ Invoice can be deleted by the agency when the invoice status is in a pending mode.

### Prerequisite

You must have fulfilled the following prerequisites:

- You must have created a draft invoice.
- You must change the performance date to a future date.

To delete a pending status EZ Invoice, perform the following steps:

1. From the **G-Invoicing** dashboard and **Details** region, click the **EZ Invoice** tab. Select the pending status EZ invoice and click the **Actions** menu (three ellipses) and then **Delete**. The action sends the request to federal G-Invoicing. On getting the response as deleted, the cancel invoice program is triggered.
2. Run the streamline concurrent program, *PRC: Submit Interface Streamline Processes* (**Navigation:** Click **View Requests** , then **Submit a New Request**. Enter the concurrent program name and enter required parameters. Click **Submit** and **No**.) This interfaces the cancel invoice to AR and after the tie back the original EZ invoice is marked as deleted.
3. The Internal status changes to **Deleted**.

### Reverse an EZ Invoice with a Settled Status

An EZ Invoice can be reversed in a settled invoice status. To reverse an EZ Invoice that is in a settled status, perform the follow steps:

1. From the **G-Invoicing** dashboard and **Details** region, click the **EZ Invoice** tab. Select the settled EZ invoices and click the **Actions** menu (three ellipses) and click **Reverse**.
2. Run the ECC data load to see the reversal transaction created. The Internal status of the original EZ invoice is changed to Reversal in Progress. A new reverse invoice line is created which references the original EZ Invoice Number, the EZ performance type as Reversal, with the draft internal and EZ invoice statuses.
3. Click the **Additional Attributes** icon to enter the mandatory values for the servicing agency for reversal and click **Apply**.

**Note:** If you submit the reversal invoice without specifying the mandatory additional attributes, then the system results in error and returns the internal status as Error. You will have to resubmit the reversal after specifying the required details.

4. Select the reversal line and then click **Submit**. The system submits the reversal process and pushes the reversal request to federal G-Invoicing.



5. Run the pull concurrent program, *Intragovernmental 7600EZ Interface Program*, to pull the reversal acceptance.
6. Run the *ECC Data Load for Projects* concurrent program to refresh the data in the G-Invoicing dashboard. This action pulls the settlement, creates the cancel invoice, and stamps the reversed invoice line with the unique EZ Invoice Number. For the reversal invoice line, the internal status changes to Settlement in Progress.
7. Run the streamline concurrent program, *PRC: Submit Interface Streamline Processes* to tie back the invoice to AR (**Navigation:** Click **View Requests**, then **Submit a New Request**. Enter the concurrent program name and enter required parameters. Click **Submit** and **No**.)
8. Run the *ECC Data Load for Projects* concurrent program to refresh the data refresh the data in the G-Invoicing dashboard. This streamline process interfaces and ties back the cancel invoice to AR and the status of the reversal transaction is updated to Settled and the original EZ invoice status changes to Reversed.

## Reverse a Settled EZ Invoice with Credit Memo

### Prerequisites

You must have fulfilled the following prerequisites:

- In the **Billing** tab of the **Implementation Options** window, enable the **Require Credit Memo Reason** option.

To reverse an EZ invoice that is in a settled status, perform the following steps:

1. From the **G-Invoicing** dashboard and **Details** region, click the **EZ Invoice** tab. Select the settled EZ invoices and click the **Actions** menu (three ellipses) and click **Reverse**.
2. Run the ECC data load to see the reversal transaction created. The Internal status of the original EZ invoice is changed to Reversal in Progress. A new reverse invoice line is created which references the original EZ Invoice Number, the EZ performance type as Reversal, with the draft internal and EZ invoice statuses.
3. Click the **Additional Attributes** icon to enter the mandatory values for the servicing agency for reversal and click **Apply**.

**Note:** If you submit the reversal invoice without specifying the mandatory additional attributes, then the system results in error and returns the internal status as Error. You will have to resubmit the reversal after specifying the required details.

4. Select the reversal line and then click **Submit**. The system submits the reversal

process and pushes the reversal request to federal G-Invoicing.

5. Run the pull concurrent program, *Intragovernmental 7600EZ Interface Program*, to pull the reversal acceptance.
6. Run the *ECC Data Load for Projects* concurrent program to refresh the data in the G-Invoicing dashboard. This action pulls the settlement, creates an approved invoice, and stamps the reversed invoice line with the unique EZ Invoice Number. For the reversal invoice line, the internal status changes to Settlement in Progress.
7. Release the approved invoice by entering the credit memo release reason (From the Projects Home page, click **Events**, then **Invoice Review**. Query for the project and click **Find**. In the **Invoice Summary** window, click **Approve 1** and then **Release**.)
8. Enter the credit memo reason and click **Ok**.
9. Run the streamline concurrent program, *PRC: Submit Interface Streamline Processes*, to tie back the invoice to AR (**Navigation: Click View Requests** , then **Submit a New Request**. Enter the concurrent program name and enter required parameters. Click **Submit** and **No**.)
10. Run the *ECC Data Load for Projects* concurrent program to refresh the data refresh the data in the G-Invoicing dashboard.

This streamline process interfaces and ties back the cancel invoice to AR and the status of the reversal transaction is updated to Settled and the original EZ invoice status changes to Reversed.

### Rejected Transaction when Reversal is Initiated

There can be a situation when the servicing agency initiates a reversal of a settled EZ invoice, and at the same time, a requesting agency rejects the same EZ invoice. In such a case, when the reversal acceptance is pulling by the servicing agency, the original transaction is stamped as Rejected and the reversal transaction's internal status changes to Rejection Processed.

### Reject an EZ Invoice in a Pending Status

The servicing agency can reject an EZ invoice that is in a pending status.

#### Prerequisite

Ensure that you have fulfilled the following prerequisites:

- You must have created a draft invoice.
- You must change the performance date to a future date.
- You must have run a push concurrent program to interface the pending EZ invoice

to federal G-Invoicing.

To reject an EZ Invoice that is in a pending status, perform the following steps:

1. From federal G-Invoicing, query for EZ invoices.
2. Select one of the pending EZ invoice and click **Reject Invoice**.
3. Enter the performance date.
4. Enter the reason for rejection.
5. Enter the requesting agency point of contact details.
6. Click **Reject**.
7. Run the pull concurrent program, *Intragovernmental 7600EZ Interface Program*, for the GT&C to pull the rejected invoice.
8. Run the *ECC Data Load for Projects* concurrent program to refresh the data in the G-Invoicing dashboard.
9. In the Details region of the G-Invoicing dashboard and EZ Invoice tab, the rejected EZ Invoice shows Informational EZ Invoice status and the Internal Status changes to Rejected. This invoice is not settled in federal G-Invoicing.  
  
A corresponding rejected performance transaction type with the AR Invoice Number is created with a unique EZ Invoice Number referencing the original EZ invoice number.
10. Pull the original invoice as well which triggers the cancel invoice program. Then, run the streamline program which changes the status to Informational.

## Reject an EZ Invoice in a Settled Status

The servicing agency can reject an EZ invoice that is in a settled status.

### Prerequisite

Ensure that you have fulfilled the following prerequisites:

- You must have created a draft invoice.
- You must change the performance date to system date (current date).
- You must have run a push concurrent program to interface the EZ invoice to federal G-Invoicing.

To reject an EZ Invoice that is in a settled status, perform the following steps:

1. From federal G-Invoicing, query for EZ invoices.
2. Select one of the pending EZ invoice and click **Reject Invoice**.
3. Enter the performance date.
4. Enter the reason for rejection.
5. Enter the requesting agency point of contact details.
6. Click **Reject**.
7. Run the pull concurrent program, *Intragovernmental 7600EZ Interface Program*, for the GT&C to pull the rejected invoice. This program triggers the cancel invoice program.
8. Run the streamline concurrent program, *PRC: Submit Interface Streamline Processes*, (**Navigation:** Click **View Requests** , then **Submit a New Request**. Enter the concurrent program name and enter required parameters. Click **Submit** and **No**.) This program runs processes like the PRC: Interface Invoices to Payables, and the Autoinvoice Import, the Tie back Invoices from Receivables and Prepayment Matching concurrent programs. During the tie back the status of the original EZ invoice is changed to Rejected.
9. Run the *ECC Data Load for Projects* concurrent program to refresh the data in the G-Invoicing dashboard.
10. In the Details region of the G-Invoicing dashboard and EZ Invoice tab, the rejected EZ Invoice shows EZ Invoice status as Informational and the Internal Status changes to Rejected. This invoice is not settled in G-Invoicing. A corresponding rejected performance transaction type with the AR Invoice Number is created with a unique EZ Invoice Number.

## APIs and Client Extensions for EZ Invoicing

Use the following APIs to create and update agreements, create and update additional attribute changes for EZ agreement and invoices. You can use these APIs as alternative methods to perform various G-Invoicing functions.

### API: Creation of an EZ Agreement

Use this API to create an EZ agreement.

- **Technical Name:** `PA_EZ_EXT_API_PUB.CREATE_EZ_AGREEMENT`
- **Prerequisite:** An EZ enabled GT&C must exist in an open status.

- **Outcome:** An EZ agreement is created.

### API: Updating of an EZ Agreement

Use this API to update an EZ agreement.

- **Technical Name:** *PA\_EZ\_EXT\_API\_PUB.UPDATE\_EZ\_AGREEMENT*
- **Prerequisite:** An EZ enabled GT&C must exist in an open status.
- **Outcome:** An EZ agreement must exist in the system.

### API: Updating UDAs for an EZ Agreement/Invoice

Use this API to update user defined attributes for an EZ agreement or an invoice.

- **Technical Name:** *PA\_EZ\_EXT\_API\_PUB.UPDATE\_EZ\_ADDITIONAL\_ATTR*
- **Prerequisite:** An EZ Agreement should exist in an open status or an EZ invoice should have been generated in a draft status.
- **Outcome:** Updates user defined attributes for an EZ agreement or an invoice.

### Custom Hook: Override UDAs when creating an EZ Agreement/Invoice

Use this API to update user defined attributes for an EZ agreement or an invoice. Use this custom hook to override user defined attributes when creating an EZ agreement or an invoice.

- **Technical Name:** *PA\_CLIENT\_EXTN\_IGT\_CUST.OVERRIDE\_EZ\_ATTRIBUTES*
- **Prerequisite:** An EZ enabled GT&C and an EZ agreement should exist in an open status.
- **Outcome:** Updates user defined attributes for an EZ agreement or an invoice.

## Working Capital Fund

The Working Capital Fund (WCF) is a revolving fund established by law to finance a cycle of operations in which the full cost of services is charged to the recipient of the service. The Fund aims to provide centralized performance of common administrative services, including but not limited to computer services, telecommunication, and financial services. Any agency or component within a department, as well as any other agency with shared service's needs, can request services using WCF.

The WCF ensures that the costs of services provided are fully recovered from the customers, and the revenues generated by the fund are sufficient to cover its expenses. By charging the full cost of services to the recipient, the Fund operates on a self-

sustaining basis without requiring an annual appropriation from Congress.

The WCF provides cost-effective solution to federal agencies to achieve cost savings and greater operational efficiencies. WCF helps promote effective and efficient use of government resources. Following is some of the important features of WCF:

- **Multiple Customers:** The servicing agency receives multiple orders from multiple customers from federal G-Invoicing
- **Participation Ratio Set at the Service level:** The participation ratio is calculated for each service based on the pool of customers and their service value seeking similar services. These orders are combined and executed through a single project for delivering common services.
- **Delivery Performance by Participation Ratio:** Invoices are created for each customer by splitting cost by their participation ratio (derived through pool of order values). By invoicing each customer separately, the WCF can accurately track the costs associated with each customer's usage of the service. The participation ratio is used to ensure that each customer is charged only for the services they have used, based on their proportional share of the total pool of funds for the service.

## Overall Process of WCF

The summary of overall process flow of working capital fund (WCF) orders is as follows:

### Order Initiation and Placement

- The requesting agency identifies an order as a WCF order by selecting the appropriate PSC code and marking the Statutory Authority Fund Type Code as Working Capital Fund in the federal G-Invoicing application. This code identifies the order as a WCF order and ensures that it is processed correctly.
- The servicing agency defines the participation ratio for each customer at service or task level. The participation ratio is a measure of each customer's share in a particular service. It is calculated based on the contribution amount established during the negotiation process and the actual usage of the service by each customer.
- This ensures costs associated with each service are accurately allocated to each customer based on their usage of the service.
- Order line schedules are marked with common Service Item code (ID)s across multiple customers. This ensure costs associated with each service are accurately tracked and allocated to each customer.

### Order Execution and Delivery Performance

- The servicing agency establishes funds for each service based on the order amount, which determines each customer's share of the total pool of funds for the service in

case of amount-based participation. The customer share can also be manually defined.

- The Common Service Item Code helps identify the service ensuring a correct service is delivered to the appropriate customers from the servicing side.
- Services of the same type are grouped and executed as a single task and delivered to different customers.
- All expenditures are charged to the appropriate project and task combination ensuring costs of services are accurately tracked and allocated.
- The Delivery Performance for each customer is based on their share of the service received determined by the participation ratio. This ensures each customer is charged only for the services they have used, based on their proportional share of the total pool of funds for the service.

### **Modifying WCF Order and Participation Ratio**

- WCF orders can be modified and the participation ratio in turn can be changed as well. This enables agencies to track different versions of the same order.
- Scenarios that can initiate changes in participation ratios:
  - Order modification from one or all customers will initiate changes in the participation ratio.
  - A new customer addition to the same project pool can impact the participation ratio for the service.
  - Interim order closure from customer(s). If an order is closed before the end of the service, it can impact the participation ratio for the service.
- Changes to the participation ratio are effective going forward only for the balance of the service. This ensures any changes made to the participation ratio are only applied to future costs associated with the service.

### **Rounding Management**

- While calculating the % Split across OLS: To ensure accurate and consistent rounding of costs for WCF, the rounding management uses the amount-based split and same customer, same service, with multiple order line schedule.
  - When calculating the participation ratio for each order line schedule, the percentage is rounded to three decimal points. In cases where there are multiple OLS from the same customer for the same service, the total participation ratio for all OLS will be calculated and then rounded to three decimal points.

- If the sum of the rounded participation ratio for the last order line schedule is not equal to 100%, then the rounding difference is added to the last order line schedule. The percentage for the last OLS will be calculated as 100% minus the total of the remaining OLS calculated percentages.
- While calculating the invoice amount from % split:
  - To ensure accurate and consistent calculation of invoice amounts for WCF, invoice amounts are rounded to two decimal points when calculating from the participation ratio percentage split.  
  
If there are multiple order line schedules from the same customer for the same service, then the invoice amount for each order line schedule is calculated based on the participation ratio percentage split and rounded to two decimal points.
  - In the case of multiple invoices, the last invoice amount is calculated as the total invoice amount minus the sum of the calculated prior invoices.

## Participation Ratio

The participation ratio for the Working Capital Fund (WCF) is calculated at the individual service level, based on the pool of customers and their service value seeking the same service.

## Setting Up for Working Capital Fund (WCF)

You must perform the following setups for WCF to work for you.

### Billing Setup Changes

Perform the following setups in the Billing setup window:

1. From the **Home** page, select the **Projects US Federal** responsibility.
2. Click **Setup**, then **Projects**, and then **Project Templates**.
3. In the **Find Projects** window, query for an easy project.
4. Click the **Project** and click **Open**.  
The **Projects Templates** page appears.
5. In the **Options** region, scroll down, then click and expand **Billing Information**.
6. Select **Billing Setup** and click **Details**.  
The **Revenue and Billing Information** window appears.



7. In the **Revenue Accrual Method** field, select **Event**.
8. In the **Invoice Method** field, select **Event**.
9. Ensure the **Customer at Top Task** is disabled for WCF.
10. Ensure the **Invoice method at Top Task** is disabled.
11. Ensure the **Date-Effective Funds Consumption** is enabled for WCF.

### Setting up Projects for WCF

The agency must setup projects for WCF enabled in Oracle Projects. To setup projects for WCF, perform the following steps:

1. From the **Home** page, select the **Projects Super User, US Federal** responsibility.
2. Select **Projects**, and then choose **Create Project**.  
The **Create Projects: Select Source** page appears.
3. In the **Copy From** field, select **Template**.
4. Query for the project.  
The project list appears.
5. Select the project you want to copy from and click **Continue**.
6. Click the **Project Name** link.  
The **Create Project: Details** page appears.
7. Enter the required fields like project name, number, project start, end date and so on.
8. In the **Project** tab, click the **Setup** subtab.  
The **Project Setup** page appears.
9. For WCF projects, in the Funding Method, choose **Top Task Level Funding Contribution**.  
On selecting the funding method the contribution method is enabled. If the project is selected as the Top Task Level Funding Contribution, then this project is not eligible for using with the 7600EZ Invoice. Only one option can be chosen for a particular project.
10. Click and choose from the **Funding Amount Based** or **User Defined**.
  - **Amount Based Participation Ratio:** Choose this option to let the system derive

the participation ratio for a service based on the total order line schedule amount and a particular order line schedule contribution for a service type. This value is then used for revenue and invoice generation.

If a new order is added or an existing order is modified, the participation ratios are recalculated, and the changes take effect in the future revenue generation. This approach ensures that the participation ratios accurately reflect each customer's share of the service based on the order line schedule amounts and contributions.

- **User Defined:** The agency must specify the participation ratio for each customer. The customer participation ratio must total 100. If a customer has multiple order line schedules, then the system distributes the participation ratio among the order line schedules based on the prorated amount at each individual line schedule level.

If a new customer is added or an existing ratio is modified, then the participation ratios must total 100. And the changes take effect in the future revenue generation.

**11. Click Save.**

The project is setup and saved.

If you have selected User Defined, then the Customer Participation Ratio appears in the other project setup region.

## Setup Service Type for a Task

You must setup the Service type before setting up the participation ratio. To setup the service type to the task, perform the following steps:

1. From the **G-Invoicing** dashboard, click the **Associate Project** icon.
2. Search for the project created. Click the **Project** link and open the projects page.
3. In the **Projects Setup** page, click the **Financial** tab, and then the **Tasks** subtab.
4. Expand the **Outline** arrow in the **Saved** searches.
5. Click the **Details** for a task to associate to the service type. Click the details icon for Task1.
6. From the **Task Details** page click the **Setup** tab.
7. Enter or select the service code. Select from the Federal Supply Classification (existing) or Product Service Code (existing) lookups. This service type should be defined for all the top tasks for a project.

All tasks should be associate to a service type to associate a project successfully. If a task does not have service type, then you can't associate the project to an order.

8. Click **Save** and **Apply**.

If a customer has multiple order line schedules, then the system distributes the participation ratio among the order line schedules based on the prorated amount at each individual line schedule level.

If a new customer is added or an existing ratio is modified, then the participation ratios must total 100. And the changes take effect in the future revenue generation.

## Event Type Setup

Perform the following setups in the event type window:

1. From the **Home** page, select the **Projects US Federal** responsibility.
2. Click **Setup**, then **Billing**, and then **Event Types**.
3. In the **Event Types** window, enter or ensure that you have at least one automatic event type class specified for a WCF project.
4. Click **Setup**, then **Billing**, and then **Extensions**.
5. In the **Billing Extensions** window, enter or ensure that you have a Default Event Value Type specified as the event type class.

## Working Capital Order Pull and Approval

In the WCF solution, the flow for the first order pull and approval process will involve several steps to ensure accurate tracking and management of the order.

### Prerequisites

Ensure that you have satisfied the following prerequisites:

- Create a WCF enabled order in the federal G-Invoicing application. Create an IGT order and choose the Statutory Authority Fund Type Code as Working Capital Fund.
- Selected an appropriate Product Service Code (PSC).
- Created a project with the Top Task Level Funding Contribution chosen at the project level.
- Setup Revenue Accrual Method and the Invoice Method as Event and Event at the project level.

- The Customer at the Top Task is disabled, and the Date-Effective Funds Consumption is enabled for WCF.
- The project should not be a Schedule of Values enabled project.
- Projects with Performance Obligation feature enabled but no funding lines exist and no POBG Lines exist.
- The WCF Project must not be associated to any other agreement.
- The project should not be a Grants project.
- The project should not be an RMCS enabled project.
- Projects that are closed, partially purged, purged, or pending purge are not allowed.

To pull approve the WCF order, create revenue and invoice for that order, perform the following steps:

1. From the **Home** page, select the **Projects Super User** responsibility.
2. Select **Requests** and then **Schedule**.  
The **Schedule Request: Define** page appears.
3. Query the concurrent program, *Intragovernmental Order Interface Program*, to pull the WCF order.
4. Click the **Parameters** tab.
5. Enter the required fields and click **OK**.
6. Click **Submit**.
7. Run the *ECC Projects Data Load* concurrent program to display the current data in the G-Invoicing dashboard.
8. In the G-Invoicing dashboard, search for the WCF order.
9. Scroll down to **Header** region and click **Order** tab.  
You can only associate a project with the WCF order.
10. You must first create a WCF enabled project, set up and associate the service type for the task with the correct item cost and setup the participation ratio for each customer. Once the project has been setup you can associate the project to the order.  
Refer to "**Setting Up for Working Capital Fund (WCF)**" for more details.

11. Click the **Associate Project** icon.  
The **Associate Project** page appears.
12. Search for the WCF enabled project you have created.
13. Select the project from the list and click **Associate**. The system associates the project to the order and the performance obligations are created automatically. In the performance obligations page, the top task number is defaulted based on the service code selected in the task setup or based on the client extension (PA\_Client\_Extn\_IGT\_Cust.get\_wcf\_top\_task()) and you cannot change the value.
14. In the **Performance Obligations** page, enter the Servicing TAS and BETC.
15. Click **Save** and **Continue**.
16. Repeat the steps 15 and 16 for the remaining order lines and order line schedules.
17. Click **Apply**. The project association is completed.
18. Click the **G-Invoicing Dashboard** icon to navigate to the dashboard.
19. Click the **Update Agreement** icon.
20. From the **Actions** menu, select **Additional Attributes**, and click **Go**.
21. Enter the servicing side details for the required attributes.
22. Click **Apply**.
23. In the **Update Agreement** page, click **Submit**. The order is submitted for approval.
24. Log in as the approving manager and approve the WCF order. The order is approved.
25. In the **G-Invoicing** dashboard, scroll to the WCF order, and click **Update Agreement**.
26. In the **Actions** menu, select **Confirm Funds Availability** and click **Go**. The funds availability confirmation is completed.
27. Create transactions for the projects using the Projects Expenditure or imported expenditures.
28. Approve and release transactions.
29. Distribute the cost by running the concurrent programs, *PRC: Distribute Labor Cost* or *PRC: Distribute Usage and Miscellaneous Costs*.

30. For Imported expenditures, run the concurrent program, *PRC: Interface supplier costs* or *PRC: Transaction Import* based on the selected expenditure class.

## Generate Revenue and Invoices

The revenue and invoice generation are an important part of the billing process. The POBG and revenue and invoice line distribution are based on top tasks, agreements, and bill groups. This ensures that revenue is accurately allocated and tracked throughout the WCF process. To generate revenue and invoices for the WCF order, perform the following steps:

1. From the **Projects Super User** responsibility, select **View** and then click **Requests**.
2. Click **Submit a New Request**.
3. Search for the concurrent program, *PRC: Generate Draft Revenue for a Single Project*.
4. Select the project number and accrual date and click **OK**.
5. Click **Submit** and **No**.
6. To view the events created, click **Billing**, then **Events**, and then **Project**.
7. Enter the project number, name, and click **Find**. The **Events Summary** page displays the details of the events created. Scroll right and see the Description field to see the details on how the revenue amount is calculated based on the participation ratio you had specified, and the system distributed based amount for each order line schedule.
8. Click **Review Revenues** to review the revenue details.
9. Click and release each revenue line.
  - The Revenue Summary page includes a new option, Batch ID. When you select a revenue line to release, all revenue lines belonging to the same batch ID can be released together after confirmation. Similarly, you can un-release a revenue line when the invoice has not been generated, and all the revenue lines belonging to the same batch ID are un-released after confirmation. If a draft invoice is generated, then the revenue cannot be un-released.
  - When generating the revenue process, if a batch ID has been rejected with a hard limit, then the same batch revenues cannot be released. If a draft invoice has been generated, then you

cannot delete the related revenues.

10. From **Projects** application, select **View** and then click **Requests**.
11. Click **Submit a New Request**.
12. Search for the concurrent program, *PRC: Generate Draft Invoices for a Single Project*.
13. Select the project number and accrual date and click **OK**.
14. Click **Submit** and **No**.
15. To view the events created, click **Billing**, then **Events**, and then **Project**.
16. Enter the project number, name, and click **Find**. The **Events Summary** page displays the details of the events created. Scroll right and see the **Description** field to see the details on how the invoice amount is calculated based on the participation ratio you had entered, and the system distributes amount for each order line schedule.
17. Click **Review Invoices** to review the invoice details.
18. Run the *PRC: Interface Invoices to Receivables* concurrent program. This program transfers invoices to AR.
19. Run the *Autoinvoice Interface Program*. Enter the transaction source and date and click **Ok**.
20. Run the *PRC: Tieback Invoices from Receivables* concurrent program.

### **Submit Delivery Performance**

To submit the delivery performance, perform the following steps:

1. From the **Home** page, click the **Projects Super User US Federal** responsibility.
2. Click **Projects Command Center**, and then **G-Invoicing dashboard**.
3. Select the WCF order. Click **View Performance Obligations**.
4. Select the order line schedules and click **Submit Delivery Performance**. The delivery performance is created and pushed to federal G-Invoicing.

**Note:** The remaining order processing of a WCF order is like an IGT order processing.

